Missouri State University
Career Center

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The mission of the Career Center is to provide professional assistance and intervention to Missouri State students and alumni through the use of career counseling, internship and full-time job searches, and vocational and educational information, so they may make insightful career decisions.
Welcome to the Career Center Annual Report for 2007-2008. This report reveals what a busy, transformational year it was for the Career Center.

This report provides timely information about several of the following activities:

- The reinvigoration of the Legislative Internship Program and the retirement of the Program Manager.
- The addition of an interactive interview software —Interview Stream—which enables students to have twenty-four hours per day, seven days per week practice interview capability.
- The initiation of the final process to create a university-wide graduate tracking process, the culmination of four years of planning and cross-campus cooperation.
- The introduction of a curricular change to the career development class, from one to two credit hours, and the initiation of IDS 320: Job Search for upperclass students.
- The continuing emphasis on improving Career Center-Academic College relationships, which place a career services professional squarely into the day-to-day operations of departments as the primary career development and career information specialist.
- The creation of a ten-minute DVD that shows university students and alumni, revealing how the Career Center can assist in academic major selection, internship acquisition, and full-time work or graduate school preparation. The DVD was a joint Career Center-KSMU (OPT) project and will be used extensively in marketing the services of the Career Center.

And looking to 2008-2009, what does the year just completed portend for the year ahead?

- The need to instruct students how to search for full-time positions in a slowing economy.
- The desire to work with Colleges and Departments in greater frequency in senior seminar classes, internship searches, and professional certification preparation.
- The desire to find new methods of using technology to introduce students to effective career development practices in a time when staff numbers remain steady or decrease.
INTRODUCTION

BACKGROUND

Within the Division of Student Affairs, the Career Center provides programs and services that enable students to learn career-development skills, attitudes, behaviors, and decision-making strategies, which will maximize learning in the classroom, campus environment, and community.

The Career Center provides professional assistance to Missouri State students and alumni through career counseling and internship and full-time job searches. In addition, the Career Center prepares students with the vocational and educational information needed to make insightful career decisions. Specifically, the Career Center helps individuals do the following:

- Develop self-knowledge related to career choice and work performance by identifying, assessing, and understanding their competencies, interests, values, and personal characteristics
- Obtain educational and occupational information to aid career and educational planning and to develop an understanding of the world of work
- Select personally suitable academic programs and experiential opportunities that optimize future educational and employment options
- Take responsibility for developing career decisions, graduate/professional school plans, employment plans, and/or job-search competencies
- Prepare for finding suitable employment by developing job-search skills, effective candidate presentation skills, and an understanding of the fit between their competencies and both occupational and job requirements
- Gain experience through student activities, community service, student employment, research projects, cooperative education, internships, and other opportunities
- Link with alumni, employers, professional organizations, and others who will provide opportunities to develop professional interests and competencies, integrate academic learning with work, and explore future career possibilities
- Seek a desired employment opportunity or entry into an appropriate educational, graduate, or professional program
- Prepare to manage their careers after graduation

The Career Center staff consider the needs of all Missouri State students when designing
programs and delivering services. Since career issues are addressed by different units within the institution, the Career Center provides linkages and/or coordination among career-related programs and services where appropriate.

Missouri State and the Career Center have specific goals for providing services to students, employers, alumni, and other client groups, consistent with the nature of the University. Goals are reviewed and updated annually and communicated, as appropriate, to administrators, faculty, staff, and other relevant institutional constituencies.

The Missouri State University Career Center strives to maximize full-time employment and internship opportunities for students and alumni of Missouri State. Recognizing that career development continues long after graduation, the Career Center endeavors to provide students with occupational knowledge and job-search skills necessary for meaningful and successful careers.

PURPOSE

The 2007-08 annual report has three main purposes:

- to develop an annual method of communicating the Career Center’s responsibilities, goals, and accomplishments
- to document statistics on services and events
- to recount past activities for analyzing challenges and areas of potential improvement or growth.

This report shows the Career Center’s major areas of responsibility, in-office student contact data, staff information, advisory board information, and office-wide goals and accomplishments.

METHODS

The majority of data was collected by reports from JobTracks, the Career Center’s web-based system for managing employers and student career-related activity, job listings, and on-campus interview schedules. Other methods of data collection include surveys and questionnaires.

ORGANIZATION

The first section after this introduction covers the Career Center’s services. Within this section, the report provides data on the following six topics: in-office appointments, career exploration, the Judicial Program, internships, recruiting trends, and career events.

Following “Services” is “Staff,” which provides background information and the 2007-2008 accomplishments of the Career Center’s staff members.

After the staff information comes information on the Career Center’s office-wide accomplishments. Finally the annual report concludes with “Looking Back” on the back cover.
This section provides data on the following:

- In-Office Appointments
- Career Exploration
- Judicial Program
- Internships
- Full-time Jobs
- Career Events
- Community Outreach

During 2007-08 the Career Center conducted 2,633 individual, in-office appointments/consultations to students and alumni and 123 presentations to 3,075 students in classrooms, organizations, and residence halls.

Career events included the Human Services Career Fair in Fall 2007; Career Expo 2008, Education Day, and Etiquette Dinner in Spring 2008; and Résumé Madness in Fall 2007 and Spring 2008. Other outreach programs included presentations and workshops to local community organizations and public schools.

