



The Enterprise Resource Center—we're all about pairing students with area businesses for internships, practicum experiences, projects and job shadows.

*The battle for jobs is tighter than ever...make sure your résumé is the best that it can be!!*

**It's never too late to start an internship!**

Call Lora at x4310 for more info!  
Loew-Brenn Hall  
Lower Level, Suite 067  
www.huntington.edu/  
erc

# *experiential* **LEARNING OPPORTUNITIES**

Volume 3, Issue 6  
February 2007

## **What's New in the ERC?**

The Enterprise Resource Center is now able to assist students with additional services --

- **Résumés!!!**
- **Cover Letters!!!**
- **Mock Interviews!!!**

### **Résumés:**

Are you having a hard time compiling your resume? Do you know what goes on your resume? *The ERC staff can work with you to create a catching, informative and eye pleasing resume!* We have lots of different styles and examples of resumes on file for you to review.

### **Cover Letters:**

Are you stuck trying to write a cover letter that will get you an interview??? The very first impression is made by the letter that introduces the resume—the cover letter.

*Let us help you make a good first impression!!!*

### **Interviews:**

- Job interviews...are you ready?
- Are you ready to answer those tough questions that are always asked during an interview?
- Learn how to respond positively to those tricky questions!!
- Learn how to answer questions directly without hesitation!
- Learn what to say and what not to say!!!

*The ERC will conduct mock interviews with you to help ensure your confidence when interviewing for a job.*

As always, the ERC continues to work with students to find experiential learning opportunities. **Did you know that employers rate experiential learning programs as the most effective recruiting method they use for new graduates?** Why not put yourself ahead of the competition and explore possible career opportunities within your field and learn what opportunities you can pursue after graduation.

**Call the ERC office to schedule an appointment at x 4310!**

## COMMUNICATIONS/JOURNALISM

### **Fort Wayne Fever, In Season – May-August Off Season-January through March**

Supporting PR content creation efforts and ongoing communication programs. Specific activities would include developing potential story lines, working with 3<sup>rd</sup> parties to develop features, drafting weekly newsletters, editing articles for online publication, tracking editorial calendars and managing/updating relevant editorial contact list.



### **Kid Stuff at College Park Church, Huntington, IN**

Video editing Intern needed to capture video and make a 2 minute re-cap clip once a month, can be done anytime not on Wednesday but done within a week of the show production.



### **Kid Stuff at College Park Church, Huntington, IN**

Theater technical intern to run shows on Wednesday evenings. Practice on Tuesday evenings.



### **Fort Wayne Fever Soccer, Fort Wayne, IN**

Looking to get some hands-on experience in sports videography? Gain experience on Avid Express DV, the industry standard for post production in large shops. Meet with local television stations and personalities. Camera, tripod, tapes, editing equipment and time supplied.



### **Fusion Indoor Arena Football, Fort Wayne, IN**

Internships are in Sales and Sponsor Services, Media and Public Relations, and Operations and Marketing. The positions provide an opportunity to gain valuable experience in professional sports. The assistance and professionalism of interns will be critical to the continued success of the team. This is an intensive experience and candidates should be sports-minded, have excellent communication skills, and be computer literate.

## WORSHIP LEADERSHIP



### **Morning Start Church, Kokomo, IN**

The Morning Star Church, Serving in Love Internship Program will provide selected students with unpaid summer internships in a variety of work settings designed to draw upon and extend their liberal arts education. The program will be open to students from all majors; interns will be selected on the basis of academic criteria (GPA plus recommendations). The program will commence in summer 2007.

### **Wesley United Methodist Church, Bryan, OH**

Various tasks working with music and worship leadership.

### **Fairview Missionary Church in Angola, IN, Anytime**

Church of about 800 looking for ministry student to work in any of the following areas: worship, youth, children's ministry, sports or daycare. Will furnished house for student to live in. Stipend of \$100/week.

## RECREATION MANAGEMENT

### **Fort Wayne Fever, May-August**

The "Game Operations Assistant" interns will help with various aspects of game day planning and execution. Primary responsibilities will include helping to manage volunteers and game day staff, assisting with game day planning and working all (TBD) home games during the season. This opportunity also includes your participation in pre-game operations meetings, inter-department planning meetings and game day captains meetings.



