

**WAYNE STATE UNIVERSITY**  
**CAREER SERVICES**

1001 (First Floor) Faculty Administration Building  
(313) 577-3390, FAX (313) 577-4995  
[www.careerservices.wayne.edu](http://www.careerservices.wayne.edu)

**CAREER AND EMPLOYMENT COUNSELING:** Counselors are available to assist students with their job search, resume preparation, interview techniques, career exploration, and related employment issues. Services are offered on a stop-in and/or appointment basis.

**CAREER DEVELOPMENT:** Career Development primarily assists students with the career exploration and decision making process. Computerized inventories are available relative to identifying career interests, skills, and values. In addition, students may register for a six-week S or U grade non-credit course; UCS 0991 Design Your Future. UCS 0991 introduces concepts of work and career, world of work and related self-knowledge, exploration of academic and career options, decision-making, and the establishment of personal and career goals. UCS 0991 requires students to be co-registered in at least one credit course.

**COLLEGE WORK-STUDY:** Students who receive a College Work-Study award through the Office of Scholarships & Financial Aid may visit Career Services to find a CWS job. Placement assistance is provided in matching students to their work interests.

**COMPUTER RESOURCE LABS:** The career and job search computer resource labs offer general information both in hard copy and on-line formats. Job posting and career related materials are readily available.

**COOPERATIVE EDUCATION:** Cooperative Education is primarily an undergraduate program intended to provide comprehensive professional career preparation by means of alternating semesters of full-time paid work experience and full-time class attendance. The program is available to students in Business Administration, Engineering, and selected majors from the Colleges of Liberal Arts, Science, and Fine, Performing and Communication Arts.

**ON-CAMPUS RECRUITING:** Assistance in obtaining full-time employment after graduation is provided. Graduating seniors and alumni may increase employment opportunities through the on-campus interview, resume drop and resume referral process with any of several hundred employers who express interest.

**RESUME REFERRAL:** The resume referral service offers students and alumni a continuous means for having their resumes referred directly to employers who request this service.

**STUDENT EMPLOYMENT:** The Student Employment Program provides part-time on and off-campus employment opportunities to students enrolled at the University. The program's policies and procedures are described in the Guide to Student On-Campus Employment.

**SUMMER INTERNSHIPS:** The Summer Internship Program provides opportunities for career and non-career-related paid summer intern positions. Placement assistance is available to help students identify job opportunities and prepare for their job search.

**ADDITIONAL SERVICES:** An on-going series of informational workshops and seminars are offered throughout the year with regard to career development, job fairs, job search techniques, interviewing skills, and resume preparation on an individual, group, and/or customized basis.