

GOING PLACES

ST. JOHN'S COLLEGE, SANTA FE CAREER SERVICES NEWSLETTER
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NOVEMBER 2008

◆ CAREER SERVICES NEWS

Confused about your career choices? Wondering whether graduate school is right for you?

The Career Services Office and Meem Library are combining their incredible forces to bring you an exciting workshop on **Tuesday, November 11th from 3-4:30pm in the Junior Common Room.** We'll be discussing how to choose a program that's right for you and how to fund your next round of schooling.

Research Requests!! Are you interested in a having a summer internship? Or perhaps looking for the perfect graduate or professional program? Or maybe you are hoping to find a scholarship or fellowship to support your education? Well, the Career Services Office can help you search for any number of these things and more! Stop by our office and fill out the Student Research Form. (Staff and faculty are more than welcome to request research assistance as well). Give us as much detail as you can and we'll do some searching for you to help narrow down your options and we may also discover possibilities you didn't know were out there. Stop by today!

New Books in the Career Services Library: Are you a writer who'd like to get published? The Career Services

Library just got in three new books that can help you out in your career. *The Directory of Poetry Publishers, Directory of Small Press/Magazine Editors & Publishers, and The International Directory of Little Magazines & Small Presses.* The books offer lists of magazines, publishers and editors and their contact information. All three books are available to be checked out, stop by today!

Career Services Online Resources:

The Career Services office offers many resources that are available online. If you've wondered what our office does or are looking for the work-study student handbook the web is the place to find that information. If you're looking for information about going abroad, teaching, attending graduate school or teaching overseas it's all available through our website under the Career Resources link. Visit the Career Services webpage today:
<http://www.stjohnscollege.edu/admin/SF/career.shtml>.

◆ SUMMER PROGRAMS

Spend a summer in Greece:

Arcadia University offers four summer study-abroad programs in Greece; Byzantium: Images of a Holy Empire, Of Gods and the City; History, Art, and Architecture in Archaic and Classical Greece, On the Trail of Alexander the Great; Greek History, Art and Architecture

of the Hellenistic Age; and The Magnificent Mosaic: A Study of Contemporary Greece. Each program has a different focus of academic inquiry and each runs for three weeks. Students live in shared apartments in the same neighborhood as the center which is located in Athens. There are also many trips built into the program which allow students to travel throughout Greece. Scholarships and financial aid are possible.

For more information and to apply visit <http://www.arcadia.edu/abroad>

Interested in Italian?

The University of Florence has a cultural Centre for Foreigners which offers a summer program with courses in the Italian language, Italian literature, Italian film, and a variety of other classes in history, art, and music. Language courses are offered at four different levels of experience. The summer program is 500 euros. For more information and to apply visit the website at www.unifi.it/ccs/

◆ GRADUATE SCHOOL

A little advice from a fellow Johnny:

It's About Time (Taking the Stress Out of Applying to a PhD Program)

Of course there are many steps involved when it comes to applying

to a PhD program, and each demands attention to detail, serious preparation, mindful consideration, and a truthful introspection about what you would like to attain. Such things I leave to you to tackle, as you see fit, and do not presume to tell you how to personally deal with them. But, what I would like to address in this essay is Time: specifically the management and awareness of Time as it relates to applying to a PhD Program.

The Rolling Stones brag: “Oh, time is on my side, yes it is,” as Pink Floyd laments about the subject: “the time is gone, the song is over, thought I’d something more to say,” and The Byrds philosophize that there is: “a time for every purpose under heaven.” Why am I quoting classic rock songs, rather than the authors of the Great Books we all read at St. John’s College? It’s because these songs ring with the truth of a classic text, yet seep into the brain musically, refusing to let go; thus making them effective. And it’s effectiveness that I want to get at the heart of: *the effective use of time!*

Be effective!

To effectively utilize your time in this most important of endeavors (or at least it sure feels most important while doing it), I recommend planning to take longer to apply than not. *More is always better when it comes to time management, but only if you use the time wisely!* Test scores, seeking letters of recommendations, obtaining transcripts, mental-guessing and second-guessing, writing/editing essays, following up on all the previously mentioned (especially letters of recommendation) all takes time, and the reality of the matter is: one or more of these steps might not conform to the closest deadline you have selected. Therefore, if you

grant yourself the luxury of planning ahead with an eye on more time, then minor bumps along the way will not matter and you will be more relaxed and less pressured by the application process.

Know Deadlines!

Deadlines are the crux of the matter when applying for a PhD: *Sing to me, O Muse, sing of the anguish of the PhD applicant!* Deadlines are the song you must come to know, love and sing (I doubt it will be its praises - but sing them you must), so embrace their reality and work effectively within their given bounds. These deadlines are as much for your benefit as they are for the school(s) you have chosen. Take a moment and pretend you are the school(s) receiving X number of applications and all the supporting materials that accompany these applications. It quickly becomes about many people applying and a limited number of offers available – it’s less about you the individual and more about the right fit for the school(s) and about meeting the deadline.

