



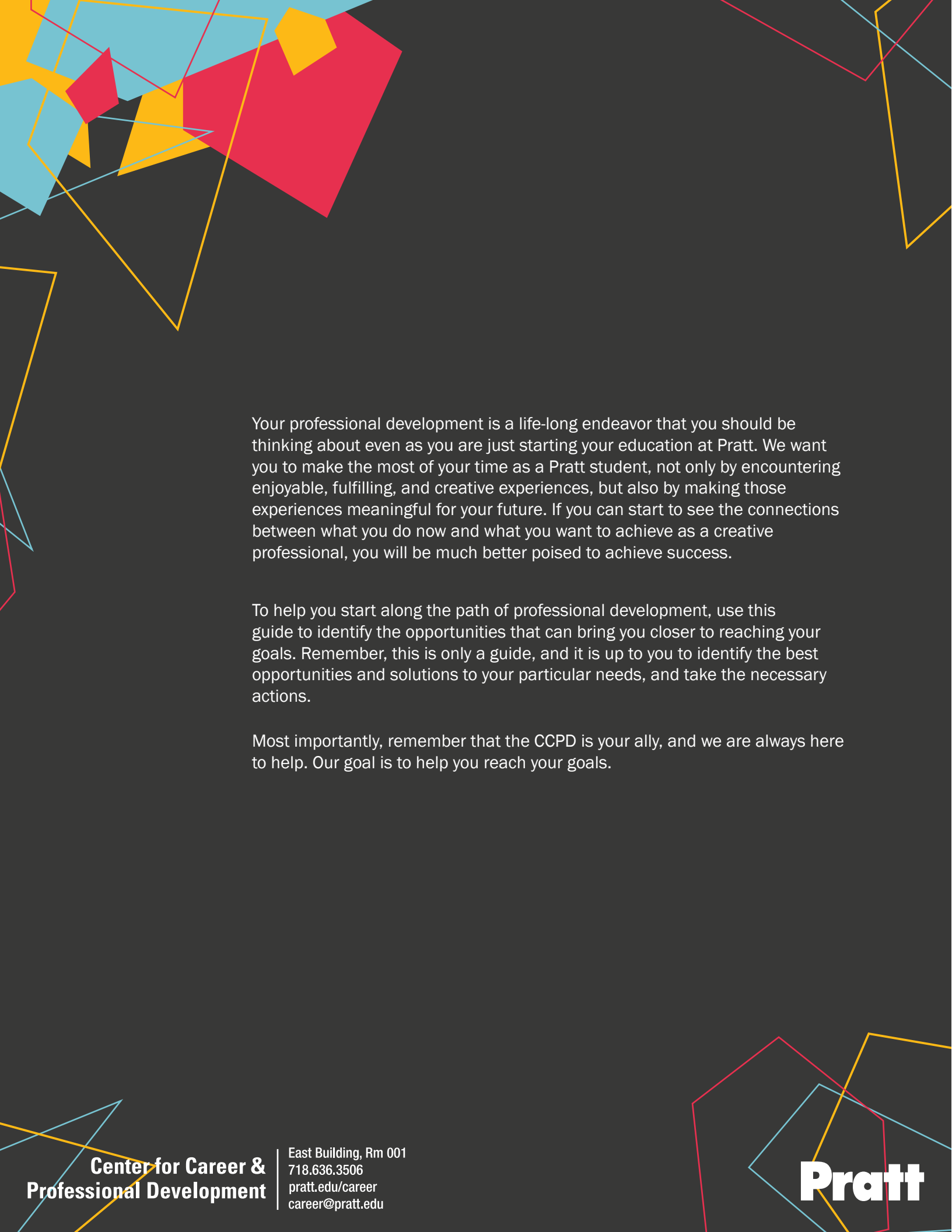
REALITY CHECK

take action towards success

**Center for Career &
Professional Development**

East Building, Rm 001
718.636.3506
pratt.edu/career
career@pratt.edu

Pratt



Your professional development is a life-long endeavor that you should be thinking about even as you are just starting your education at Pratt. We want you to make the most of your time as a Pratt student, not only by encountering enjoyable, fulfilling, and creative experiences, but also by making those experiences meaningful for your future. If you can start to see the connections between what you do now and what you want to achieve as a creative professional, you will be much better poised to achieve success.

To help you start along the path of professional development, use this guide to identify the opportunities that can bring you closer to reaching your goals. Remember, this is only a guide, and it is up to you to identify the best opportunities and solutions to your particular needs, and take the necessary actions.

Most importantly, remember that the CCPD is your ally, and we are always here to help. Our goal is to help you reach your goals.