Of the students with Career Center appointments during 2007-08, approximately one-third were seniors. Sophomores and freshmen each composed 18% of the appointments, juniors 15%, and graduate students and alumni/post baccalaureate each accounted for 9% (Figure 1).

Figure 2 shows the types of in-office appointments. Two of the main reasons for appointments with the Career Center were for résumé critiques (829 appointments) and career counseling (805 appointments).

If a student had more than one purpose for the appointment, only the main purpose was logged. If, for example, a student made an appointment for a résumé critique, but also wanted a cover letter critique, the only purpose recorded was the résumé critique.

Figure 1. Class composition of the users of Career Center services.
Figure 2. Categories of appointments made with Career Center staff.
CAREER EXPLORATION

The Career Center focuses specifically on the following three services for exploration:

- Career Counseling and Career/Major Advising
- IDS 120
- Job Shadowing

Career Counseling and Career/Major Advising

In the 2007-08 fiscal year, the Career Center had four career counselors and one graduate assistant to administer and interpret career inventories during individual counseling appointments.

Note that career counseling and career advising are separate categories. Career counseling is defined as the process by which a counselor assesses and analyzes an individual’s interests, personality, values, and skills and assists the individual in clarifying goals, exploring occupations, and developing effective decision-making strategies.

Career/major advising is professional guidance for individuals who know which careers or academic majors interest them, but want to learn more details concerning the occupations or fields of study. This is not to be confused with academic advising, in which faculty and staff advisors assist students with devising a plan of study and a college course schedule.

Of the 804 career counseling and 97 career advising appointments, the majority were with freshmen—362 and 26 respectively (figure 3).

During a student’s first meeting with a career counselor, the counselor completes an intake form and determines the inventories (also known as assessments) that best fit the student’s situation. Inventories and assessments used in career counseling continue to be the Myers-Briggs Type Indicator (MBTI), the Self-Directed Search (SDS), the Multiple Intelligences Checklist, a Work Values inventory, and a Skills Set inventory.
New this year is an upgrade from Focus to Focus 2. This upgrade improved student self-registration and reporting, provided new modules, and added 600 careers to the database, bringing the total to almost 1,200. In addition to the completely updated occupation details, this upgrade enables students to view short videos on most of the careers.

**IDS 120**

IDS 120: Approaches to Career Life Planning is a one-credit-hour course designed to teach students the process of researching and deciding upon a major and/or career field, exploring occupations and the world of work, gaining relevant experience, and preparing job-search material. 92% of IDS 120 students in the last four years are in school or have graduated.

**Figure 3.** Class composition of career counseling and career/major advising appointments.
During 2007-08, Career Center staff taught eight sections (four sections in both fall and spring semesters), with a total enrollment of 133 students (73 in Fall 2007 and 60 in Spring 2008). Of these 133 students, 71—slightly more than half—were freshmen and 45—one-third—were sophomores, 10 juniors, 4 seniors, 2 post-baccalaureate, and 1 non-degree seeking (Figure 4).

At the end of the fall and spring semesters, the Career Center conducted a survey of each IDS 120 course. Students were asked to use a ranking scale of 1 to 5, with 1 representing strongly agree and 5 representing strongly disagree. Table 1 shows sample questions from the survey with the averaged results.

Students were asked to name the assessments that were most and least beneficial. The majority of students felt all of the assessments were helpful: “All of the assessments were beneficial to me,” “They all helped benefit [sic] me one way or another,” and “I like doing all the assessments and most or all were partially or completely accurate” are examples of typical comments. Most students who listed specific assessments felt the Myers-Briggs Type Indicator (MBTI) was the most helpful.

Brittney Everett
Major before taking class: Undecided
Major after taking class: Mass Media/Media Operations
General Business minor

The personal assessments we did at the beginning of the semester [were] very helpful to me. It was nice to have all the information I was thinking about organized into material I could sort through, physically on paper. The results were excellent guidelines.
This course has helped me become more aware of myself, including my interests, skills, and work values. 1.55 1.90
I have learned about career options and how to research careers. 1.38 1.63
I feel confident that I can make a satisfying career decision. 1.73 1.93
I learned and benefitted from the section on assessments. 1.58 2.00
I learned and benefitted from the information interview. 1.87 2.23
I learned and benefitted from the research paper. 1.67 1.96
I learned and benefitted from the section on decision making and goal setting. 1.68 2.03
I learned and benefitted from the résumé and job search letters. 1.47 1.83
I learned and benefitted from the section on interviewing. 1.67 2.10
I learned and benefitted from the section on job searching. 1.60 1.96

Table 1. Sample questions and results from IDS 120 survey.
The survey uses the Likert Scale in which 1=Strongly Agree, 2=Agree, 3=Have no strong feelings in either direction, 4=Disagree, and 5=Strongly Disagree.