Deadlines partially help determine if you fit with the school and if the school fits with you, by examining your administrative and organization abilities: both of which are crucial skills for TA’s and meeting all subsequent departmental requirements. Deadlines also serve to inform you how much time you have to prepare, apply, and wait for a response to your application; knowing this truth, work backwards from the application deadline (realistically) and determine how much time you need to accomplish each step in the application process. This goes back to the idea of effective use of time and it may necessitate a semester or a year longer prep-time than originally considered – as the application and

its completeness is the first and sometimes only representation of you that a school will ever know. While you cannot make the school(s) choice directly, you can use the deadlines to indirectly bolster your chances of acceptance, at least guaranteeing yourself an honest consideration over those that did not manage to complete the steps of the application process effectively.

It is important to remember that there will be additional deadlines competing with your time, especially those relating to financial aid, and each financial aid deadline will require effective time management of their own. Financial aid deadlines vary, dependent upon whether it is federal (FAFSA), college specific, or departmentally specific: like TA-ships and subject oriented scholarships/fellowships. There are also independent grant and scholarship deadlines to keep in mind: each will require separate essays, transcripts, and applications of their own. I know this all sounds daunting, but it’s manageable if you are organized and utilize your time effectively.

Be Honest!

Honesty is crucial to effectively managing your time and applying to a PhD Program. Be honest with yourself and consider all of your time commitments: give your application the time it deserves, give it your truthful attention, and give it your genuine best effort. Don’t rush or force an application deadline – there’s always another. Be up-front and sincere with all your letter of recommendation requests and don’t be afraid to include dates and deadlines with your requests. Follow up on all component parts of the application in a professional and sincere manner: this is not only a pragmatic step it also alleviates

anything escaping completion and reduces surprises.

Honestly deal with your academic strengths as well as your weaknesses. Make sure your application essay has focus and clearly expresses your academic aspirations. Write, read, review, edit, and rewrite with honesty. You know when you have done your best work, so don't complete an essay just to meet the deadline without accomplishing your best work. Remember that while a school's deadline is mandatory for the school, the mandatory deadline you have selected is voluntary - give yourself the gift of more time if you need it.

Best Wishes!

Best of luck on applying to your PhD Program; I hope you take the time to enjoy the process, and the look forward it invites, by reflecting upon all the years of education behind you. Let those experiences serve you well, especially the memories of getting something done at the last minute and how stressful that feels, versus the times when you planned ahead and were done well in advance of their deadline. Allow such experiences to be effective learning tools that speak to this matter conclusively and honestly.

This article was written by Kyle Simmons Santa Fe alum of both the LA and EC programs. Mr. Simmons began his first semester of the University of Texas at Dallas in their PhD program on the History of Ideas in August of 2008.

Study Linguistics in Canada: The Department of Linguistics at McGill University in Quebec, Canada aims to train students in theoretical linguistics and its applications, particularly the issue of language diversity and how this diversity may be related to a universal underlying linguistic competence. This common

interest is developed in a range of areas including the parameterization of formal grammars (phonology, morphology, syntax, semantics), the acquisition of these grammars (as a first or second language), cross-linguistic deficits (aphasia and developmental language disorders), and variation theory (sociolinguistics). In the experimental areas, emphasis is placed on combining research in one of the core areas of linguistic theory with evidence from another domain.

The department also has close ties with the Centre for Research on Language, Mind, and Brain, which brings together researchers and scholars from a variety of disciplines, faculties, and departments at McGill and other universities, whose research focuses on the unique neurobiological and social endowment of language. *Applications for fall 2009 are due by January 15th, 2009.* Find out more about the linguistics department at www.arts.mcgill.ca/programs/linguistics/.

Bard Center for Environmental Policy: Bard College in New York offers a wide variety of Master's programs; their Center for Environmental Policy has a plethora of interesting options.

Master of Science and Juris Doctorate with Pace University School of Law: Created in 2003, this joint degree program offers students the opportunity to complete, in an accelerated period, a Master of Science degree in environmental policy at *Bard College* and a doctorate in jurisprudence with a certificate in environmental law at *Pace University*. The program consists of four years in residence—two and a half years at Pace and one and a half years at Bard. Upon completion of the first-year B CEP curriculum, students enroll at Pace University School of

Law for five semesters. A student's summer internship/externship experiences for credit in the Pace law program satisfy the B CEP internship requirement. The final semester of the joint-degree program is spent at Bard in the Master's Thesis Seminar, and in final courses required for graduation.

Choosing between graduate school and the *Peace Corps* can be difficult. The Master's International (MI) Program offers qualified applicants the opportunity to incorporate the internationally focused, hands-on experience of Peace Corps service into the B CEP master's degree program. MI students complete the first year of graduate studies before starting Peace Corps training and an assignment. Peace Corps volunteers in the MI Program complete their B CEP internship requirement through their service overseas, while also working toward completion of their Master's Thesis. MI students are granted a 10-credit tuition fellowship for the internship. Students must pay an administrative fee and tuition for the remainder of final-year course work. After completing Peace Corps service and the final semester of the B CEP program, MI participants graduate and enter the job market with the unique combination of an advanced degree and two years of substantive professional experience in an international setting.

