



**Academic
Resource
Center**

**Advising · Retention · Career planning
College of Business & Technology**

**CBT
CAREER DEVELOPMENT PLAN
2016 – 2017**

The University of Texas at Tyler
College of Business and Technology
CBT Academic Resource Center

What is ARC?

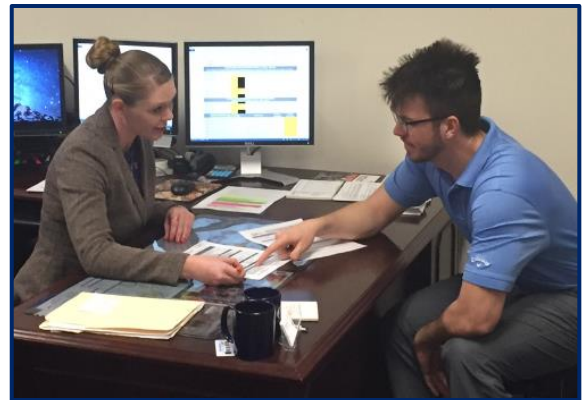
The Academic Resource Center (ARC) is the College of Business and Technology (CBT) student resource center for advising, retention, and career planning. The ARC offers CBT students a personalized level of advising with one of our advisors assigned specifically to each student's major. The ARC staff assists with each student's growth and development at UT Tyler by creating a degree plan that is compatible with the student's goals. The process is continuous throughout the student's education within the CBT and is based on frequent personal contact from the ARC advisor. Effective academic advising and career planning is essential to student success and the ARC exists to enhance that experience. The ARC provides the following services:

Academic Advising

- Scheduling
- Major exploration
- Declaration or change of major/minor
- Prospective students

Student Success

- Outreach to academically at-risk students
- Tutoring and study resource information
- College success coaching (Student Learning Communities)
- Freshmen peer mentoring
- Faculty freshmen mentoring



Career Planning

- Career exploration
- Internship opportunities
- Selecting the right degree

Meet the ARC

- Adrienne Hampton, M.A. – Human Resource Development, Industrial Technology, and Computer Information Systems Advisor
- Rebecca Kling, B.B.A. – Accounting and Finance Advisor
- Leandra Phillips M.S. – Management and General Business Advisor
- Kay Pleasant, M.S. – Computer Science and Information Technology Advisor
- Roger Sims, Jr., M.S. – Marketing, Finance, and BAAS Advisor

ARC Location and Hours

The CBT ARC is located in BUS 114 and is open Monday through Friday between 8:00 a.m. and 5:00 p.m. Advisors are also available for email advising at cbtadvising@uttyler.edu.

Mission Statement

The College of Business and Technology at UT Tyler supports the “Patriots to professionals” mission. The purpose of our career development plan is to provide students with the resources needed to prepare for their future career, including professional development courses and internship opportunities.

Objectives

- To assist students with their degree choice based on career objectives
- To offer meaningful career development training to all students
- To partner with Career Services in making internship and job opportunities available to students
- To regularly communicate internship and job opportunities to students
- To increase the number of internships for academic credit

Academic Resource Center Initiatives

CBT Job and Internship Postings

The ARC sends regular updates to all undergraduate CBT students regarding: job postings from employers who have contacted our office, internship postings from local employers, regular notifications of CBT-specific job and internship opportunities posted by Career Services, course and program information from the advising office, and upcoming events. Specific career development events include the CBT Career Fair, Meet the Firms (for Accounting majors), and other networking opportunities as they arise.



Personalized Advising

Advisors are assigned specific majors to facilitate accuracy, consistency, and customer service. Specification in majors allows advisors to become familiar with the degree plans and to develop closer relationships with faculty and students. All academic advisors are cross-trained to provide assistance to all majors if a student's assigned advisor is not available.

- Choosing a Degree: Academic advisors assist students with degree selection using a 2-page handout, which includes a description of the all degree programs, skills gained through the field of study, and job opportunities available to the major.
- Distinct Degree Plans: The ARC provides students with easy-to-read, color-coded, one-page degree plans to clearly show what courses remain to complete the degree. Updated degree plans are made available to students during office visits and may also be sent to the student's email address by request for our distance learners.
- Advanced Planning: The ARC works with department chairs to produce 2-year rolling schedules, which allow students the convenience of advanced schedule planning. The rolling schedules are posted online, as well as handed out to each advisee who visits the office.

Professional Development Courses

All CBT majors must complete a professional development course as part of their degree requirements. Topics and training covered in this required course include:

Professional Branding

Development of a "Professional Brand", which includes a self-assessment and creation of an elevator speech.

Resume Writing and Cover Letter Development

Creating a professional resume, complete with cover letter and reviewed for quality.

Electronic Portfolio

Development of a LinkedIn profile to establish a professional online presence prior to graduation.

Dress for Success

Instruction in professional attire, preparing students to dress for success.

Etiquette Dinner

Participation in a business and dining etiquette dinner to enhance professionalism at social dining events.

Offer Negotiations

Training on negotiating and accepting or declining a job/business offer in a professional manner.

Mock Team Interviews

Participation in a mock team interview in which local businesses provide a professional interview experience and direct feedback on a student's interviewing technique.



Internship and Employment Opportunities

Employer Relations Specialist

The College of Business and Technology partners with Career Services to provide our students with a direct link to an Employer Relations Specialist, who has an office within the Academic Resource Center office. The Employer Relations Specialist is available to students to discuss career goals and planning. Internship and job opportunities are communicated to students on a regular basis through email with links to the Patriot Jobs website for direct application.

Internships

Internship opportunities are available to students to earn college credit while gaining professional experience within their desired field. Regular email communication is sent to all CBT majors with direct links to the job description and Patriot Job listing information.