<table>
<thead>
<tr>
<th>Question</th>
<th>Fall 2007 Response</th>
<th>Spring 2008 Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>This course has helped me become more aware of myself, including my interests, skills, and work values.</td>
<td>1.55</td>
<td>1.90</td>
</tr>
<tr>
<td>I have learned about career options and how to research careers.</td>
<td>1.38</td>
<td>1.63</td>
</tr>
<tr>
<td>I feel confident that I can make a satisfying career decision.</td>
<td>1.73</td>
<td>1.93</td>
</tr>
<tr>
<td>I learned and benefitted from the section on assessments.</td>
<td>1.58</td>
<td>2.00</td>
</tr>
<tr>
<td>I learned and benefitted from the information interview.</td>
<td>1.87</td>
<td>2.23</td>
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<tr>
<td>I learned and benefitted from the research paper.</td>
<td>1.67</td>
<td>1.96</td>
</tr>
<tr>
<td>I learned and benefitted from the section on decision making and goal setting.</td>
<td>1.68</td>
<td>2.03</td>
</tr>
<tr>
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<td>1.47</td>
<td>1.83</td>
</tr>
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<td>1.67</td>
<td>2.10</td>
</tr>
<tr>
<td>I learned and benefitted from the section on job searching.</td>
<td>1.60</td>
<td>1.96</td>
</tr>
</tbody>
</table>
Very few students did not feel that the assessments benefited them; statements ranged from “Didn’t like assessments” to “I don’t remember.” Most students didn’t list a least beneficial assessment, although a few commented that their least liked/helpful were the Career Thoughts Inventory, the Multiple Intelligences, or the Birkman.

When asked if they would recommend the course to other students, the vast majority said yes. A few comments, however, indicated the student would not because it required too much work for one credit hour or because s/he or she felt as if s/he already knew all the information. Related to this, most students said the course met their expectations, although some students expressed disappointment that they still had not decided upon a major.

**JobShadowing**

Job shadowing and informational interviews enable students to gather information on careers before deciding on a course of study. Students may observe and/or interview individuals who work in occupations that interest the students.

During 2007-08 the Career Center had 110 mentor listed in its database, with industries ranging from healthcare and education to law, business, and communications. At this time, the Career Center does not track requests for job shadow experiences, maintain records of referrals, or conduct follow-up surveys.

**JUDICIAL PROGRAM**

Concerned that their students may not have made the connection between their behavior and career/long-term goals, the Office of Judicial Programs began collaborations with the Career Center in late Summer 2007 to develop a plan that would help students see that their everyday behavior had long-term consequences, feel energized about their career options and refocus their attention to the importance of this aspect of university life, the goal being for the students to gain a greater understanding of themselves and the career development process.

In the Fall 2007 semester, the Career Center began meeting with students who had been charged with their second alcohol violation of the school’s policy. Each student was assigned to one of three career counselors who would see them through all of the steps involved in the plan.
The process begins with students receiving a form that outlines the steps they must complete. The form includes the date by which they must contact the Career Center for an appointment. Students then have 60 days in which to complete all of the steps. The following steps outline the procedure:

STEP 1: Meet with a career counselor for intake interview and begin assessments.

STEP 2: Counselor interprets assessment results and engages student in discussion about observed patterns, possibilities for major and career options. Assigns research activities and other “homework” for major and career investigation.

STEP 3: Student summarizes insights from homework. Student and counselor discuss “next steps” to gain further clarity. Job shadowing and informational interviewing are discussed, and a referral is made.

STEP 4: Job shadowing/informational interview – complete Interview Report Form and bring back a business card. Schedule a follow-up appointment with a Career Counselor to discuss knowledge acquired from the informational interview/s.

STEP 5: During this appointment a referral will be made to a career specialist to discuss internships, or an advisor in an academic area to discuss a major course of study. Discuss insights gained from Step 4.

STEP 6: Meet with career specialist, or current counselor, to discuss benefits of gaining meaningful work experience through internships and co-ops. Talk about next steps in career or academic planning.

STEP 7: Meet with career counselor within designated time period to follow-up on information gathered. Evaluate process. Sign and date agreement record and return to Stephanie Grevillius, Coordinator of Student Judicial Programs. Complete the survey before leaving.

Twelve students completed the career development program in the Career Center during the 2007-2008 academic year. More than that were referred but had not completed the schedule of career development activities by the end of the reporting period.
Currently, the Career Center does not have a survey to gather student response to the program. Because of the newness of the program, we have not tracked its effectiveness, including statistics on the students’ continuing their education.

Stephanie Grevillius (Office of Judicial Programs) reported that many of the students gave positive feedback. She said they made positive comments, stating they will use the Career Center’s services throughout their time at Missouri State. She also remarked that even the students who did not complete the program and were removed from school saw benefits. They felt they had a clearer vision of an education’s importance and may work harder to return to the university.

INTERNSHIPS

In the 2007-2008 academic year, 2637 jobs (full-time, internships, part-time and temporary positions) & 221 on-campus interview opportunities were posted on JobTracks equaling a total of 2858 jobs.

- 2070 Full-time Jobs posted
- 562 Internships
- 126 Part-time/temporary opportunities

Determining the college to which a posting applies is complicated, since most postings apply to more than one college. For example, if an employer has indicated all majors are able to apply for the job opening, then that position is recorded for all the colleges. Therefore the charts in Figure 5 and Figure 6 have much higher numbers than the actual number of positions posted.