Master of Science and Master of Arts in Teaching: In June 2004, the first class of students entered the Master of Arts in Teaching (MAT) Program at Bard College, a one-year intensive program leading to an M.A.T. degree and New York State certification to teach English, math, or history. In June 2006, the program expanded to include certification in biology. Students accepted into both

programs enroll in the first year of the BCEP curriculum and then complete the MAT program requirements and a joint research project. *Application deadlines for all of the Environmental Center programs are February 2nd, 2009.* For more information on all the programs offered at the Bard Center for Environmental Policy, visit www.bard.edu/cep.

Harvard Offers Liberal Arts Majors an M.B.A Program:

Harvard's Business School has launched an initiative called "HBS 2+2," which allows college students to lock in a spot in their M.B.A program before the end of their junior year. Before they start classes, accepted students must work for two years; the school is providing free career counseling and other resources to help students secure these short-term positions. The school is aiming to better meet employers' demands for more diverse M.B.A talent. *To participate in the program undergrads must apply by July 1st of the end of their junior year.* For more information visit the website at <http://www.hbs.edu/mba/2+2/>

Are you interested in becoming a math teacher? Math for America is now accepting applications for their MfA fellowships. If you're accepted you would join a prestigious program that provides training, funding and support. It's a five-year program with up to \$100,000 in stipends and full tuition leading to a Master of Arts in Secondary Mathematics Education. The application process requires that students take the ETS Praxis II Math subject tests. *Applications are due by February 13th, 2009.* For more information visit the website at <http://www.mathforamerica.org>

◆ MEDICINE/RESEARCH

Thorne Scholarship for

Premedical Study: Each spring, Thorne Scholarships are awarded to undergraduate students of St. John's College at the Santa Fe campus. Scholarships are to support summer premedical chemistry classes at other institutions. *The deadline for submission of proposals for the Thorne Scholarships is December 19th, 2008.* The awards are based on the following criteria:

- An applicant must demonstrate financial need and be a recipient of College Financial Aid.
- The applicant must have a grade point average acceptable to a medical school -- 3.2 or higher.
- The applicant must be a student from the Santa Fe campus and must return to the Santa Fe campus for the year following the award.
- The applicant must be committed to pursuing pre-medical studies and must be committed to a career in allopathic (traditional Western) medicine as distinct from the other health sciences.
- The applicant must demonstrate the ability to do hard and good work in the sciences, and demonstrate a high promise of being admitted to medical school.

Support is offered only for courses required for medical school admission. Usually, general chemistry and organic chemistry are supported, and, with lower priority, related biology courses. Tuition, fees, and required summer earnings can be covered by Thorne awards. Partial support for a year away from St. John's can also be given. Amounts of the actual awards vary greatly, depending on financial needs and on the amount of money

available during a given year. Application forms for the Thorne Scholarship are available in the Career Services Office. *Students interested in applying should discuss their plans with the Career Services Director, Margaret Odell, or the Premedical Committee Chairman, George Aigla, before applying.* Awards are made by the Premedical Committee. Information concerning medical school requirements, summer course offerings, and the Medical College Admissions Test (MCAT) is available in the Career Services Office.

A Post-Baccalaureate Pre-Medical Program:

Johns Hopkins University in Baltimore offers a post-baccalaureate pre-medical program. The program consists of a year of biology, chemistry, organic chemistry, and physics. Students should have completed at least one semester of calculus before starting the program. The program will also assist students in finding ways to use the glide year (the year between applying and actually beginning medical school) productively to enhance their preparation for medical school, whether it be through employment opportunities, additional courses, volunteer work, research, graduate studies. Tuition for the program is currently \$26,930. *The application deadline is March 1st, 2009, although the school strongly encourages applying by February 1st, 2009.* For more information and an application, visit www.jhu.edu/postbac. Ms. Sarah Walker, SF'08, is currently enrolled in the Johns Hopkins program and has offered to speak about her experiences so far: sbwaler@gmail.com.

A high-quality MD/PhD Training Program:

The College of Medicine at the University of Illinois at Chicago offers an MD/PhD Training

Program. The first two years of the program are primarily to complete the pre-clinical portions of the medical curriculum. During these first two years, students are able to explore research opportunities in any bio-medical department before making a commitment to a graduate department. In the final years of the program, students work with other medical students to fulfill the remaining medical school requirements. The program takes seven or eight years to complete. During this time, students receive a tuition waiver and a stipend for each year in the program. Graduates of the program have gone on to residencies at places such as Johns Hopkins, Harvard, Yale, Stanford, and UC San Francisco. For more information, visit www.uic.edu/com/mdpbd.