SOPHOMORE YEAR

REALITY CHECK

◆ THINGS TO CONSIDER:

- Do your electives make you more versatile?
- Are you prepared to take on an internship?
- Are you well connected to your department? Do you know your Chair, Assistant Chair, Career Counselor and Academic Advisor?
- Do you have a resume that clearly shows the skills you've gained in your school projects or fields of study? The experience you've gained from past jobs or volunteer work?
- What programs and events are you attending on and off campus to broaden your knowledge?
- Have you talked to at least 2 faculty members about their career paths?

◆ ACTIONS TO TAKE:

- Get involved off campus by seeking opportunities, researching organizations and attending events.
- Join the student committee to organize the annual fall Internship and Opportunity Fair hosted by CCPD.
- Find out how you can become a Career Marshall for the School of Architecture Career Day hosted by CCPD.
- Apply for summer internship opportunities.
- Attend recruiting events, career fairs, and industry lectures on campus.
- Get involved with Pratt's Community Board to learn about volunteer opportunities.
- Talk to faculty, your peers, and your career counselor about ways to be creative in the workplace.

◆ SKILLS TO GAIN:

- Cultivate mentors.** Conduct information interviews with professionals in your field and keep in touch with faculty even if you aren't taking their courses anymore.
- Resume writing.** Keep a list of all your skills, experience, education, leadership positions, volunteer positions, research, and projects.
- Manage your connections.** Keep track of who you meet. This will be the beginning of your network.
- Prioritize.** Organize yourself by keeping a calendar of classes, meetings, events, and other obligations. Take a look and make sure you take time for yourself, too!
- Courage.** Think about risks you'll need to take and prepare yourself to be bold.

SKILL CHECKLIST

- Communication.** Learn to build dialogues, ask questions and how to present your ideas.
- Courage.** Think about risks you'll need to take and prepare yourself to be bold.
- Cultivate mentors.** Conduct information interviews with professionals in your field and keep in touch with faculty even if you aren't taking their courses anymore.
- Elevator pitch.** Think about how to make the best first impression and marketing yourself at a moment's notice.
- Focus.** Think about how your projects begin to tell your story and be intentional in the way you complete class projects and assignments.
- Interviewing.** Learn how to land the job by being confident and knowledgeable in front of an interviewer.
- Job searching.** Learn how to be thorough when researching opportunities.
- Manage your connections.** Keep track of who you meet. This will be the beginning of your network.
- Negotiating.** Start researching salaries and thinking about your financial responsibilities. It's good to know what you need, what's likely to be offered, and how to earn extra to make ends meet.
- Peer networking.** Learn who is in leadership positions on campus, talk to your fellow classmates, and start building strong connections with your peers.
- Presentation.** Seek out opportunities to present your work or research. Use each opportunity as a way of getting feedback from your audience.
- Prioritize.** Organize yourself by keeping a calendar of classes, meetings, events, and other obligations. Make sure you take time for yourself, too!
- Research.** Look into your potential career options and the fields that interest you.
- Resume writing.** Keep a list of all your skills, experience, education, leadership positions, volunteer positions, research, and projects.
- Self-Discovery.** Explore who you are to gain insight on what creative and professional pursuits you want to discover.
- Social media.** Think about how your social media demonstrates your interests, talents, and point of view.
- Work/Life balance.** Be sure you are taking care of your needs by getting plenty of rest, eating well, and exercising.
- Writing a cover letter.** Learn how to write a letter that markets your skills and meets potential employers' requirements.
- Documentation.** Make sure you keep excellent documentation of all your work.
- Networking.** It's all about who you know. If you don't feel you have a strong network, join professional organizations, do information interviews, and spend time getting to know your faculty members and/or supervisors.

RESOURCES

CENTER FOR CAREER & PROFESSIONAL DEVELOPMENT

- East Building, Room 001 | Monday-Friday, 9-5 (Summer 9-4)
- 718-636-3506 | career@pratt.edu | ccpd.pratt.edu

The Center for Career & Professional Development (CCPD) inspires, supports, and educates students and alumni to develop their full potential as creative entrepreneurs, locate staff and freelance opportunities, and succeed as fine arts practitioners. Counselors work with students on professional learning goals for internship placements and career goals for their job search and small business planning.

ACADEMIC ADVISING

- Thrift Hall, 2nd Floor | Monday-Friday, 8-5 (Summer 9-4)
- 718-636-3611 | adadvise@pratt.edu
www.pratt.edu/academics/art_design/academic_advisement/

Academic advisors for art and design undergraduates are here to help you plan your schedule, define your educational objectives, and make sure that you are properly satisfying departmental requirements. You will meet with your advisor twice a year for your advisement appointment. Pratt email is the primary form of communication for important information about advisement and registration.