Internship Overview

The College of Business Administration (COBA) received the majority of internship postings with 397. The College of Arts and Letters was next with 225, closely followed by the College of Natural and Applied Sciences (CNAS) with 210. The College of Humanities and Public Affairs (CHPA) with 139 was closely followed by the College of Education (COE) with 137. Finally, the College of Health and Human Services (CHHS) had 98.

Legislative Internship Program

The Missouri State University Legislative Internship Program provides participating students the opportunity to serve 40+ challenging hours per week, off-campus, for the spring semester of each year on the staff of a state legislator at the capitol in Jefferson City.

2007-08 was a transition year for the coordination of the Legislative Internship Program with the December 2007 retire-
moment of Clint Copeland, who had coordinated the program for eight years. Director Jack Hunter assumed the interim responsibilities until the new coordinator, Sarah Douglas, joined the staff in June 2008.

This year we had eleven interns whose majors included journalism, political science, psychology, public relations, and social work (Table 2).

Toward the end of their service, the interns were informally surveyed on their experiences. The interns were asked to describe their most and least satisfactory experiences, to rate the effectiveness and appropriateness of the selection and training processes, and to suggest improvements to the program.

Most interns commented that the best feature of the internship was the connections they made and learning the details of the legislative process. When asked to describe their least satisfactory experience, some interns stated that none existed, while money—or the lack thereof—was the least satisfactory aspect. A couple of comments concerned the dissatisfaction

![Figure 5. Number of internships for each college.](image_url)
the intern had with the office: “the ‘high school’ attitudes that some offices had toward other offices”; “many of the monotonous tasks such as surveys and stuffing envelopes”; feeling that the placement was “odd” and feeling stress due to crowded offices and “disorganized bosses.” However, a couple of the interns expressed a positive attitude toward an unsatisfactory experience: “[I]t forced me to grow and move outside my comfort zone” and “the worst part of my internship was probably an unavoidable reality of life as an intern.”

Table 2. 2007-08 legislative interns.

<table>
<thead>
<tr>
<th>INTERN</th>
<th>MAJOR/CLASS</th>
<th>LEGISLATOR</th>
<th>GRADUATION DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jay Hahn</td>
<td>Political Science, Senior</td>
<td>Sen. Delbert Scott</td>
<td>May 2008</td>
</tr>
<tr>
<td>Martha Hiet</td>
<td>Political Science, Senior</td>
<td>Sen. Kevin Engler</td>
<td>May 2008</td>
</tr>
<tr>
<td>Kristen Sanocki</td>
<td>Political Science, Sophomore</td>
<td>Rep. Bob Dixon</td>
<td>May 2010</td>
</tr>
</tbody>
</table>
RECRUITING TRENDS

Recruitment for 2007-08 continued to be strong despite economic strain. Some employers changed recruitment strategies to reduce recruitment costs; however, they continued recruiting Missouri State University students.

Key points from the 2007-08 recruiting season at Missouri State University include—

• 1,016 Employers posted jobs with the Career Center
• 80 employers participated in on-campus Interviews
• 125 employers attended the 2008 Career Expo held on February 14, 2008
• 95 employers attended the 2008 Education Day held on April 1, 2008

Based on a National Job Outlook 2008 survey conducted and written by the National Association of Colleges and Employers (NACE), employers expected to increase college hiring by 16% and even more so in the Midwest. The most competitive majors continued to be in engineering, computer science, accounting fields, nursing, marketing, business administration, finance, agricultural business, and mathematics.

Job Opportunities by College

A new job posting may apply to only one college, but often employers seek candidates from many or all colleges. In the latter situation, the new job would be posted for more than one college, thus giving a duplicate count for the number of jobs. For example, a position seeking candidates with marketing and/or communication majors would result in one count for the College of Arts & Letters and one count for the College of Business Administration. Figure 6 shows the number of full-time jobs posted for the six colleges.

The College of Business Administration (COBA) had the greatest number of jobs in all categories except number of new jobs (see Table 3). In this category, the college with the greatest number was the College of Natural and Applied Sciences, followed by the College of Arts and Letters and then the College of Business Administration. The College of Humanities and Public Affairs had the least number of full-time jobs, while the College of Health and Human Services had the least number of internships posted.
Table 3. Job Opportunities by college.

<table>
<thead>
<tr>
<th>College</th>
<th># of New Jobs</th>
<th># of Full-Time Jobs</th>
<th># of Internships</th>
<th># of Part-Time/Temporary Positions</th>
</tr>
</thead>
<tbody>
<tr>
<td>College of Arts &amp; Letters</td>
<td>803</td>
<td>543</td>
<td>225</td>
<td>70</td>
</tr>
<tr>
<td>College of Business Administration</td>
<td>662</td>
<td>1,190</td>
<td>397</td>
<td>1,588</td>
</tr>
<tr>
<td>College of Education</td>
<td>692</td>
<td>533</td>
<td>139</td>
<td>53</td>
</tr>
<tr>
<td>College of Health &amp; Human Services</td>
<td>631</td>
<td>483</td>
<td>98</td>
<td>53</td>
</tr>
<tr>
<td>College of Humanities &amp; Public Affairs</td>
<td>541</td>
<td>387</td>
<td>137</td>
<td>44</td>
</tr>
<tr>
<td>College of Natural &amp; Applied Sciences</td>
<td>944</td>
<td>659</td>
<td>210</td>
<td>48</td>
</tr>
</tbody>
</table>
On-Campus Interviews

80 employers participated in on-campus interviews during the 2007-2008 academic year. They consisted of accounting firms, large corporations, construction companies, insurance companies, financial firms and smaller mid-size companies.