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FINE ARTS PROGRAMS

Do you want to pursue professional theatre as a career?: The American Conservatory Theatre in San Francisco offers an intense, three-year program which immerses you in the world of professional theatre while supporting your growth as a student actor. A Masters of Fine Art degree is awarded at the culmination of the actor's studies. *Application Deadline is January 9th, 2009.* Applicants must submit a resume that lists previous theater training and experience as well as a head-and-shoulder, full face photograph. Visit the website for more information: www.ACTactortraining.org

Want a Master of Music and a Master of Arts Music Teacher Certification in only three years?: The Manhattan School of Music and The Teachers College at Columbia University offer a dual degree which

is completed at an accelerated rate. The graduate programs of study at Manhattan School of Music enable students to perfect their musical competencies and professional artistry in specific fields. Study is offered in the fields of Jazz, Classical, and Orchestral Performance. Pre-screening and auditions are required. *Application deadline is December 1st, 2008 for fall 2009.* Visit the website for more details and to apply: <http://www.msmyc.edu/grad/>

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SCHOLARSHIPS/FELLOWSHIPS

The Kathryn Davis Fellowships for Peace: Investing in the Study of Critical Languages:

Middlebury College is pleased to announce The Kathryn Davis Fellowships for Peace: Investing in the Study of Critical Languages. These 100 fellowships are made possible by a generous gift from Kathryn Davis to address today's critical need for increased language proficiency in the United States.

For the third year in a row, 100 Davis Fellowships are offered to cover the full cost of summer language study from beginner to graduate levels in Arabic, Chinese, Hebrew, Japanese, Portuguese, and Russian at the Middlebury College Language Schools. Fellowship grants cover the full comprehensive fee (tuition, room, and board) at the Middlebury summer Language Schools, plus a stipend to assist in defraying program-related expenses.

The Davis Fellowships are merit based and intended for exceptionally qualified individuals with demonstrated interest in one or more of the following areas: international, global, or area studies, international politics and economics, peace and security studies, and/or conflict

resolution. Individuals in other fields, including working professionals, are also encouraged to apply if their field of expertise requires them to study one of the critical languages listed above.

To be considered for a Davis Fellowship, please submit:

1. A complete application for the Language School to which you are applying. Incomplete applications will disqualify your candidacy for a Davis Fellowship. Applications are found at: www.middlebury.edu/academics/ls/applications [Note: The application includes a non-refundable processing fee of \$55.00.]
2. Three copies of the coversheet
3. Three copies of the one-page Davis Fellowship essay (see below).
3. Three copies of a resume or curriculum vitae.

The application must be postmarked by February 2, 2009.

Additional Davis Fellowship opportunities are available through Middlebury's affiliate, the Monterey Institute of International Studies in Monterey, California. For more information on Monterey's Davis Fellowships, please visit: http://www.mius.edu/finaid/fellowships_for_peace

REQUIRED ESSAY: The Role of Language in Conflict Resolution

The Davis Fellowships aim to fulfill the intention of philanthropist Kathryn Wasserman Davis, who has dedicated much of her life to peace initiatives. As the cultivation of intercultural communication is essential to reducing conflict, the study of the world's critical languages

has become increasingly important. In establishing these fellowships, Mrs. Davis challenges us to "bring about a mindset of preparing for peace instead of preparing for war."

Please include in your application a brief essay (500-600 words) that reflects your past experience and future aspirations to contribute to more peaceful relationships between people, institutions, or communities. Highlight the role of language and language study in fostering those relationships and in helping to mediate conflict.

Please submit to:
Kathryn Davis Fellowships
(Name of Your Chosen Language School)
Middlebury College
Sunderland Language Center
Middlebury, VT 05753

Note: Davis Fellowship funds are limited and will be awarded on a competitive basis. Financial aid forms are not required for the Davis awards. However, students are encouraged to apply for regular Middlebury College financial aid, awarded on a demonstrated-need basis, through the office of financial aid. More information can be found at the Middlebury Language Schools website:

<http://www.middlebury.edu/academics/ls>

Carnegie Endowment for International Peace Junior

Fellows Program: Each year, the Carnegie Endowment for International Peace solicits nominees for its Junior Fellows Program from among graduating seniors at 300 US colleges. Eight to ten Junior Fellows are chosen to serve as research assistants each year. The Fellows are matched with senior associates – academics, former government officials, lawyers and journalists from around the world – to work on a variety of international affairs issues.

Junior Fellows have the opportunity to conduct research for books, participate in meetings with high-level officials, contribute to congressional testimony and organize briefings attended by scholars, activists, journalists and government officials. The Fellows spend one year, beginning August 1, at the Carnegie Endowment in Washington, DC. These positions are full-time, salaried (\$35,000/yr, \$2,916.66/month), with a full benefits package. *Seniors interested in being nominated must meet with Margaret Odell, Director of Career Services for details about the application process and a copy of the application.* (More details are also available at <http://www.carnegieendowment.org/about/index.cfm?fa=jrFellows>)

Seniors **cannot** apply directly to the Carnegie Endowment. Ms. Odell will be choosing up to two seniors to represent the Santa Fe campus. The selections will be made **by December 12th** so that the students chosen to represent St. John's-Santa Fe will have time to work on the final application during the early weeks of Winter Break. All final application materials must be gathered and sent by Ms. Odell, to be received in Washington, DC *no later than January 15th, 2009.*

James Madison Memorial Fellowship Foundation: This fellowship program is a federally endowed and privately funded effort to strengthen about the framing, principles and history of the U.S. Constitution teaching in the nation's secondary schools.

