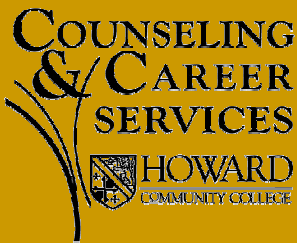


CareerAbilities

September 2009



Counseling & Career Services

Mon, Tue, Wed
8:30 a.m.—8:00 p.m.

Thu, Fri
8:30 a.m.—5:00 p.m.

Phone: 410.772.4840

Fax: 410.772.4499

Website:
www.howardcc.edu/
counseling

Disability Support Services

Mon, Tue, Thu, Fri
9:00 a.m. –5:00 p.m.

Wed
9:00 a.m.—8:00 p.m.

Phone: 410.772.4629

Fax: 410.772.4276

Website:
www.howardcc.edu/
students

CareerAbilities is a monthly newsletter produced by Howard Community College Counseling and Career Services and Disability Support Services to increase student awareness of HCC career programs and services and to highlight career topics that are important to students with disabilities.

We welcome suggestions about topics you would like to see addressed and encourage you to stop into our offices and use the many services that we offer free of charge to HCC students.

Issues of **CareerAbilities** can be found online at the HCC Counseling and Career Services Website at www.howardcc.edu/students/counseling_career_services_and_job_assistance/jobsearch/resourcesdisability.com. They are also available in the Counseling and Career Services Library, RCF-302, and can be sent directly to your e-mail address.

*We make a living by what we do,
but we make a life by what we give.*

Winston Churchill

WEBSITE OF THE MONTH

<http://volunteerhoward.org/>

The Volunteer Center Serving Howard County recruits potential volunteers and refers them to local non-profit and governmental agencies seeking volunteers.



This Month's Quiz

What do you know about Volunteering?

True or False

- The only reason people choose to volunteer is because they want to help people.
- A desire to learn about a career is a good reason to volunteer.
- Carefully choosing where you volunteer is not important.
- Volunteering can help you financially.
- It is necessary to volunteer at the same place on a regular basis.
- Finding a place to volunteer is difficult.

Answers on page 4

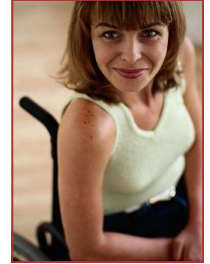
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To receive a copy of this Newsletter via e-mail, contact Ann Kukulies at 410.772.4009

WHAT DISABILITY SUPPORT SERVICES HAS TO OFFER YOU

- **Receive appropriate academic accommodations for your disability.**
- **How?** Make an appointment to talk to a DSS counselor to set up your accommodations. If you have not picked up your accommodations memos for the fall semester, be sure to stop by our office to get them
- **Determine your major and receive assistance in selecting your classes.**
- **How?** DSS counselors act as academic advisors and can help you select a program of study that interests you. Call (410) 772-4629 or stop in to make an appointment with one of the DSS counselors. You may also wish to work with a career counselor as your choice of college major influences later career choices.
- **Learn about appropriate workplace accommodations and how to ask for them once you leave HCC.**
- **How?** DSS counselors can provide you with information about accommodations in places of employment. Make an appointment with one of the DSS counselors. Attend a workshop on *What To Know When You Disclose Your Disability* offered by CCS.



WHAT COUNSELING AND CAREER SERVICES HAS TO OFFER YOU

- **Learn how knowing your skills, abilities, interests and values can lead you to a major and a career that you will be successful in and enjoy.**
- **How?** Talk to a counselor, take an assessment, and/or attend a Career Information Series program.
- **Learn how to enter the job market – how to conduct a job search, write a resume, and do well in an interview.**
- **How?** Attend a workshop, talk to a career counselor, and use the many resources in the CCS library.
- **Gain work experience through an internship or co-op position.**
- **How?** Contact our office about the Federal Workforce Recruitment Program, attend an information session about local internship opportunities, watch for the Disney signs, and make an appointment with the internship coordinator.
- **Locate local job openings.**
- **How?** Watch for the local employers who come on campus to recruit, attend the HCC Job Fair on November 13, use HCC Jobs On-line, and visit the CCS Library to borrow the Job Books with local listings.
- **Find assistance with the personal issues that are interfering with your success.**
- **How?** Make an appointment to talk to a counselor, if you are a single parent or displaced home maker, you may be eligible for the Career Links program.



