CAREER SERVICES

General Overview of Services

Davlon Miller

8/21/18
What We Offer

Professional Development
• Resume, Cover Letters
• Mock Interviews
• Job Search and Networking Strategies
• Professional Dress
• Social Media Presence
• Presentations: classrooms, student organizations, departments
• Dining Etiquette Dinner
• And More…

Online Services
Handshake, GoinGlobal, Student Opportunity Center, and More…
Upcoming Event

ROCKET Student SUIT-UP EVENT

CAREER DRESS APPAREL
SHOP FOR EVERYTHING YOU NEED TO FINISH YOUR LOOK FOR THAT NEXT INTERVIEW OR NEW JOB — INCLUDING SUITS, DRESSES, SPORT COATS, DRESS PANTS, SHOES & ACCESSORIES.

GIVEAWAYS/PRIZES
STOP BY SEPHORA INSIDE JCPENNEY FOR A CHANCE TO WIN PRIZES.

SEPHORA INSIDE JCPENNEY
STOP BY FOR A FREE MINI MAKEOVER.

SALON
FREE SALON CONSULTATION AND XPRESS BAR HAIR TOUCH-UP.

PORTRAITS: ON-THE-SPOT
DISCOUNTED PROFESSIONAL HEADSHOTS

LOCATION:
JCPENNEY STORE
FRANKLIN PARK MALL
5001 MONROE ST., TOLEDO

EXTRA 40% OFF
select men’s & women’s career dress apparel & shoes
* MUST show your Student ID to get your discount card special

SUNDAY, SEPT. 23 6:30 PM – 9:30 PM

CAMPUS CONTACT
Career Services
Christine Albright • Christine.Albright@UToledo.edu

The University of Toledo
Preparing for Graduation?

Start Now!

Things to do….

• Make a Plan of Action
• Research and Understand CPT and OPT Regulations If Needed
  - OFFICE OF INTERNATIONAL STUDENT AND SCHOLAR SERVICES TEAM
• Prepare Your Resume
• Seek Out Experiential Learning Opportunities
• Practice Interviewing
• Look for Employment Early
Career Services

Student Opportunity Center

The University of Toledo
Career Services

biginterview

Walk me through your background and education in biomedical engineering.

Previous question

Next question

Support
### H-1B Search Results

3826725 results matching your criteria.

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Occupation</th>
<th>Company</th>
<th>City / State</th>
<th>Metro</th>
<th>Wage</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOFTWARE DEVELOPER &amp; APPLICATIONS</td>
<td>SOFTWARE DEVELOPER &amp; APPLICATIONS</td>
<td>NEUTRON INC</td>
<td>STERLING, VA</td>
<td>Washington-Arlington-Alexandria, DC-VA-MD-WV</td>
<td>$108,000</td>
<td>2018</td>
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<tr>
<td>DATA SOFTWARE ENGINEER</td>
<td>SOFTWARE DEVELOPER, SYSTEMS SOFTWARE</td>
<td>TWO SIGMA SOLUTIONS LLC</td>
<td>HOUSTON, TX</td>
<td>Houston-The Woodlands-Sugar Land, TX</td>
<td>$110,000</td>
<td>2018</td>
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<tr>
<td>ENGINEER</td>
<td>COMPUTER OCCUPATIONS, ALL OTHER</td>
<td>TATA CONSULTANCY SERVICES LIMITED</td>
<td>HIGHLAND HILLS, OH</td>
<td>Cleveland-Elyria, OH</td>
<td>$62,500</td>
<td>2018</td>
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<tr>
<td>(IT) APPLICATION DEVELOPER - CONSULTANT</td>
<td>SOFTWARE DEVELOPER, APPLICATIONS</td>
<td>AVCO CONSULTING INC</td>
<td>COLUMBUS, OH</td>
<td>Columbus, OH</td>
<td>$66,590</td>
<td>2018</td>
</tr>
<tr>
<td>(IT) APPLICATION DEVELOPER - CONSULTANT</td>
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<td>COLUMBUS, OH</td>
<td>Columbus, OH</td>
<td>$66,590</td>
<td>2018</td>
</tr>
<tr>
<td>(RESEARCH) ASSISTANT</td>
<td>HEALTH SPECIALTIES</td>
<td>UNIVERSITY OF</td>
<td>ANN ARBOR, MI</td>
<td>Ann Arbor, MI</td>
<td>$69,000</td>
<td>2018</td>
</tr>
</tbody>
</table>
Career Services

handshake

Civil Engineer/Traffic Engineer - City of Troy
WorkFountain
- Full-Time Job
- Troy, MI
- Apply before Friday, 8/31
- All Employer Preferences Match