James Madison Fellows may attend any accredited institution of higher education in the United States provided the curriculum is relevant to the goals of the fellowship. Fellows are expected to complete either a Master of Arts, Master of Arts in

Teaching or a Master of Education with an emphasis on American history, government, political science or other relevant concentration.

The maximum amount of each award is \$24,000. Fellowship payments cover the actual costs of tuition, required fees, and books but cannot exceed \$12,000 per academic year.

To apply for the fellowship you must be:

- A U.S citizen or U.S. national
- Be a teacher; or plan to be a teacher of American history, American government, or social studies at the secondary school level
- Have earned an undergrad degree by August 31st of the competition year.

Two levels of fellowship are offered: Junior Fellowships; awarded to students who are about to complete or have completed their undergraduate course of study and intend to pursue full-time graduate work. Senior Fellowships; awarded to teachers who want to pursue graduate studies on a part-time basis through summer and evening classes.

After earning the master's degree, a James Madison Fellow is required to teach American history, American government, or social studies in grades 7-12 for one year per each full academic year of study under the fellowship.

The application for the 2009 competition is available online at www.jamesmadison.gov. **The application deadline is March 1st, 2009.**

Seniors - Don't Miss This Scholarship! The Jack Kent Cooke Foundation is accepting nominations for the Graduate Scholarship

Program. The scholarship covers tuition, living expenses, books and other fees. The maximum amount available is \$50,000 per year for six years of study at any accredited college or university in the US or abroad, for any graduate or professional degree. Two students per school may be nominated. A total of 45-50 scholarships will be awarded. To be eligible, you must be a college senior or recent graduate (since May 2004), have a cumulative GPA of 3.5 or better, and plan to attend graduate school starting in fall 2009. Candidates will be judged on their academic ability, financial need, will to succeed, leadership qualities, critical thinking ability, and participation in the arts and humanities. *The on-campus deadline is February 16, 2009.* The St. John's Fellowship Committee will choose which application(s) will be submitted for consideration. For more information see Margaret Odell in the Career Services Office, or visit www.jackkentcookefoundation.org.

Scholarship for Study in the Arts, Humanities, or Social Sciences:

The Beinecke Scholarship program was established to encourage and enable highly motivated students to pursue opportunities available to them and to be courageous in the selection of a graduate course of study. The scholarship provides \$30,000 for graduate study, which may be spread over 2-5 years. Winners also receive \$2,000 immediately prior to entering graduate school to defray costs of application, moving expenses, etc. This scholarship may be combined with other awards, and in some circumstances may be deferred. Eligibility is limited to Juniors planning to pursue graduate degrees who meet superior standards of intellectual ability, scholastic achievement and personal promise, and who are currently eligible for

financial aid. *Students must be nominated by the St. John's College Fellowship Committee in Santa Fe.* Students from both campuses need to submit their applications to this one committee. *The on-campus deadline is Monday, January 26, 2009.* For more information, contact Margaret Odell at x6067, or visit www.BeineckeScholarship.org.

Environmental Studies Scholarship:

The Morris K. Udall Foundation offers approximately 80 \$5,000 scholarships for either studies related to the environment *or* for Native Americans or Alaska Natives studying in fields related to health care or tribal public policy. To qualify for scholarships related to environmental studies, you must: 1. be a sophomore or junior, 2. have been doing environmental conservation internships, or environment related summer jobs, or study programs, AND 3. plan to pursue graduate environmental studies programs or a career in conservation. Applicants should become familiar with the Udall Foundation and the man whose name it bears. It would be wise to use the following resources when writing your essay: www.udall.gov. You must be nominated by the on-campus fellowship committee. The on-campus deadline for this scholarship is **Monday, January 19, 2009.** For more information, stop by the Career Services Office to see Margaret Odell, the on-campus Udall representative, or visit www.udall.gov.

Top Ten Tips for Winning

Scholarship Applications: The following tips by Kay Peterson, Ph.D, come from FastWeb at Monster.com. You can register at www.fastweb.com and get e-mail updates and information on hundreds of scholarships.

TIP #1: Apply only if you are eligible. Read all the scholarship

requirements and directions carefully and make sure you're eligible before you send in your application.

TIP #2: Complete the application in full. If a question doesn't apply, note that on the application. Don't just leave a blank. Be sure to supply all additional supporting material, such as transcripts, letters of recommendation and essays.

TIP #3: Follow directions. Provide everything that's required. But don't supply things that aren't requested—you could be disqualified.

TIP #4: Neatness counts. Always type your application, or if you must print, do so neatly and legibly. Make a couple of photocopies of all the forms before you fill them out. Use the copies as working drafts as you develop your application packet.

TIP #5: Write an essay that makes a strong impression. The key to writing a strong essay is to be personal and specific. Include concrete details to make your experience come alive: the 'who,' 'what,' 'where,' 'when,' and 'why' of your topic. The simplest experience can be monumental if you present honestly how you were affected.

TIP #6: Watch all deadlines. To help keep yourself on track, impose your own deadline that is at least two weeks prior to the official deadline. Use the buffer time to make sure everything is ready on time. Don't rely on extensions—very few scholarship providers allow them at all.