### **Grosse Pointe Baptist Church, Northeast Detroit, MI**

**Early June – August 22, 2007**

**Sunday School Assistant Director, 6-8 hours per week and Day Camp Counselor, 32 hours per week**

Under the Children's Ministry team's direction, provide Sunday School program for the summer (toddlers & primary). Intern will assist in development of summer program and implementation. The intern will be expected to lead the program on Sundays with the support of existing volunteer staff. Cooperating with a staff team, supervise 50+ elementary day campers while enthusiastically engaging and joining with them in a variety of activities and field trips. Because many of the campers are not 'churched', counselors strive to mentor them toward making Christ the center of their lives.



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### **Grosse Pointe Baptist Church, Northeast Detroit, MI**

**Early June – August 22, 2007**

**Male Camp Counselor, 34-40 hours per week**

Cooperating with a staff team, supervise 50+ elementary day campers while enthusiastically engaging and joining with them in a variety of activities and field trips. Because many of the campers are not 'churched', counselors work to mentor them toward making Christ the center of their lives.

## GRAPHIC DESIGN/WEB DESIGN

### **Life Community Church, J-Term or Spring**

Are you creative and want to assist a church in designing several DVD and mailer covers? Then this internship could be for you!!

### **American Red Cross, Huntington**

Looking for a bright young person to help with our web site. The site is already open and the design is OK, but what we need is someone who can work an hour or two per week to update the information on our site as the updates become available. For example, we need to post the results of our blood drives and we need to update course schedules when new classes become available.

### **Ad Design, Huntington**

Internship opportunities in the following areas: graphic design, sign production department, embroidery division.

### **Fort Wayne Fever, Any semester**

Responsible for monitoring and updating web content, monthly auditing of site content, coordinating new content and working with web hosting firm to identify and add new features.

### **Specialized Printed Products, Fort Wayne, IN**

Internship opportunities in either graphic design or marketing.



### **Purdue Extension Office, Huntington, IN**

Create various newsletters as well as research and create materials and presentations for various programs the extension office offers.

### **Purdue Extension Office, Huntington, IN**

Updating the current website using FrontPage.

## OTHERS

### **The Power House Youth Center, New Haven, IN**

Not-for-profit organization that provides youth a positive alternative to negative behaviors in a safe, drug free Christian environment. Internships are available in: [financing](#), [youth ministry](#), [public relations](#), [accounting](#), [business](#), etc.



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### **Sheets Museum**

Ideas for wildlife/conservation-related hands-on activities for children. Also learning activities that help combine geography with the hunting and fishing regions.



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### **State Farm Insurance & Financial Services, Indiana**

Summer 2007 (graduating between 12/07 and 12/08). Wide variety of departments in which to work, from Claims to Financial Services to Underwriting. The intern would be doing project work, developing develop critical job skills, meet new people, and gain valuable knowledge to help them as they embark on their future career. ANY major can apply.



### **Purdue Energy Center, West Lafayette, IN Math / Science / Computer Science students --**

The Center has several paid summer research opportunities for students. The program may be able to provide summer research experiences for students in disciplines ranging from math to computer science to the lab sciences with engineering faculty. The student receives about \$3,000 for the 10 weeks or so.

## HISTORY

### **Allen County-Fort Wayne Historical Society**

Responsibilities include gaining experience in public history education and administration, exhibit development, community interaction, museological theory, and collections management.

### **Dan Quayle Vice Presidential Museum**

Working with archival materials to sort, categorize, label and maintain database for museum.

### **ARCH, Fort Wayne, IN**

NFP historic preservation organization in Allen County. ARCH seeks a part-time assistant in the office 15-20 hours/week for 12 weeks, to complete the following activities: answer phone, assist the public, database entry, filing, etc., assist with events and programs, assist with current research projects. 11/15/2006 -- 4/30/2007

## BUSINESS/MARKETING/ACCOUNTING



### **ITT Aerospace, Fort Wayne, IN, May—August**

Paid Business intern positions. Intern must be enrolled in business program with two years of college completed. GPA of 3.0 or better. Must have previous work experience..