Electrical Engineer
Johns Manville
- Full-Time Job
- Richmond, IN
- The University of Toledo students have worked here
- Apply before Friday, 8/31

Principal Engineer
Schindler Elevator Corporation
- Full-Time Job
- Holland, OH
- Kyle has worked here
- Apply before Sunday, 9/30
Career Services

• Location
  ▪ Student Union in Office 1533 – Between Starbucks and Bottle Rockets
  ▪ New Career Studio

• Contact Information
  ▪ Phone: 419-530-4341
  ▪ Email: careerservices@utoledo.edu
  ▪ Social Media: @UTCareerServices
  ▪ Handshake: Career Centers Tab – “University Career Services”
International Students & Scholars

The University of Toledo

Peter Thomas

Fall 2018
Agenda

1. International Student Trends
2. Why is internationalization important?
3. International Student Challenges?
4. What does OISSS do?
5. Where do we go from here?
International Enrollment Trends

Open Doors 2016 Highlights

✓ International Students in U.S. Top One Million for the First Time

✓ More than a third of these international students studied engineering, math or computer science

✓ Strong growth among students in STEM (Science, Technology, Engineering, Math)

✓ Students from China and India remained the leading countries of origin and accounted for 84 percent of the growth in international students in 2015-16
Fall 2017: Who are our International Students?

- International Students on campus representing - 1,981
  - 90 Countries represented at UT

- 12% of The University of Toledo’s student body is from another country

- Total International Students UT is responsible for - 2,528

- 437 students participate in Optional Practical Training for up to three years. A benefit of F-1 status and mandated by U.S. Immigration & Customs Enforcement
Office of International Student & Scholar Services (OISSS)

- $911.6 million contribution to Ohio’s economy
  - $680M Tuition and Fees & $546M Living Expenses
- 12,400 Jobs
- The Ohio State University 6,800
- University of Cincinnati 3,407
- UT is the fifth largest university in Ohio to host international students.
Academic Year 2015-2016:

**Total Contribution**
$36.9 billion

**Number of Jobs Created or Supported**
450,331

International students studying at U.S. colleges and universities contribute $36.9 billion to the U.S. economy and support 450,331 jobs*. For every seven international students enrolled, three U.S. jobs are created and supported by spending occurring in the higher education, accommodation, dining, retail, transportation, telecommunications and health insurance sectors.

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**Ohio Benefits from International Students**

**Congressional District 09**

<table>
<thead>
<tr>
<th>Financial Contribution</th>
<th>60.7 million</th>
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</thead>
<tbody>
<tr>
<td>Jobs Supported</td>
<td>765</td>
</tr>
<tr>
<td>International Students Enrolled</td>
<td>2,247</td>
</tr>
</tbody>
</table>

**Top Higher Education Institutions (Dollars and Jobs)**

1. University of Toledo, Toledo
   - $58.6 million supporting 753 jobs

2. Baldwin Wallace University, Berea
   - $2.0 million supporting 13 jobs

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**The National Benefits Beyond Your District**

International students studying at U.S. colleges and universities contribute $36.9 billion and support 450,268 jobs to the U.S. economy. For every seven international students enrolled, three U.S. jobs are created and supported by spending occurring in the higher education, accommodation, dining, retail, transportation, telecommunications and health insurance sectors.
International Student Enrollment

Top five countries at UT as of Fall 2017 and global ranking

- Saudi Arabia 606 3
- India 394 2
- China 283 1
- Nepal 98 17
- Iran 54 11
Most Popular Majors

For International Students

1. Engineering Science
2. English as a Second Language
3. Finance
4. Pharmacy
5. Mechanical Engineering
6. Civil Engineering
7. Computer Engineering
8. Marketing Management
9. Accounting
10. Biology