TIP #7: Make sure your application gets where it needs to go. Put your name (and Social Security number, if applicable) on all pages of the application. Pieces of your application may get lost unless they are clearly identified.

TIP #8: Keep a back-up file in case anything goes wrong. Before sending the application, make a copy

of the entire packet. If your application goes astray, you'll be able to reproduce it quickly.

TIP #9: Give it a final 'once-over.'

Proofread the entire application carefully. Be on the lookout for misspelled words or grammatical errors. Ask a friend, teacher or parent to proofread it as well.

Tip #10: Ask for help if you need it.

If you have problems with the application, don't hesitate to call the Career Services office.



CARETAKER CORNER

Not sure what to do with yourself for six months or a year after you graduate? Looking for a way to spend Winter Break or the summer?

The Caretaker Gazette, a bi-monthly publication, lists dozens of caretaker opportunities in the United States and worldwide. Many positions have free room and board in exchange for work, caretaking, or cooking. Some positions have large salaries attached. This publication is available on the job board located in the basement of Weigle Hall.



INTERNSHIPS

Summer Research Opportunity:

Library and Statistical Research Regarding HIV/AIDS in Brazil.
Primary Institution: St. John's College, University of New Mexico Libraries. Location for Research: New Mexico, USA. Job Duration: 6 – 8 weeks.

Description: Are you interested in public health policy or the social sciences? Considering going to graduate school in public health, sociology or cultural anthropology? If so, consider applying for an internship to help tutor Jessica Jerome conduct research on HIV/AIDS in Brazil. In accordance

with a grant that explores the experiences of women with HIV in northeastern Brazil, the goal of the internship is to provide the student with an orientation to conducting library and statistical research on a public health issue. It will also familiarize the student with the processes involved in conducting social scientific research and preparing it for publication.

You will spend 6-8 weeks collecting, summarizing and analyzing articles about HIV, human rights and Brazilian health care at libraries in Santa Fe and Albuquerque. You will also be responsible for preparing a statistical overview of HIV in Brazil. This project will provide you with an understanding of how to conduct in-depth social scientific research on a specific topic, and how to prepare material for publication. Any articles that are published as a result of this research will share authorship with the student intern. Following a one-week training period, you will be expected to use inter-library loan at St. John's, and to drive to UNM in order to use their public health collection. You will also be expected to meet with Ms. Jerome throughout the internship in order to discuss and elaborate your findings.

Internship is eligible for an Ariel Internship Stipend, up to \$4,000.

Application Materials: 1) A one-page statement intent which addresses your interest in this particular project, why you think the internship would be useful to you, whether or not you have any experience with this topic or research in general, and what you hope to learn from this internship; 2) Resume. **Application Deadline: February 20, 2009.** To learn more or to submit your application, please contact Jessica Jerome at: jsjerome@sjcsf.edu or x6945.

Institute for Humane Studies: A variety of internships and fellowships are offered for the summer through the Institute for Humane Studies at George Mason University. The Koch Summer Fellowships offer public policy and non-profit leadership internships in Washington, DC, and at state-based organizations. There are also journalism, broadcast journalism, and production internships offered at major newspapers, news outlets, and production houses across the country. IHS also offers scholarships, seminars, writing contests and a variety of other resources. For more information on these possibilities visit <http://www.TheIHS.org>

Where to find undergraduate research opportunities

The National Science Foundation (NSF) has the largest REU program in the nation. NSF funds a large number of research opportunities for undergraduate students through its REU Sites program. An REU Site consists of a group of ten or so undergraduates who work in the research programs of the host institution. Each student is associated with a specific research project, where he/she works closely with the faculty and other researchers. Students are granted stipends and, in many cases, assistance with housing and travel. For more information:

http://www.nsf.gov/funding/pgm_summ.jsp?pims_id=5517&from=fund

The National Institute of Standards and Technology (NIST) also has an extensive program. The Career Services office will work closely with students interested in the NIST program to assure NIST that SJC students meet their specified science requirements. *Application deadline is February 15th, 2008.* For more information visit www.surf.nist.gov/surf2.htm

You can find more opportunities by *Googling* “surf undergrad,” “summer research,” or similar keywords, or stop by Career Services for more information.

Featured Websites: Check these out for extensive lists of internship opportunities.

- **BIOLOGY:**
<http://www.columbia.edu/cu/biology/ug/intern.html>
- **PRE-MED:**
<http://people.rit.edu/gtfsbi/Symp/premed.htm>
- **GOVERNMENT:**
http://www.studentjobs.gov/d_internship.asp
- **CONSERVATION:** www.thesca.org/

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**WORK/STUDY/TRAVEL
ABROAD**

Masters and Doctoral programme in Humanities and Cultural Studies:

The London Consortium offers innovative, multi-disciplinary post-graduate programmes combining taught courses and individual research, theoretical exploration and practical insight. New courses include; Godard’s ‘Contempt’: Text and Pretext, Cultures of Collecting, Flat Baroque: ‘Special Effects’ or the Rigging of the Whole Wide World. The consortium is in association with the Architectural Association, School of Architecture at Birkbeck College, and the University of London Institute of Contemporary Arts. For more information visit
<http://www.londonconsortium.com>

Georgetown University is offering an online TEFL Certificate

Course: Georgetown University’s Center for Language Education and Development is offering a Teaching

English as a Foreign Language (TEFL) Certificate Course in Spring 2009.

