Dean’s Student Advisory Committee
College of Arts and Sciences
4:30 p.m., Wednesday, February 16, 2011
150 Adams Hall

MINUTES

Dean’s staff in attendance: Dean Paul Bell, Jr., Assistant Dean Rhonda Dean Kyncl, Adrienne Jablonski, and Susan Bayliss

Dean Bell welcomed the students, then turned the meeting over to Tony Boese, SAC Chair. Tony Boese introduced Adrienne Jablonski, CAS Director of Student Career and Leadership Development. Following is an overview of Ms. Jablonski’s talk about career development:

Students who choose to attend graduate school before entering the work force should by the beginning of their junior year begin to focus on which schools they would like to apply to. Speaking with student ambassadors at prospective schools can be helpful. Career Services can assist with information on graduate and professional schools and help with such things as critiquing your statement of purpose. It is important to get letters of recommendation from strong individuals who know you well.

When beginning your job search it is important to have a good cover letter and resume. The cover letter serves as your first impression to the prospective employer. It should include statements about your problem-solving capabilities as well as how you can apply your skills to the job. The resume should be one-paged and printed on quality paper. The format should be designed to highlight your particular skills. Be honest when listing your accomplishments as you may be asked questions about anything on your resume while in an interview. You do not need to include anything personal about yourself in the resume, e.g., hobbies, activities, clubs, etc., but this information can help the prospective employer see you as a “whole person.” References should be on a separate sheet. With respect to letters of recommendation, Dean Bell offered that when asking individuals to do a letter for you, always give him/her a chance to say no. This may save you from getting a bad recommendation. He further said that it is important to give prospective letter writers, who are instructors, a chance to get to know you. This can be done by asking questions before or after class. Non-academic letters are acceptable, e.g., from church, community service organizations, etc. Ms. Jablonski reminded students that when someone has done a letter of recommendation for you, please remember to send him/her a thank you note and keep them updated when you interview. Finally, always dress appropriately for a job interview. Women should wear a business suit with a skirt and heels, rather than slacks and men should wear a traditional business suit with a dress shirt and tie.

For help with career development, Ms. Jablonski said that she is available to help with cover letters and resumes, and an appointment to meet with her can be made on iAdvise. Students can also utilize Hire Sooner through Career Services: https://www.myinterface.com/ou/student/. In addition, Career Services offers two sections of a CAS career planning course each semester: CAS 4091.001 and CAS 4091.002. Each class is four weeks in duration; one is scheduled at the beginning of the semester and the other, the last four weeks of the semester. Students earn one
credit hour. Ms. Jablonski closed by reminding students to attend career fairs, career development workshops and informational sessions and to seek out campus groups affiliated with careers you are interested in.

Tony Boese stated that UOSA has been making an effort to get a feel for student satisfaction across campus, so he invited the SAC representatives to bring any items to the Dean’s SAC meetings that they would like him to forward to UOSA.

One HES representative stated that due to an increase in enrollment there are not enough chairs for all of the students in the Collums 150 classroom. **Update:** Per Michael Bemben, HES Chair, he is aware of this problem, but there are no options at this time relative to increasing the space in that classroom.

Dean Bell invited the students to attend the events related to the College of Arts and Sciences FOCAS week, Monday, March 21, through Friday, March 25.

Tony Boese adjourned the meeting