11. Business Administration Management
12. Construction Management
13. Chemical Engineering
14. Construction Engineering Technology
15. Chemistry
16. Information Science
17. Supply Chain Management
18. Electrical Engineering Technology
19. Physics
20. Bioengineering
Benefits to Institutions that Internationalize

• Diversity and Inclusion
  • Supports strategic plan
• Competitive advantage
  • Attracting and Maintaining Global Talent
• Revenue
• Intercultural Competence
• Institutional Prestige
• International goodwill
• Increased retention and graduation rates
International Student common challenges

• Cultural Adjustment
• Homesickness
• Language Barriers
• Financial Issues
• Immigration Issues
• Transportation & Mobility
• American teaching methods
• American Friendship
Beneficial Resources to International Students

• Center for International Studies & Programs
• Office of International Student & Scholar Services
• Counseling Center
• Tutoring & Writing Center
International Student Unique Needs

• Limited food options that are Halal, vegan or vegetarian

• Support: Mental and Physical

• Patience & Understanding

• Advocates
Office of International Student & Scholar Services (OISSS) Continued:

• Support more than 2,436 students and dependents from more than 80 countries

• Serve more than 200 Exchange Visitors (includes dependents of Exchange Visitors) and employees who may be Students, Research Scholars or Professors

• Prepare and maintain 150 H1B Employees and applicants for Permanent Residence
Programs, Services, and Staff

• **Pre-Arrival**
  • Communication
  • Airport Pick-Up
  • International Orientation Program
  • Roommate and Housing support

• **Programming**
  • Student excursions
  • Shopping trip: ethnic groceries, Wal-Mart, etc.
  • Advisors for student organizations
  • Getting to places off campus: Social Security Administration

• **Training**
  • Intercultural communication training for faculty, staff, and students
  • Hiring F-1, J-1 students
  • Hiring International Employees and Permanent Residence

• **Staffing**
  • Two Full-Time International Student Advisors
  • One Full-Time Immigration coordinator for Employees
International Student Orientation (ISO)

• Occurs three times a year: in summer, fall, and spring

• ISO is specialized for international students (*specifically F & J visa holders*) who are new to The University of Toledo including: *graduate, undergraduate, transfer* and *direct from high school* students.

• Collaboration between several divisions and departments, community business, Undergraduate and Graduate Admissions, Colleges, Rocket Solution Central, UT Police, Federal agencies, and many more!
Reporting Requirements & Maintaining Status

- Registration Spring – Summer – Fall
- Active status verification
- Continuous registration verification
- Verify Distance Learning & restrictions
- Withdrawal reporting
- Employment Authorization
  - On-Campus Employment
  - Curricular Practical Training
  - Optional Practical Training
  - Severe Economic Hardship
  - Special Student Relief
- Transfer in and out
- Co-Enrollment
- Dependent Document Request
- Extension of Stay
- Reduced Course Load
- Reinstatement of Status
OISSS Support

- Orientation
- Employment on and off campus
- Immigration Regulations, Benefits, and Options
- Temporary Protected Status
- International Student Organization Advisors
- Financial and Enrollment Letters
- Benefit – Document mailing
- Rocket ReCycle
- Taxes
- Visas & Travel
- G.O. UT Programs (Global Opportunities at UT)
  - Toledo International Hospitality Program
  - Conversations Partners (American Language Institute)
  - English Corner
  - Household Items Give Away
Role of an International Student Advisor

• Student Exchange Visitor Information System (SEVIS)
• Immigration advising
  • Temporary Protected Status
    • Syria, Yemen, Nepal, Haiti
• Enrollment Verification
• Cultural adjustment
• General concerns
• One-Stop-Shop
  • (students come in with concerns and leave with solutions)
J-1 Exchange Visitors

U.S. Department of State Exchange Visitor Program “promotes mutual understanding between the people of the U.S. and the people of other countries by educational and cultural exchanges.”