*On-line coursework (Jan 5 – May 15) plus on-campus teaching practicum (one week in May or June)

*Focus on the Communicative Language Teaching Approach
*Comprehensive training in theory, skills and methods

*Open to college graduates, including the class of 2009.

Find out more here:

<http://cled.georgetown.edu/programs/teacher/>

**Application deadline:
December 1st, 2008.**

Teach ESL in South Korea with Tiger English. FREE Airfare + Housing: Tiger English is an ESL teacher placement company based in Waterford, Ireland.

Tiger English offers free placement services to graduates of all disciplines. They have multiple positions available in private language academies and public schools in South Korea (nationwide).

They provide on-going teacher support throughout your 12-month placement plus free airfare and accommodation are included with all positions.

Position: ESL Teacher (Teach English as a Second/Foreign Language)

Location: South Korea

Sector: Education/ESL/Teaching

Starting Date: Every month, All year round

Closing Date: Open

Degree subject: Non degree specific (all disciplines welcomed to apply)

Responsibilities: Teachers would be expected to carry out:

Teach conversational English to students, plan lessons, evaluate students’ progress through examinations, and organize events such as activity days, speech contests and concerts (all conducted through English)

Salary Guide: USD 1750 – USD 2200 – tax 3.3%

Other benefits; FREE teacher placements, FREE accommodation and FREE airfare, medical insurance & contract bonus. For more information visit the website
<http://www.tigerenglish.com>

Application Deadline: On-going (New positions every month)

The recruitment team will inform you all your document requirements that we may need after your application has being received.

Qualifications: Must be a native English speaker, candidates must be a degree holder – any discipline, no experience required, a TEFL course is an advantage but not required.

How to apply: Please complete the online application
<http://tigerenglish.com/user/register>

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FACULTY

Fellowships at the Huntington:

The Huntington is an independent research center with holdings in British and American history, literature, art history, and the history of science and medicine located in San Marino, California. The Huntington will award scholars over one hundred fellowships for the academic year 2009-2010. These fellowships derive from a variety of funding sources and have different

terms. Recipients of all fellowships are expected to be in continuous residence at the Huntington and to participate in and make a contribution to its intellectual life. Fellowships offered include:

1. Huntington Fellowship: Candidates must have a PhD or equivalent or be a doctoral candidate at the dissertation stage. The fellowship lasts one to five months. The award is \$2,500 a month.
2. Huntington-British Academy Fellowships for Study in Great Britain: Candidates must have a PhD or equivalent. The fellowship is one month.
3. Barbara Thom Postdoctoral Fellowship: Candidates are non-tenured faculty. The fellowship will be nine to twelve months with an award amount of \$40,000. The award is intended to support non-tenured faculty members who are revising a manuscript for publication. Applicants must be perusing scholarship in a field appropriate to the Huntington's collections.
4. Mellon Fellowship: Candidates must have a PhD or equivalent, the fellowship tenure is nine to twelve months with an award of \$40,000. Applicants must be perusing scholarship in a field appropriate to the Huntington's collections.

Application deadline for all fellowships is December 15th, 2008. For more information on the application procedures visit the Huntington's website at <http://www.huntington.org>

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**JOB AND CAREER
OPPORTUNITIES**

Did you score well on the SAT, GRE or LSAT? Kaplan Test Prep is seeking part-time teachers in the Santa Fe area to prepare students for admission exams. They are looking for teachers for the following programs: ACT, SAT, GRE, NCLEX, GMAT, LSAT, and MCAT. If you scored well on one of these tests and would like to help others do the same, apply today! Teaching with Kaplan is a way to make a difference in students' lives, earn excellent pay and benefits, and develop your presentation and people-management skills. Applicants should be great presenters, believers in the effectiveness of Kaplan's methods, caring and compassionate mentors of students, and responsible employees. Teaching rates change based on success in the classroom.

To learn more about teaching rates, benefits packages including health insurance and course discounts, to apply, please call 1-800-527-8378 or visit <http://www.kaptest.com/teach>

Defense Intelligence Scholars Program: Provides recent grads and entry-level professionals seeking a career in intelligence a remarkable opportunity to obtain a quality education to get their career off to a quick start. The program includes a paid internship, year-long studies leading to a Master of Science in Strategic Intelligence (MSSI) degree, and conditional employment with the DIA. Scholars receive a salary and government benefits throughout the entire program. Eligibility requirements are US citizenship of applicant and immediate family members, BA, GPA of 3.0 or higher, GRE scores (500 minimum for Verbal, 4.0 for written). Applicants are especially sought with foreign

language expertise in Arabic, Farsi, Chinese, Russian, Urdu, Pashto, and Korean. *Deadline is November 15th, 2008 for summer admissions.* Call 202-231-8228 for more info on DI scholars program or go to the website, <http://www.dia.mil/employment/student/DefenseIntelligenceIntelScholarsProgram.pdf>

The following article was written by Bob Roth a College and Career Success Coach.