Volunteering for Career Building

Many people volunteer to “try on” a new career, to gain experience (free on-the-job training), to practice or improve a particular skill, learn more about a particular work environment, look for job leads or make contacts that might help them attain a job in the future. Others volunteer just because they believe in what they’re doing and receive personal satisfaction from knowing they have helped someone. They may want to help others either directly or indirectly.

Benefits of Volunteer Work:

There are many benefits to volunteering. It can help you:

- **Gain practical skills and experience.** Volunteer positions can develop your problem-solving and organizational skills and your ability to multi-task and work well under pressure - all great skills to have on the job.
- **Explore possible career tracks.** Volunteering is a risk-free way to try out about a field you're interested in without making a long-term commitment.
- **Build a strong networking base.** The people you meet while volunteering can make great mentors, give you career information and insight - and even provide you with reference letters and news about job openings.
- **Develop your interpersonal skills.** Many volunteer positions involve working with a variety of people from different social, economic and cultural backgrounds and are great environments to experience the benefits of a diverse workplace.
- **Pursue an interest.** It is not difficult to find volunteering activities that will match your interests. Volunteering offers you an opportunity to share or use those interests to benefit others and sometimes, to connect with others with those same interests.
- **Provide future financial benefits.** Volunteering now can have a huge financial payoff later. Many scholarship essay questions are volunteer-based. Some scholarships are even exclusive to those students who have helped out others in their spare time. Also, employers are impressed when a resumé lists volunteer work, which may give you an edge over another candidate when applying for a job in the future.
- **Give you an edge when transferring to a four-year school.** If a college admission officer is deciding between you and another student for admission, every

detail in your application makes a difference. Volunteer experience is one item on your application that could give you a slight edge.

- **Learn about yourself.** Volunteering teaches you more about yourself and your world while preparing you for the future and connecting you to your community.
- **Fills in the gaps in your resumé.** College students and recent graduates can gain all the benefits of volunteering and also avoid having gaps on their resúmes by volunteering while searching for a job that pays. Volunteer work demonstrates your motivation, energy and enthusiasm while providing you with a productive way use your time.

Volunteers can choose to commit to helping others on a regular basis, on a one-time basis, or for only a designated period of time. These choices allow busy people to volunteer in a way that fits their schedules and help others while attaining their personal goals. No matter why people getting involved in volunteer work, they are still providing a valuable service - offering their skills free of charge to those who need them. You might not get a paycheck, but what you do get in return will be invaluable.



Volunteer Opportunities Near You

There are opportunities to volunteer all around you. Look for a position that will provide you with the benefits listed above, is conveniently located and fits your schedule. Here's where to start your search:

- Look for postings on campus bulletin boards and in Counseling and Career Services.
- Contact campus organizations that interest you. Some will have volunteer activities scheduled that match the interests of their members.
- Web sites are good places to check for volunteer opportunities. Log on to <http://volunteerhoward.org/> or the website of the agency where you would like to work.
- Call your area Chamber of Commerce. Many businesses and civic organizations coordinate volunteer efforts. In addition to helping you find volunteer opportunities, working with business leaders can give you connections that may come in handy when you're looking for a job.

Fall 2009 National Scholarship Competition disABLEDperson, Inc.

Answers to This Month's Quiz

1. **False.** Helping others is usually a large part of the reason people choose to volunteer, but there are many other reasons, including wanting to gain experience, develop skills, meet people, and pursue interests.
2. **True.** Wanting to learn about careers, different work environments and people who work in different careers while you are **also** helping someone is an excellent reason to volunteer.
3. **False.** It is important that you choose to volunteer where you can both give and receive benefits from your time and effort..
4. **True.** Often the experience you have had will give you an edge when pursuing full time employment, a scholarship or acceptance into a program at another school that translate into future financial benefits.
5. **False.** Not everyone can or wants to volunteer on a regular basis and if your goal is to learn about different work environments or "try on" different careers, it may not be the best idea to volunteer at the same place for a long period of time. What is important is that you do the best job you can possibly do when you volunteer.
6. **False.** There are local websites, campus and community organizations and business groups that all have information about volunteer opportunities. If in doubt, Counseling and Career Services staff can assist you in searching for volunteer opportunities.