OFFICE OF INTERNATIONAL AFFAIRS

- Myrtle Hall, 2nd Floor | Monday-Friday, 9-5 (Summer 9-4)
- 718-636-3674 | oia@pratt.edu | pratt.edu/student_life/office_of_international_affairs/

The well-traveled and experienced staff members are here to help students make a successful transition to the Pratt community and help address some of the challenges students might encounter during their academic program. They create a friendly environment providing direct support with immigration issues, employment authorization, financial issues, personal issues, and cross-cultural events. The OIA advises the Pratt International Student Association (PISA), which is open for all to join.

STUDENT EMPLOYMENT

- East Building Room 001 | Monday-Friday, 9-5 (Summer 9-4)
- 718-636-3506 | pratt.studentemployment.ngwebsolutions.com

Student Employment at Pratt is a program that assists students in identifying on-campus employment opportunities while engaging in their studies. Student Employment consists of Federal Work Study (FWS), Student Work Funds (SWF) and Graduate Assistantship (GA).

RESOURCES

COMMUNITY BOARD

- Chapel Hall, Room 005. Intern Office
- 718-636-3679 | cboard@pratt.edu | prattcboard.tumblr.com

The Community Engagement Board (C-Board) consists of a group of Pratt students who organize service, volunteer, and civic engagement opportunities for the campus community. This includes overseeing the Team Pratt project and planning Pratt's annual Alternative Spring Break trip.

STUDENT INVOLVEMENT

- Chapel Hall, Room 007 | Monday-Friday, 9-5 (Summer 9-4)
- 718-636-3422 | stuctact@pratt.edu

The Office of Student Involvement coordinates and helps students plan social, cultural, educational, and recreational programs and facilitates Orientation for incoming students. Student programs and events at Pratt are planned to contribute to each student's total education as well as to meet social and recreational needs. Students are responsible for managing their own group activities, thus gaining experience in community and social affairs and playing a role in shaping Institute policy. Students are represented on Institute decision-making bodies such as the Board of Trustees, trustee committees and the Student Judiciary.

THE WRITING AND TUTORIAL CENTER

- North Hall, Room 1 | Monday to Thursday, 10 AM–8 PM and Friday, 10 AM–5 PM
- 718-636-3459 | dcohen@pratt.edu

The Writing and Tutorial Center is a multi-faceted writing lab that is available to all Pratt students on both a walk-in and scheduled basis. Our aim is to provide academic support for all Pratt students. We cater to all academic levels from Intensive English, through all undergraduates courses, to Master's Thesis preparation.

DISABILITY RESOURCE CENTER

- Willoughby Hall, Suite 117 | Monday-Friday, 9-5 (Summer 9-4)
- 718-802-3123 | drc@pratt.edu | pratt.edu/student_life/student_services/disability_resource_center/

The mission of the Disability Resource Center is to ensure that all students with disabilities can freely and actively participate in all facets of Pratt life. To this end, the office provides and coordinates services and programs that support student development, enables students to maximize their educational and creative potential, and assists students to develop their independence to the fullest extent possible. Furthermore, the office's goal is to increase the level of awareness among all members of the Pratt community so that students with disabilities are able to perform at a level limited only by their abilities, not their disabilities.

RESOURCES

CENTER FOR SUSTAINABLE DESIGN STRATEGIES

- 718-636-3727 | csds@pratt.edu | csds.pratt.edu

CSDS serves as a physical and virtual hub for Pratt's commitment to educate environmentally responsible citizens. CSDS encourages the use of Pratt's campus as a living laboratory linking the classroom to campus initiatives. The CSDS houses a materials research center that supports faculty, students and alumni in the integration of sustainability into their professional lives. CSDS is also the home of the Pratt Design Incubator for Sustainable Innovation founded in 2002.

PEER COUNSELING

CAREER AMBASSADORS FOR PRATT SUCCESS

- East Building, Room 001
- success@pratt.edu | prattsuccess.com

The Career Ambassadors are available to current students as liaisons to the Center for Career & Professional Development. They assist with questions regarding the office, offer information about career counselors, help to locate resources, and provide information about upcoming events.

PEER ADVISORS

- Chapel Hall, Room 005
- 718.636.3679 | peeradvisors@pratt.edu | pratt.edu/student_life/activities/peer_advisement/

Peer Advisors are a group of student leaders who help students become more acclimated to Pratt, navigate various departments at Pratt, and encourage behavior necessary for student success.

RESIDENT ADVISORS

- Willoughby Hall, Room 105
- 718.399.4551 | reslife@pratt.edu

The RA is a Residential Life student employee whose primary responsibility is to provide assistance, guidance, and direction to the residents on the floor. The RA's job is to be a community builder, an informal counselor/helper, a programmer/activities planner, a disciplinarian/limit setter, and an administrator of the floor. RAs serve "on duty" in every hall, so that every night and weekend an RA is available for emergencies and assistance.



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