You Can Find a Good Job in a Bad Economy

Employers are always on the lookout for college students who stand out in some way. However, when times are tough, college students should consider some additional ways to make themselves more visible and attractive to prospective employers.

When fewer employers have jobs to offer, good students should be prepared to employ methods that may not be necessary when jobs are plentiful. Here are a few examples of what you can do.

Your Reputation - Good or bad, your reputation precedes you. However, it should be obvious that you will increase your chances for employment when you have an outstanding reputation. Generally, this means that you work hard, are trustworthy, friendly, well liked, positive, honest, stand up for what is right and get things done well. Others want to associate with you because you treat everyone with respect and are there for them when people need you. Also, people look up to you because you accept responsibility, perform well and achieve superior results. Do you need to work on your reputation?

"Begin somewhere; you cannot build a reputation on what you intend to do."

-- Liz Smith

Your Performance - Outstanding performance over a long period of time shows a consistency the all employers need and want. Every employer needs people who can perform at a high level. They want people who can get things done. That's why they are eager to learn about your accomplishments, positive results and successes. When you are able to provide stories and details about your achievements, employers will take notice.

Your Attitude - People with a positive, can do, let's give it a try attitude will always be more attractive to employers than negative, fault finding, complainers. When you demonstrate your positive attitude in everything you do, you will find that it opens doors for you.

Excel At Something - Find something you love and show people what you can do. If you have a unique ability, it may be something on which you can capitalize. Embrace your talents and use them to make something better. Employers are always interested in people who can make a difference. It doesn't matter whether you excel in an academic area, at work, in a campus activity or in the local community. However, employers especially appreciate people who have exceptional leadership and communication skills.

Do One Great Thing - Sometimes, by luck, genius or skill, we find that we have done something great. Whenever someone does something large or spectacular, other people will take notice. That one great thing

may be the result of a long and sustained effort or it may be a split second reaction in an emergency. Regardless of how it happens, you can make it work to your advantage.

Make Others Look Good - Whenever you make others look good, it reflects favorably on you. This is especially true when you talk about and support your college, your employer or your community. When your words, actions and results are positive and beneficial, others will reciprocate. Over time, this kind of behavior will be recognized and rewarded by people with influence.

Be Visible - Your words, behavior, participation and results all contribute to your visibility. When these four things are positive, you are more likely to be noticed by employers. Get involved, join, attend, participate, contribute and achieve results. Few people will become aware of your capabilities if you don't insert yourself into the activities and places where you can demonstrate your potential.

Promote Yourself - Look for ways to get noticed by others. When you do things of note, get them into the paper and include your photo. Find ways to get into the Campus Paper or onto a Campus Radio or TV Program. If you are active on campus and in the community, seek coverage from the campus and local media, whenever something special is about to happen. Always invite high profile campus and community leaders and executives. You will get much more coverage when these people attend. The more times you can get into the Newspaper or on the Radio or TV, the better. Your positive contributions are easier for employers to recognize when your name and face are already familiar to

them. Also, don't ignore something as simple as handing out your business card.

Cultivate Recommendations - Let an array of well respected and influential people speak to potential employers about you. Use your references, supervisors, advisors and network for this. You can even have a "Here's what others say about me" handout sheet. Employers love candidates who have built relationships with people who are willing to provide enthusiastic recommendations and references.

Nearly every college student has the ability to do at least one or two of these important attention grabbers. Employers much prefer to learn about people who are "one in a million" than candidates who are "one of a million." That's why savvy students, especially in a bad economy, make a point of finding ways to stand out from the crowd.

Visit Bob's web site:

*www.The4Realities.com. Bob Roth is the author of *The 4 Realities Of Success During and After College -and- The College Student's Guide To Landing A Great Job**

Disclaimer:

The St. John's College Career Services Office produces *Going Places* as a service to St. John's College students and community members for their career development, and educational and life planning. Any jobs or other opportunities listed herein do not indicate an endorsement or recommendation from St. John's College or the Career Services Office. Students and individuals from the St. John's College community are responsible for all necessary precautions when interviewing for or accepting these positions or awards. They are also responsible for checking the credentials and integrity of all employers or organizations.

St. John's College and the Career Services Office assume no liability for acts or omissions by third parties or for material supplied by them. The St. John's College Career Services Office is not responsible for anything that happens at a given job site. The presence of an employment listing in *Going Places* does not guarantee any given employer's compliance with legal behavior. If a student or individual experiences discrimination or sexual harassment on the job or in a job interview, he or she is encouraged to call the Department of Fair Employment in the state in which the violation occurred.

Additional information and/or printed materials on all opportunities and programs listed in *Going Places* is kept in the Career Services Office. The office is located on the Garden Level of Weigle Hall. The office is staffed Monday through Friday from 9:00 a.m. to 5:00 p.m.

If you have any questions, comments, or corrections to this issue of *Going Places*, please contact Clare Davitt in the Career Services Office, call 505-984-6066, or send e-mail to cdavitt@sjcf.edu