- 41 opportunities posted for business and economics majors
- 36 opportunities posted specifically for accounting majors
- 38 opportunities posted specifically for computer information systems and computer science majors
- 24 opportunities posted for all majors
- 14 opportunities posted for liberal art majors (psychology, sociology, communications, economics, history, etc.)
- 8 opportunities posted for Applied Consumer Science majors
- 3 opportunities posted for Math majors
- 2 opportunities posted for Agronomy/Agriculture majors
- 2 opportunities posted for Logistics majors

Companies with several IT opportunities were also looking for majors outside of IT to bring additional knowledge to their organization. For example, Cerner has been interested in any of the health majors and Monsanto has been interested in biology majors.
<table>
<thead>
<tr>
<th>Program</th>
<th>Cost</th>
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<tbody>
<tr>
<td><strong>College of Arts and Letters</strong></td>
<td></td>
</tr>
<tr>
<td>Art History</td>
<td>$41,250</td>
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<tr>
<td>Communications, BS</td>
<td>$28,750</td>
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<tr>
<td>Communications, MSAS</td>
<td>$42,500</td>
</tr>
<tr>
<td>Electronic Art, BA</td>
<td>$30,000</td>
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<tr>
<td>English</td>
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<tr>
<td>Fine Arts, BA</td>
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<tr>
<td>Foreign Languages</td>
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<tr>
<td>Graphic Design, BFA</td>
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<tr>
<td>Broadcast Journalism</td>
<td>$26,000</td>
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<tr>
<td>Music</td>
<td>$32,167</td>
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<tr>
<td>Professional/Technical Writing</td>
<td>$25,000</td>
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<tr>
<td>Public Relations</td>
<td>$32,500</td>
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<tr>
<td><strong>College of Business Administration</strong></td>
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<tr>
<td>Accountancy, MACC</td>
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<td>CIS, MS</td>
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<tr>
<td>Construction Management</td>
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<td>Finance</td>
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<tr>
<td>General Business</td>
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<td>Logistics</td>
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<tr>
<td>Management, BS</td>
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<tr>
<td>Marketing, BS</td>
<td>$43,357</td>
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<td>MBA</td>
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<td>Technology Management</td>
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<td><strong>College of Education</strong></td>
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<tr>
<td>Childhood Education</td>
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<tr>
<td>Counseling, MS</td>
<td>$28,334</td>
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<td>Special Education</td>
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<td>Teacher Education</td>
<td>$31,750</td>
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<tr>
<td><strong>College of Health and Human Services</strong></td>
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<tr>
<td>Anesthesia, MSN</td>
<td>$60,000</td>
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<td>Audiology, AUD</td>
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<td>Communication &amp; Science, MS</td>
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<td>Nursing, BSN</td>
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<td>Physical Therapy</td>
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<td>Physician Assistant</td>
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<td>Psychology, BS</td>
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<td>Recreation &amp; Leisure, BS</td>
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<tr>
<td>Social Work, BSW</td>
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<tr>
<td>Sports Medicine/Athletic Training, BS</td>
<td>$32,500</td>
</tr>
<tr>
<td><strong>College of Humanities and Public Affairs</strong></td>
<td></td>
</tr>
<tr>
<td>Criminology/Soc/Anthropology, BS</td>
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<td>Criminal Justice, MSAS</td>
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<td>Defense &amp; Strategic Studies, MIAA</td>
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<td>Economics, BS</td>
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<td>History, BA</td>
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<td>MPA</td>
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<tr>
<td><strong>College of Natural and Applied Sciences</strong></td>
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<td>$51,250</td>
</tr>
<tr>
<td>Fashion Merchandising</td>
<td>$32,500</td>
</tr>
<tr>
<td>Geography</td>
<td>$37,500</td>
</tr>
<tr>
<td>Hospitality &amp; Restaurant</td>
<td>$33,800</td>
</tr>
<tr>
<td>Housing &amp; Interior Design</td>
<td>$27,500</td>
</tr>
<tr>
<td>MNAS</td>
<td>$51,250</td>
</tr>
</tbody>
</table>

Table 4. 2007-08 graduate salary data: December 2007/Spring 2008/Summer 2008
CAREER EVENTS
During 2007-08, the Career Center sponsored three career fairs and an etiquette dinner.