- Short-Term Scholars (6 month max)
- Research Scholars (5 year max)
- Professors (5 year max)
- Students (non-degree & degree seeking) (no time limit)
J-1 Exchange Visitor

150 Research Scholars across both campuses and NASA - Glenn

• UT Departmental request
• Include brief detail of duties
• Proof of Health Insurance meeting Department of State standards
• Financial Support at least $1,250 per month
• Proof of English proficiency
• $200 fee paid to OISSS to pay for the $3,982 bi-annual redesignation fee, printing of government forms, required J-1 orientation, and program handbook.
• Annual total approximately $10,000
H-1B Employment

Temporary work visa that allows employment for up to 6 years, and sometimes longer

- Specialty Occupations*
- Dept. of Defense Researcher
- Fashion Models of distinguished merit and ability

* UT only employees H-1B under this category.
H-1B Exchange Visitor

150 Employees assisted by OISSS including:

• Academic and Physician - Assistant Professors
• Researchers (Scientist and Postdoc)
• Other teaching positions (Lecturer, Instructor), and specialty staff

Top five areas H-1B employees represent:

• Engineering, Medicine, Math, Business, & Information Technology

OISSS is responsible for managing employment-based immigration cases from the time an employee begins at UT, throughout their duration in H-1B status (~6 years), and throughout their “green card” process as well, which can span many additional years.
H-1B Exchange Visitor

About these employees:

• A majority have a terminal degree
• They are among the top academics in their fields of study
• They teach, conduct cutting-edge research, publish, present, and apply & hold patents
• Physicians provide Health Care to small communities across NW Ohio and SE Michigan
KEY STAKEHOLDERS

- Hospital
- Faculty Affairs
- Legal Affairs
- Employees
- Colleges
- Students & Scholars
- UT Depts.
- HRTD
- Fed. Gov’t
OISSS Team

Jessica Bergman
Secretary 1

Tracey Hidalgo
Student & Scholar Immigration Advisor
Designated School Official (DSO) and Alt

Peter Thomas
Director, Partnerships & Immigration
Principal Designated School Official (PDSO) and Responsible Officer (RO)
Founder of Rocket ReCycle
Questions?
The Graduate Student Association

The GSA Executive Board

2018-2019
The Role of the GSA

- Advocate for the concerns and well-being of graduate students!
- Represent over 4,500 UT graduate students from all colleges, departments, and professional programs
- Sponsor graduate programs and activities
- Sponsor the GSA Graduate Research Award
- Fund travel to conferences and symposiums
- Organize social events on and off campus
  - Fall Social @Caper’s (2017)
  - Spring Mixer @Table 44 (2018)
- Organize and lead the Midwest Graduate Research Symposium
The Graduate Research Award

• In junction with the College of Graduate Studies (COGS)

• Award provides up to $2,000 per recipient for costs associated with approved projects required for the degree that are not covered by other resources
  ▪ Tuition, stipend, travel, and presentation expenses are excluded.

• Applications open in the Fall Semester

• Please consider attending a General Assembly meeting to find out more!
Midwest Graduate Research Symposium

• 10th Annual
Saturday, April 6th, 2019

• Opportunity for presenting research, networking, and fostering intercollegiate friendships and collaborations

• Professional development workshops

• Poster and seminar presentations

• Monetary awards granted by such organizations as…
  • Association of Women in Science
  • First Solar
  • Lake Erie Center
How do I become a member?

- Any student enrolled in a graduate and/or professional post-baccalaureate program are inactive members.
- To become an Active Member…
  - Attend 2 General Assembly meetings
  - Attend 4 Committee Meetings
  - Combination of General Assembly and Committee Meetings
  - Volunteer at MGRS!!!
Becoming a Representative

- Appointed by GSA Executive Board
  - Example: Previous dedication and commitment
  - Other circumstances

- Elected by college-specific process
  - Example: Dean of the Program designates a graduate student

- Receive more money in travel reimbursement than active and inactive members

- Application open Aug. 20th, 2018!

The University of Toledo
What are the responsibilities of a Representative?

• Serve for 1 academic year
• Attend General Assembly to vote on issues
• Maintain 1 hour of office presence per week
• Maintain communication between your college and GSA
• May be asked to lead and participated in Committees

Please contact us if interested!

