

# CONNECTING FACULTY WITH CAREER CROSSINGS

The Career Crossings Office is here to assist students along the broad spectrum of career development. In particular, our office can supplement academic learning with career-focused topics that relate to specific majors, career fields and graduate/professional study pursuits.

Ways in which you can connect to the CCO include (but not limited to):

- ◆ Classroom presentations
- ◆ Presentations outside the classroom (specialized workshops and sessions)
- ◆ Referrals to the CCO in your course syllabus
- ◆ Class visits to the CCO to learn about our services and resources
- ◆ Providing extra-credit to attend CCO-hosted programs and events

To learn more about how we can assist your students in their career development, fill out the form below or contact us directly! We always welcome new ideas for partnership and collaboration!



**Questions? Contact the CCO at 284.4775 or [cco@saintmarys.edu](mailto:cco@saintmarys.edu)**

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## Career Crossings Office Request Form for Faculty

**Faculty Name:** \_\_\_\_\_ **Department:** \_\_\_\_\_  
**Telephone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

***I am interested in connecting my students to the CCO through (circle all that apply):***

Classroom presentation

Referral in course syllabus

Presentation outside the classroom

Class visit to the CCO

Extra-credit to attend CCO events/participate in services

Other: \_\_\_\_\_

***Number of Students:*** \_\_\_\_\_

***Academic Standing of Students (circle all that apply):***

First-Years

Sophomores

Juniors

Seniors

***Course Number and Title:*** \_\_\_\_\_

***Days Course is Taught:*** \_\_\_\_\_ ***Location of Course:*** \_\_\_\_\_

***Topics of Interest (circle all that apply):***

Overview of the CCO

Choosing a major

Career options

Career assessments

Informational interviewing

Internship searching

Job searching

Writing résumés

Preparing for grad school

Career fair preparation

Interviewing skills

Networking skills

Other: \_\_\_\_\_

**Drop-off or send completed form via campus mail to: Career Crossings Office, Spes Unica, Room 114**