Health and Human Services Day
In Fall 2007, 40 employers from non-profit organizations, government agencies, and healthcare companies as well as graduate and professional school programs attended Health and Human Services Day:

- Assemblies of God Theological Seminary
- Barnes-Jewish Hospital
- Boys & Girls Town of Missouri
- Burrell Behavioral Health
- CASA of Southwest Missouri
- Champion Athletes of the Ozarks
- City of Kansas City, MO
- Developmental Center of the Ozarks
- EnduraCare Therapy Management, Inc
- Freeman Health Systems
- HCR Manor Care
- Integrity Home Care
- Isabel’s House, The Crisis Nursery of the Ozarks
- Jackson County Children’s Division
- Johnson County, KS Sheriff’s Department
- Missouri Career Center
- Missouri Division of Youth Services
- Missouri State Highway Patrol
- Missouri State University Legislative Internship Program
- Missouri State University Physical Therapy Department
- Overland Park Police Department
- Peace Corps
In Spring 2008, 124 employers from sixteen states attended Career Expo 2008. Participants included business and industry, non-profit organizations, government agencies, and graduate and professional school programs:

- AFLAC
- American General Finance Services
- American Ramp Company
- Americo
- ANPAC
- Arkansas Dept. of Health & Human Services
- Arkansas State University Graduate School
- Army Medical Recruiting
- Associated Electric
- AT&T
- Auto-Owners Insurance Company
- Big Cedar Lodge
- Boeing
- Buckeye
- Budrovich Contracting
- Camp Wakonda (YMCA)
- CARFAX, Inc
- Cerner Corporation
- CH Robinson Worldwide, Inc
- Cintas Corporation
- City Utilities
- Coldwell Banker Vanguard, Realtors
- Commerce Bank
- Consolidated Electrical Distributors
- Cox Health
- Delaware North Sportservice
- Developmental Center of the Ozarks
- Dillard’s Department Store
- Edward Jones
- Enterprise Rent-a-Car
- Environmental Works, Inc.
- eSolutions, Inc.
- etelligent Consulting
- Express Personnel Services
- Farmers Insurance Group
- FCS Financial
- Federal Reserve Bank
- Federated Insurance
- FedEx Freight
- Fleishman-Hillard
- Forest Institute of Professional Psychology
- Freeman Health
- Fito Lay, Inc.
- Great Southern Bank
- Grimco, Inc.
- Harry S Truman School of Public Affairs
- HealthMEDX, Inc.
- Hillview Acres Children’s Home
- Internal Revenue Services (IRS)
- Integrity Home Care
- JB Hunt Transport, Inc.
- Jefferson City Medical Group
- Jolly Rogers Grub & Grog
• Journal Broadcast Group
• Kentucky Equine Management Internship
• K-Mart
• KYTV, KY3, Inc.
• L. J. Hart & Company
• Lampe Graphics, LLC
• Leggett & Platt
• Liberty Mutual Insurance Group
• MassMutual Financial Group
• Maxim Healthcare Services, Inc.
• Meara Welch Browne, PC
• MetLife
• Mid West Family Broadcasting
• Midway USA
• Missouri Career Center
• Missouri Division of Youth Services
• Missouri National Guard
• Missouri Rehabilitation Center
• Missouri State Highway Patrol
• Missouri State University
• Missouri State University Communication Sciences & Disorders Dept.
• Missouri State University Legislative Internship Program
• Missouri State University Graduate Program
• Monsanto
• Murphy Family Ventures, LLC
• National Geospatial Intelligence Agency
• National Information Solutions Cooperative
• Navy Officer Recruiting
• Northwestern Mutual Financial Network
• Oppenheimer Funds, Inc.
• Overland Park Police Dept.
• Oxford Healthcare
• Ozark Public Broadcasting
• Partners Advantage
• Payless ShoeSource
• Penmac Personnel Services
• Qdoba Mexican Grill
• Regal Beloit Corporation
• Regions Financial Corp.
• Rensenhouse Electric
• Rockhurst University
• Shelter Insurance Companies
• Sherwin-Williams
• Southwest Baptist University Doctor of Physical Therapy Program
• Southwestern Company
• Springfield News-Leader
• Springfield Police Dept.
• SRC Holdings Corporation
• St. John's Health Systems
• State Farm Insurance
• State Street
• Steak N Shake
• Stephen Ministries
• Target Corporation
• TFI Family Services
• The Buckle
• T-Mobile
• True Manufacturing
• Tulsa City-County Health Dept.
• United States Postal Service--IT Center
• University of Arkansas
• University of Arkansas Graduate School of Business
• University of Missouri–Columbia MBA Program
• US Marine Corps
• Walgreens
• Wal-Mart Stores, Inc.
• Washburn University School of Law
• Wilson’s Creek National Battlefield
• Wyndam Vacation Resorts
Another career event in Spring 2008 was Education Day, in which 94 educational organizations participated. States represented include Alaska, Arizona, Arkansas, Colorado, Florida, Illinois, Iowa, Kansas, Minnesota, Mississippi, Missouri, Oklahoma, South Dakota, Tennessee, and Texas:

- ANW Special Education Cooperative
- Arkansas City USD 470
- Aurora R-VII School District
- Ava R-I School District
- Ballard R-II School District
- Belton School District #124
- Billings R-IV School District
- Blue Valley Schools
- Boston Mountain Educational Cooperative
- Boys & Girls Town of Missouri
- Butler R-V School District
- Camdenton R-III School District
- Cassville R-IV School District
- Center 58 School District
- Clever R-V School District
- Climax Springs R-IV School District
- Clinton School District #124
- Cole Camp R-I School District
- Crawford County R-III School District
- Crystal City 47 School District
- Dadeville R-II School District
- Dallas County R-I School District
- East Newton R-VI School District
- Edison Schools
- El Dorado Springs R-II School District
- Eldon R-I School District
- Everton R-III Schools
- Excelsior Springs 40 School District
- Fair Grove R-X School District
- Fayetteville Public Schools
- Galena R-II School District
- Garden City Public Schools USD 457
- Gasconade County R-I School District
- Halfway R-III School District
- Hazelwood School District
- Hickman Mills C-1 School District
- Hollister R-V School District
- Houston R-I School District
- Humansville R-IV School District
- Independence 30 School District
- Joplin R-VIII School District
- Kansas City, Kansas, Public Schools
- Ladue School District
- Laquey R-V School District
- Leavenworth USD 453
- Lebanon R-III School District
- Lee’s Summit R-VII School District
- Liberal Unified School District #480
- Liberty Public Schools
- Lower Kuskokwim School District
- Lutie R-VI School District
- Marionville R-IX School District
- Marshfield R-I School District
- Mehlville R-IX School District
- Miller R-II School District
- Monett R-I School District
- Mountain View-Birch Tree R-III School District
- Muscatine School District
- Neosho R-V School District
- New Covenant Academy
- Nixa R-II School District
- Norwood R-I School District
- Odessa R-VII School District
- Olathe District Schools
- Park Hill School District
- Pattonville R-III School District
- Peace Corps
- Pleasant Hope R-VI School District
- Reeds Spring R-VI School District
- Rockwood R-VI School District
- Rolla Public Schools
- School of the Osage R-II
• Sedgwick County Area Educational Services Coop #618
• Seneca R-VII School District
• Shelby County Schools
• Special Education Service Agency
• Spokane R-VII School District
• Springfield Catholic Schools
• Springfield R-XI School District
• St. Clair R-XIII School District
• St. Elizabeth R-IV School District
• Stephens College
• Stockton R-I School District

• Strafford R-VI School District
• The Summit Preparatory School
• Topeka USD 501
• Tri-County Special Education Cooperative
• Tulsa Public Schools
• University Academy
• University of Central Missouri
• Warren County R-III School District
• Washington School District
• Waynesville R-VI School District
• Wichita Public Schools
As part of its goal in education individuals on career development, Career Center staff participate in programs of campus and community outreach:

- A+ Program, Parkview High School
- Cultural Diversity Roadmap Workshop
- TOBO, MO, Recreation Manager Selection Board
- Presentations and workshops with area schools such as Walnut Grove
- Presentations and workshops with local community organizations such as the Girl Scouts
The staff of the Career Center consists of a director and assistant director, five professional staff, five administrative support staff, and four graduate assistants. December 2007 saw the retirement of Clint Copeland, Coordinator/Legislative Internship Manager. In June 2008 Sarah Douglas joined the staff.

**JACK HUNTER, MBA**
*Director*

Jack Hunter has been Director of the Career Center since December 1998, when he came to Missouri State University from South Dakota School of Mines and Technology. Jack's undergraduate degree in political science is from Colorado College, Colorado Springs, CO. His MBA is from the University of South Dakota, Vermillion, SD.

**2007-2008 Accomplishments:**
- Faculty advisor, Pi Kappa Phi
- Master Advisor
- Webpress training
- Recreation and Leisure Studies Advisory Board
- Instructor, IDS 110
- Contributor, *AAEE Job Search Handbook for Educators*
- Team member, A+ Program, Parkview High School
- A+ Advisory Board
- Interviewer, Department of Prisons Job Fair
- AAC&U Retention Study Group, MSU
- AAEE Annual Meeting, Savannah, GA
- Annual Calendar Committee, MSU
- Residency Evaluation Committee, MSU
- Contributor, *The Standard*
- Attendee, Showcase on Learning, MSU
- TOBO, MO, Recreation Manager selection board
- SOAR

**SALLY ROWE, MS, LPC**
*Assistant Director*

Sally Rowe supervises the career counseling and job shadow program. She holds a Bachelor of Science degree in elementary education and a Master’s degree in guidance and counseling from Missouri State. In addition, she is a Licensed Professional Counselor. Her areas of specialization are career counseling, training, personal growth, and life transitions. Sally has
received special recognition by the National Career Development Association as a Master Career Counselor.

She has been an adjunct professor in the Guidance and Counseling graduate program at Missouri State, where she taught Career Development. She also has taught undergraduate classes in Career/Life Planning and Continuous Orientation.

Sally maintained a part-time private practice for four years. While in private practice she co-managed the 3M Employee Assistance Program, where she was responsible for grief counseling and delivery of training programs within the plant. Sally works with majors from the College of Education.

2007-2008 Accomplishments:

- Master Advisor
- Instructor, IDS 120
- Professional training: Suicide Mediation
- LPC license renewal
- Attendee, Springfield, MO, Economic Development Conference
- Attendee, “Media & Magic” Conference
- Team member, A+ Program, Parkview High School
- Collaborator, MSU Judicial Programs Retention Program
- Cultural Diversity Roadmap Workshop, Kansas City, MO
- SOAR

SARAH DOUGLAS, MS
Career Resources Specialist/Legislative Internship Manager

Sarah has been with the Missouri State University Career Center since June 2008. Sarah graduated from the University of Tennessee with a Bachelor of Science degree in psychology and a minor in business. She received her Master of Science degree in higher education and student affairs from Indiana University.