The University of Toledo
General Assembly Schedule

FALL SEMESTER
• September 19th, 6-8pm Health Science Campus, HEB 105
• October 16th, 6-8pm Main Campus, Student Union Ingman Room
• November 13th, 6-8pm Health Science Campus, HEB 105
• December 4th, 6-8pm Main Campus, Student Union Ingman Room

SPRING SEMESTER
• January 23rd, 6-8PM Health Science Campus, HEB 105
• February 12th, 6-8PM Main Campus, Student Union Ingman Room
• March 20th, 6-8PM Health Science Campus, HEB 10
• April 16th, 6-8PM Main Campus, Student Union Ingman Room
Visit the GSA Website!
Follow us: GSA Facebook Page!
Twitter: @utoledogsas

Email: graduatestudentassociation@gmail.com
Office: Main Campus Student Union Room 1509
New Graduate Student Welcome & Orientation

Patricia Relue, PhD
Associate Dean for Research and Graduate Studies
Fall 2018
Why are you here?

MISSION
The University of Toledo is a national, public, research university where students obtain a world-class education and become part of a diverse community of leaders committed to improving the human condition in the region and the world.

VALUES
Excellence
Student-centeredness
Research and Scholarship
Professionalism and leadership
Diversity
What is graduate school?

• More than a full-time job
• MS and PhD are research degrees
• Coursework provides grounding in theory and practice
• Research is open-ended, no simple answer
• Degree is awarded when you complete the curricular and research requirements of the degree program
• MS is 1.5-2 yrs; PhD is 4-6 yrs
COGS online orientation

- UTAD Activation
- Health Coverage
- Student Support Services
- Virtual Campus tour
- COGS Website navigation
- Diversity
- Academic Integrity

- Advisor Relationship
- Research Ethics and Compliance
- Stress Management
- Traits of Successful Graduate Students
Training for research

• Mandatory COGS online orientation
• Federally funded projects require training of all participants
  • Online CITI training
  • Approved protocols for research with human subjects (including surveys), animals, environmental hazards (chemicals, radiation, biologicaals)
• Mandatory Responsible Conduct of Research (RCR) Training
  Saturday, October 20, 8am-noon, location TBD
• Spring 2019 – COE Career Launch course (1 cr hr)
Timeline for the MS and PhD degrees

1st semester
- Course selection and registration (department)
- Research advisor selection

2nd semester
- Plan of study (POS)
- Research topic
- Project/thesis/dissertation committee (GRAD)

Next semesters
- Read the literature, develop and test hypotheses, learn new techniques, conduct experiments and simulations, collect and analyze data and results
- Present and publish research results

Last semester
- Finish project/thesis dissertation document
- Thesis/dissertation defense (Notice of Thesis/Project)
Progress toward degree

- **Plan of Study** – completed and planned coursework and research hours needed to complete your program
  - Work with your advisor or graduate program director
  - Must be on file by the end of your second semester
  - Modified plan of study can be submitted if courses change

- **GRAD form** – submitted after you have developed a research topic, but before you begin your research.
  - Approvals for human subjects, animals, biologicals, radiation
  - Committee members
Progress toward degree

• Qualifying exam, proposal defense – department checks for comprehension of coursework, soundness of research plan
• Thesis/dissertation defense announcement
• Thesis/dissertation approval signed by advisor and committee

All University forms are on COGS website
ACADEMIC PROGRAM FORMS

Plan of Study
- Master's Degree
- Doctoral Degree
- Education Specialist Degree
- Certificate Program
- Plan of Study Course Substitution

- Graduate Research Advisory Committee Approval & Assurances (GRAD)
- Human Subjects Research Policies & Procedures
- IRB Submission Forms
- Application for Research Using Cadaveric Tissue
- Approval of Project

Requests and Applications
- Application for Admission to Candidacy for the Doctoral Degree
- Application for Foreign Language Examination
- Request for Transfer Credit
- Request to Add a Graduate Certificate Program
- Request for Change of Graduate Program
- Request for Time Extension and Course Recertification
- Continuation of Matriculation

Health Science Campus
- Examination Form for Qualifying or Preliminary Exams
- Request for Change of Major Advisor or Program

