

Resources for Completing the Management Studies Concentration

The Center for Experiential Learning has a comprehensive web site that will be a valuable tool and resource for you (www.stolaf.edu/services/cel/) as you complete the requirements for the Management Studies Capstone.



Vocational Vision Statement

If you are having difficulty developing a vision statement and action plan, think about engaging in the self-assessment process. Self-assessment can help you understand who you are and how your values, interests, skills, and abilities (VISA) impact your choices and may be helpful in deciding upon a major, selecting beneficial experiential learning opportunities and choosing a career track. Several tools are available to you:

- Identifying Vocational Interests Workshops (3-part series offered each semester- see CEL calendar for dates)
- [Assessing and Exploring Careers](#) links and [Self-Assessment](#) links on the CEL website
- [*Do What You Are*](#), [*What Color is your Parachute*](#) and other self-assessment books available in the CEL

To obtain more information, visit the Center for Experiential Learning in Tomson Hall 270.

Informational Interviews

- The [St. Olaf Alumni On-Line Directory](#) consists of alumni who can serve as valuable contacts in the career exploration and job search efforts of students. Use the [networking](#) and [informational interviewing](#) links to learn how to approach contacts, get sample questions, and discover the etiquette involved.
- Prior to conducting an informational interview, make sure you've reviewed the background information on the occupation through the [Occupational Outlook Handbook](#), and [O*Net](#). You may also want to check out [Vault](#), [iSeek](#), and [Spotlight on Careers](#) for additional information.

Résumé

- Résumé tips, guidelines, and samples can be found on the [CEL website](#).

Practice Interview

- To prepare for your practice interview, visit the [interviewing](#) links on the CEL website.
- The Management Studies practice interview can be tailored to a specific opportunity you are applying to, or it will be based on your vocational vision statement and the skills you include on your website.

Senior Capstone Website

When creating your portfolio as a website there are resources available to assist you. Visit the [Management Studies Concentration website](#) to access the links and view a rubric for assessing your portfolio.

- [Ideas for items to include in your portfolio](#) (artifacts that could demonstrate your skill sets)
- As a college student in Minnesota, you are eligible to use efolio Minnesota to create a FREE website. Visit them at <http://www.efoliominnesota.com/> for more information or to get started.
- For Mac users, iWeb is recommended to develop your website.

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Experiential Learning

When selecting your two required experiential components of the concentration consider the following:

- *Content and transferable skill development:* What skills do you currently possess? What skills do you still need to improve? Think about the skills that are needed for entry into your field(s) of interest, and the opportunities that may assist you in further developing those skills.
- *Academic learning and application:* How do the courses you have taken relate to available options? If you had particular classes that inspired you, consider finding an experiential way to apply those topics and things of interest.
- *Environment:* What type of environment do you envision yourself in after graduation- professional office, health care/clinical, non-profit, arts, etc.? Gaining experience in that environment provides you with an opportunity to get a feel for it, demonstrate an understanding of the differences in environment on your resume, and make connections with people in that area. Strongly consider doing both of your experiential activities off the Hill to get the most impact.
- *Career awareness:* Are there areas you still want to explore or try out to see if it's a good fit for you? Perhaps you've had some experiences that have come close to what you're seeking, but need to try something slightly different in order to locate a better fit. Others might want to choose two experiences that are very different in order to narrow down your field(s) or industries of interest.
- *Personal development:* For example, self-confidence, self-awareness, self-management, sensitivity and appreciation for diversity; clarification of personal values. Are there personal development goals you'd like to set for yourself that could help you clarify what type(s) of experiences to pursue?

St. Olaf College – Center for Experiential Learning

Career Connections

Internships

Civic Engagement

Entrepreneurship

Phone: (507) 786-3268

Fax: (507) 786-3626

www.stolaf.edu/services/cel/