Fall 2009 National Scholarship Competition disABLEDperson, Inc. is excited to announce our Fall 2009 nationally based scholarship competition for college students with disabilities!

This competition begins on August 17, 2009 and ends on October 14, 2009 for the award of \$750.00! The essay question for this competition is: Health Care Reform, are you for it or not?

To participate, follow these simple steps:

1. Write an essay with no more than 750 words.
2. Go to www.disabledperson.com/scholarship
3. Click on Register Now
4. Fill out the form completely and paste your essay into the form.

A few reminders:

- * Please keep in mind that the form must be filled out completely. They cannot accept incomplete or fraudulent forms.
- * Spelling and grammar is imperative. Please submit carefully edited drafts only.
- * In order to qualify, the student must be enrolled in a 2 or 4 year accredited college or university in the United States of America. They must be a full-time student and U.S. citizen (minimum of 12 credits for undergraduate, 9 credits for graduate).
- * Unfortunately, they are not able to award scholarships to college students who are not attending classes full-time.
- * Upon winning, the student will prove disability through their Disability Student Services department.
- * Be sure to submit your entry before the October 14, 2009 deadline.
- * The winner will be announced on their website on October 28, 2009. All decisions made by disABLEDperson, Inc. are final.

Disney College Program

The Disney College Program Recruiter will be on campus Wednesday, September 16th for presentations at 1:00 p.m. and 3:00 p.m. and on Friday, September 18 for presentations at 9:00 a.m. and 11:00 a.m. Students will learn about internship opportunities at Walt Disney World in Florida and Disneyland in California, and hear from students who have participated.

Up Coming Events



Suicide Prevention Day

Thursday, 9/10
12:30 p.m.—2:00 p.m.
RCF-Lobby

Get That Job Workshops

Tuesday, 9/15
Thursday, 9/17
12:00 p.m.—1:30 p.m.
RCF-302

Workshops acquaint students with the process of searching for a job while in school. The workshop covers topics such as how to determine where to look for jobs, documentation needed to work, how to approach an employer, fill out an application, and prepare for an interview.

Self-Advocacy: An Essential Skill in College and Beyond

Tuesday, 9/22
12:00 p.m.—1:30 p.m.
Duncan Hall-Lobby

Did you ever want to stand up for yourself, request something you need, or tell someone something about yourself and not know how to go about doing that effectively. This workshop helps students learn what self-advocacy is and is not and how to be a good self-advocate.

Resumé Makeover

Wednesday, 9/23
11:30 am.—1:00 p.m.
Duncan Hall Lobby

What to Know When You Disclose Your Disability

Thursday, 9/24
12:00 p.m.—1:00 p.m.
RCF-302

Learn how to tell your instructors, counselors, friends or employers about your disability.

How to Help a Friend...Who is Using and Abusing

Thursday, 10/1
1:00 p.m.—2:00 p.m.
CL-178 (Wellness Center)

Arts and Media—Career Information Series

Tuesday, 10/6
12:30 p.m.—2:00 p.m.
RCF-242 (Transfer Center)

Depression Screening Day

Thursday, 10/8
12:30 p.m.—2:00 p.m.
Burrill Galleria

Repairing Bad Credit

Tuesday, 10/13
10:00 a.m.—12:00 p.m.
RCF-302 (Conference Room)

Learning Assistance Center (LAC) Hours

Mon, Tue, Wed, Thu
8:30 a.m.—9:00 p.m.

Fri
8:30 a.m.—5:00 p.m.

Sat
10:00 a.m.—3:00 p.m.

Sun
1:00 p.m.—5:00 p.m.

Phone: 410.772.4822
Fax: 410.772.4092

Website: www.howardcc.edu/students

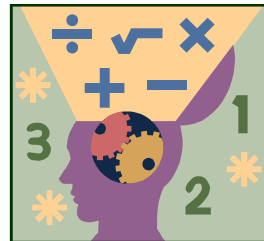
Time Management

Monday, 9/14
4:00 p.m.—5:00 p.m.
Tuesday, 10/6
3:00 p.m.—4:00 p.m.
RCF-305



Math Anxiety

Tuesday, 10/13
3:00 p.m.—4:00 p.m.
RCF-305



Note Taking

Tuesday, 9/29
4:00 p.m.—5:00 p.m.
Wednesday, 10/7
3:00 p.m.—4:00 p.m.
RCF-305