### **Fort Wayne Fever, Jan—March**

Sponsorship/Marketing Interns—responsible for sponsor research and lead generation—identifying prospective local companies and collecting primary contact information. Revise and manage prospect communications, design and build a sustainable sponsor sales tracking system and helping develop sponsor proposals and programs.

### **Fort Wayne Fever, May-August**

Responsible for sponsor fulfillment and servicing—managing promotional details and/or sponsorship events, procuring promotional or premium items, managing premium item inventory, assisting with game day sponsor elements, managing sponsor ticket distribution and requests, game day sponsor verification/confirmation, tracking sponsor agreements, and developing an in-season sponsor communication program.

### **Larko Communications, Inc.**

Sell airtime in the form of commercials and promotional tie ins to businesses.

### **Parkview Health Systems, Fort Wayne**

Coordinate FMLA policy and records. Work with employees to properly adhere to procedures. Reports to Manager of Compensation and HR Operations

### **Star 88.3 FM, Promotions**

Planning and implementing promotions for a target audience, assist with station events.

### **Sales Partners, Fort Wayne, IN**

Website population, recruit for companies, events, and classes, learn the sales and leadership program (provided with training).

### **Huntington University, Master of Education**

Design and implement a new marketing program.

### **Sheets Museum, Anytime**

Develop a regional/national marketing strategy for the wildlife museum.

### **Fort Wayne Parks and Recreation**

Marketing—support the administrative division with public relations, advertising, writing press releases, planning, marketing research and customer service.

### **Home Health Care Associates, Huntington/FW, IN**

Marketing intern 15 hours per week, reimbursed for gas mileage and other expenses. The position would not require you to always be in Fort Wayne. Public Speaking, develop marketing plan and materials, collect data, etc., travel with owner also. Sophomore/Junior year.

### **Caboodle Cartridge, Fort Wayne, Spring**

Business to business quotes, follow up phone calls, develop a marketing strategy and possibly developing business for new stores. A franchise and is looking for the entrepreneur who might be interested in developing a new market.



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### **Youth for Christ, Ongoing**

Assist with special events, mailings, database management, attend community meetings, create materials for various area events, and other special projects. Hours very flexible and it could be an ongoing internship.

***Not sure what  
you want to major  
in?***

Call Martha Smith in the  
Career Development  
Office at x4040.

Are you looking for

- Internships
- Job shadows
- Practica
- Projects

The ERC can assist  
you!

Need assistance in writ-  
ing your resume or  
cover

letters? Have you had  
a mock interview? Call  
Lora at 4310 to sched-  
ule an appointment!

**The Indianaintern.net**  
is a great resource  
where you can search  
for  
internship opportunities  
throughout our state.  
Visit the ERC for  
registration information!

**Contact Us**

Kay Schwob x4104  
*Director*

Lora Bulla x4310  
*Assistant Director*

***The Process: Start to Finish!***

- Stop in or visit the ERC Website ([www.huntington.edu/erc](http://www.huntington.edu/erc)) to get information on different types of ELO's (job shadow, practicum, internship, special projects)
- Pick the best type for your situation
- Read the ERC newsletter and see if anything sounds interesting
- Call the ERC and set up an interview (x4310)
- Obtain the contract form in the office, or on the website
- **Fill out page 1 of the contract with your advisor**
- Get advisor's signature
- Dress appropriately and come to the ERC interview
- If not yet accomplished, finish page one of contract form and return to ERC
- ERC Staff works on finding a placement if student doesn't have one lined up
- Student is notified of their placement
- ERC finishes page two of the contract
- The contract **MUST** be turned in prior to the start date of the experience
- Contract made into pdf and sent to advisor, supervising professor, dean, career services, student, and employer
- Hard copy of contract is sent to registrar
- Student begins experience
- Student keeps a log of their experiences
- ERC visits student and supervisor during the experience

**\*\* At the end of the experience:**

- Student will do an exit interview with ERC
  - Write a Thank You Note
  - Finish up Evaluation Forms
- Student will also finish the necessary requirements in order to receive full credit
  - A copy of these requirements is to be sent to the ERC as well as professor

**\*\*Note: No grade/credit will be granted for this experience until these final steps have been completed!!**