



## CAREER CENTER

The Career Lab is the only centralized source of career information on campus. In addition to printed materials, the lab has computers available for searching the World Wide Web. Books in the lab cover specific occupations, job-search skills development, networking techniques, professional etiquette, changing jobs, employment issues, job outlook, salary information, graduate school, education, fine arts, health, federal government, and internship resources. Some employer directories are also available. An online catalog of the lab's collection is available on the Career Center's website.

Free job-search materials are available in the lab, including the *Career Center Magazine*, *Job Choices*, *Diversity Employers*, *The AAEE Job Search Handbook for Educators*, *Graduate School Guide*, career tip sheets, and *Job Postings* magazine, as well as many others.

Adaptive computer technology including WindowEyes, Zoom Text, Kurzweil 3000, and a Kensington trackball mouse is available in the lab. Headphones are also available.

### Print Resources

The Career Lab has print resources for the following categories.

- Career Assessment
- Career Exploration
- Education
- Electronic Job Search
- Green Careers
- Job Search – Resume, Interviewing, Professional Image, Networking, etc.
- Graduate School
- International Work
- Directories
- Skills Employers Seek
- Government
- Health
- Internships (Experiential Learning Section)
- Summer Work

### Web and Electronic Resources

- Career Center Home Page: <http://www.bsu.edu/careers>
- Cardinal Career Link: <http://www.bsu.edu/careers/careerlink>
- Career Management Action Plan: <http://www.bsu.edu/careers/cmap>
- Quest (Ball State Career Center): <http://www.bsu.edu/careers/quest>

## Career Lab

Lucina Hall Room 235

- Career Center publications: <http://www.bsu.edu/careers/publications>
- Great Links to Explore: <http://www.bsu.edu/careers/links>
- KEY Careers: <http://www.bsu.edu/keycareers>
- TypeFocus (Self-Assessment): <http://www.bsu.edu/careercenter/secure/typefocus/>
- Vault Career Insider: <http://www.bsu.edu/careercenter/secure/careerlibrary/>
- CD-ROMS – Resume Deluxe, Adams Job Interview Pro, & more
- Web catalog of resources in the lab's collection

### Internship Databases

- **Cardinal Career Link:** <http://www.bsu.edu/careers/careerlink>
- **Internships.com:** <http://www.bsu.edu/careercenter/secure/interncompass/>
- **Internships USA:** <http://www.bsu.edu/careercenter/secure/internshipspass/>
- **Vault Career Insider:** <http://www.bsu.edu/careercenter/secure/careerlibrary/>

### Free Publications

- *Job Choices*
- Tip Sheets
- *Graduate Guide*
- *AAEE Job Search Handbook for Educators*
- *Job Postings*
- *Diversity Employers*
- And More!

## Sample Print Resources

The following titles represent a sample of resources available in the Career Lab.

### Career Information

- *150 Best Recession-Proof Jobs*
- *Career Opportunities in Computers and Cyberspace*
- *Career Opportunities in Conservation and the Environment*
- *Career Opportunities in Law and the Legal Industry*
- *Careers in Focus . . .* series with titles covering all Ball State majors
- *Encyclopedia of Careers and Vocational Guidance*
- *Great Jobs for . . .* series with titles covering nearly all Ball State majors
- *Green Jobs: Choosing Work for a Sustainable Future*
- *Liberal Arts Jobs*
- *Opportunities in . . .* series with titles covering nearly all Ball State majors, such as *Opportunities in Counseling and Development, in Foreign Languages, in Religious Studies, in Social Work, in Speech-Language Pathology, in Writing, etc.*
- *Top Careers for Liberal Arts Graduates*

### Job-Search Information

- *101 Great Answers to the Toughest Interview Questions*
- *201 Best Questions to Ask on Your Interview*
- *201 Dynamite Job Search Letters*
- *Adams Job Interview Almanac* (1,800 interview questions)
- *Best Careers for Bilingual Latinos*
- *Business Etiquette*
- *Create Your Digital Portfolio*
- *Cyberspace Job Search Kit*
- *Dressing Smart for Men; Dressing Smart for Women*
- *Employment Personality Tests Decoded*
- *The Global Resume and CV Guide*
- *Graduate Admissions Essays: Write Your Way into the Graduate School of Your Choice*
- *Guide to America's Federal Jobs*
- *Guide to Internet Job Searching*
- *Job Search Handbook for People with Disabilities*
- *Lavender Road to Success: The Career Guide for the Gay Community*
- *Military-to-Civilian Career Transition Guide*
- *The Minority Career Guide: What African Americans, Hispanics, and Asian Americans Must Know to Succeed in Corporate America*
- *The Networking Survival Guide*
- *Next-Day Salary Negotiation: Prepare Tonight to Get Your Best Pay Tomorrow*

- *Next-Day Salary Negotiation: Prepare Tonight to Get Your Best Pay Tomorrow*
- *Proof of Performance: How to Build a Career Portfolio to Land a Great New Job*
- *Resumes That Knock 'Em Dead*
- *What Color Is Your Parachute?*

### Internships

- *Career Resource Guide to Internships and Summer Jobs*
- *Criminal Justice Internships*
- *Getting Your Ideal Internship*
- *The Human Services Internship*
- *The Insider's Guide to Political Internships*
- *Internship Bible*
- *The Internship, Practicum, and Field Placement Handbook: A Guide for the Helping Professions*
- *Internships in Psychology*
- *The Internships Series...* directories of internship employers listed by state, such as *The Big Green Internship Book, The Congressional Internship Book, The History Internship Book, The Human Rights Internship Book, Internships in International Affairs, Internships with Community and Social Service Agencies, The Sports Internship Book, Washington Internships in Law and Policy, The Women's Rights Internship Book*
- *National Internships Guide*
- *Peterson's Internships*
- *Public Library Internships*
- *Vault Guide to Top Internships*
- *Vault Guide to Diversity Internship, Co-op, and Entry-Level Programs*
- *Your Supervised Practicum and Internship*

### Career Center Events

- Fall Career Fair (held annually during fall semester)
- Cardinal Job Fair (held annually during spring semester)
- Graduate School Expo (held annually during fall semester)
- Professional Etiquette Dinner (offered each semester except summer)
- Professional Development Workshops (offered each semester except summer)
- Graduate School Fair (offered fall semester)

### Career Center Advising Services

- Drop-in Advising: Mon., Tues., Wed., 1-3 P.M.; Thurs., Fri., 10-noon
- Ask-an-Advisor (E-mail): [careercenter@bsu.edu](mailto:careercenter@bsu.edu)
- Advising by Appointment: If drop-in does not meet your needs, call 285-2420 to schedule an appointment.

If you need adaptations or accommodations for any of our educational programs or publications because of a disability, please contact Career Center  
Lucina Hall 220 Ball State University  
Muncie, Indiana 47306 (765) 285-5634 [www.bsu.edu/careers/careercenter@bsu.edu](http://www.bsu.edu/careers/careercenter@bsu.edu) 7/11