CONTACTS & QUESTIONS
- Graduate College Staff
- Email Us

IMPORTANT DATES
- News and Announcements
- Registration

NEW STUDENT INFORMATION
- Orientation
- Graduate Program Deposit
- Request New/Replacement Rocket Card

PROFESSIONAL DEVELOPMENT
- Current Professional Development Calendar
- Past Professional Development Offerings
- Resources - Academic, Professional & Personal

UNIVERSITY CAREER SERVICES
- GainGlobal - Courtesy Career Guide
- GainGlobal - US City Career Guide
- Student Opportunity Center
- RocketConnect
- Handshake
- Big Interview
- Career Services

REFERENCES & RESOURCES
- UT General Catalog
- Graduate Student Handbook 2015-2016
- Graduate Student Leave of Absence
- Policy on Time Limitation for Degrees
- Procedure for Requesting Matriculation Extension and Course Recertification

GRADUATION
- Important Deadlines
- Application for Graduation
- General Information
- Registrar’s Office
- Commencement Guide

ELECTRONIC THESIS & DISSERTATION (ETD) RESOURCES
- Important Information and Deadlines
- ETD Process in 3 Simple Steps
- Templates and Tools
- Format Review – send your ETD draft as a PDF
- Electronic Submission of ETD to OhioLINK & ProQuest
- Required Forms
  - Acceptance of Thesis or Dissertation for Defense
  - Approval of Thesis
  - Approval of Dissertation
  - Intellectual Protection and Patent Sign-off

GRADUATE STUDENT ASSOCIATION
- Contact Information
- Website
- Midwest Research Symposium

myUT – myut.utoledo.edu
- Graduate tab
- Student tab
Funding for graduate school

- Tuition scholarship (TS)
  - Covers only tuition, not fees
  - Courses must be on your plan of study
  - Must earn a C or better
  - Cannot be used for audited or undergraduate-level courses
  - Register early; pay fees before the 1st day of classes to avoid late payment fee
  - Notify your department if TS is not on your account by Sept. 30
Funding for graduate school

• Full time student status
  • 9 cr hr in Fall/Spring; 6 cr hr in Summer semester

• Teaching assistantship (TA) or stipend
  • TA funding includes tuition scholarship
  • Supports the teaching needs of the department or program
  • Mandatory TA training is **August 23**

• Research assistantship (RA) – funded research project
  • Usually after first year is completed
Instrumentation Assistantship (Fall 2019)

• Open to all doctoral students in the college
• Recipients work 20 hours/week at the Center for Materials and Sensor Characterization (CMSC) in the College of Engineering under the supervision of the Center Director
• 3 years of funding

Other funding opportunities through the COGS and COE-ORGS
Support and assistance

• Student Medical Center (SMC) – near International House and RH
  • Services to support physical and mental health needs
• Office of Student Advocacy & Support – Student Union 2521, 419-530-4831
  • Will help to contact instructors if serious or prolonged illness occurs
• The Writing Center – 0130 Carlson Library, 419-530-7753
  • [www.utoledo.edu/success/writingcenter/services.html](http://www.utoledo.edu/success/writingcenter/services.html)
• Student academic grievance procedure
  • Process by which students can appeal grades or address other academic issues
Where to look if you have questions

• Program graduate student handbook
• COE graduate student handbook
• COGS graduate student handbook
• COE and program webpages
• Graduate Director/Advisor/Department Chair
• COE Office of Research and Graduate Studies (ORGS)
• myUT portal – myut.utoledo.edu
What does it take to be successful?

• Proactive behavior
• Mentally nimble
• Willing to pivot
• Time and effort
• Receptive to criticism
• Over communicate and over document
• Personal integrity

A graduate degree is a collaborative effort
Celebrating your success

• Outstanding MS Thesis and Outstanding TA Awards
  • Nominated by your department, Fall/Spring semesters
• Recognition on the College of Engineering monitors
• Promote via UT COE social media and web

Please let us know about your successes!
What’s next?

• Q&A with presenters – *time permitting*
• 1:00 pm  Engineering Campus Tour
• 2:00 pm  Main Campus Walking Tour (Optional)
  Meet at the Nitschke Hall main entrance

*Are you ready to launch your career?*