In addition to managing the Legislative Internship Program, she works with students from following departments: agriculture; biology; chemistry; computer science; engineering; fashion and interior design; geography, geology, and planning; hospitality and restaurant administration; mathematics; and physics.

Because Sarah joined the staff at the end of the period that this report covers, her accomplishments will be addressed in the 2008-2009 annual report.
SUZANNE FERGUSON, MS
Career Counselor/Resources Specialist

SuzAnn Ferguson has worked at Missouri State for approximately twenty years. She was previously with the Cooperative Education office before it was combined with Career Planning and Placement to become the Career Center. SuzAnn also has worked with a community college in Texas as a program director and as an educational testing consultant.

She has a Bachelor of Science Degree in Education with an emphasis in social studies and a Master of Science Degree in counseling from Missouri State. She is an active participant in campus activities.

SuzAnn works with the following majors from the following departments: biomedical sciences; communication sciences and disorders; gerontology; health, physical education, and recreation; nursing; physical therapy; physician assistant studies; psychology; social work; and sports medicine & athletic training.

2007-2008 Accomplishments:

- Master Advisor
- Instructor, IDS 120
- Instructor, IDS 110
- Blackboard training
- Professional training, Suicide Mediation
- Search Committee, MSU Admissions
- Attendee, Springfield, MO, Economic Development Conference
- Team member, A+ Program, Parkview High School
- Collaborator, MSU Judicial Programs Retention Program
- SOAR

CRYSTAL NOFSINGER, MSAS, MS, LPC
Career Counselor/Resources Specialist

Crystal Nofsinger has been with the Career Center since August 2002. She graduated from Drury University with a Bachelor of Science in psychology and sociology and received her Master of Science in counseling from Missouri State University.

Crystal is a Licensed Professional Counselor. She recently received a Master of Science degree in administrative studies with
an emphasis in human resources. She is the system administrator for JobTracks and InterviewStream.

Crystal works with students from the following: area studies programs; defense and strategic studies; economics; history; military science; philosophy; political science; religious studies; and sociology, anthropology, and criminology.

**2007-2008 Accomplishments:**

- Master Advisor
- Instructor, IDS 120
- Instructor, IDS 110
- Presenter, MGT 286
- Evaluator, Job Family 1, MSU Merit Pay System
- Professional training: Suicide Mediation, MSU
- Completed Master’s degree in Conflict Resolution
- LPC license renewal
- Attendee, CSO Annual Conference, Austin, TX
- CSO Roundtable, St. Louis, MO
- Collaborator, MSU Judicial Programs Retention Program
- Cultural Diversity Roadmap Workshop, Kansas City, MO
- SOAR

**VALERIE D. KIDD TURNER, MA**

*Communication Coordinator*

Valerie Turner has worked for the Career Center since July 1991. Her previous professional experience included lecturer in the English Department, magazine staff writer, and public information specialist for the Missouri Department of Natural Resources. She also teaches per-course for the MSU English Department.

Valerie has a Bachelor of Arts degree in English from Southwest Missouri State University and Master of Arts degree in English. She is a member of STC (Society for Technical Communication) and AWC (Association of Women in Communications).

Valerie works with students from the following departments: art and design; communication; English; media, journalism, and film; modern and classical languages; music; and theatre and dance.

**2007-2008 Accomplishments:**

- Master Advisor
- Instructor, IDS 120
• Instructor, IDS 110
• Adjunct Instructor, ENG 321
• Faculty Advisor, MSU chapter of AWC
• Professional Training, MBTI Professional Qualifying Program, Chicago, IL
• Professional Training, “Communicating with a Different Personality Type” one-day workshop, Chicago, IL
• Passed MBTI Qualifications Exam, Chicago, IL
• Webpress training
• Turnitin Training
• Attendee, Showcase on Learning, MSU
• Attendee, Springfield, MO, Economic Development Conference
• SOAR

MARGIE WIELAND, MS
Employer Relations Manager/Career Counselor

Margie Wieland has been at Missouri State University since July 2002. She previously worked for an outplacement agency in Sacramento, CA, as a Career Consultant, helping clients in the job search process after down-sizing of several corporations. Her work experience also includes eight years in underwriting, supervising, and quality control in the auto insurance industry.

Margie’s education background includes a Bachelor of Science degree in business with emphasis in marketing and human resources and a Master of Science in education counseling, specializing in career counseling, both from California State University, Sacramento, CA.

Margie is a member of the Springfield Area Human Resources Association, National Career Development Association, and American Counseling Association.

Margie works with majors from the following departments: accounting; computer information systems; finance and general Business; industrial management; management; and marketing.

2007-2008 Accomplishments:
• Master Advisor
• Instructor, IDS 120
• Presenter, MGT 286
• Springfield Area Human Resources Association, College Relations Committee
• College of Business Administration accreditation team
• Evaluator, Job Family 1, MSU Merit Pay System
• Professional training, Suicide Mediation
• Attendee, Springfield, MO, Economic Development Conference
• Attendee, Recruiting Trends Conference, Chicago, IL
• Attendee, CSO Annual Conference, Austin, TX
• Contributor, COBA Commentary magazine
• Contributor, The Standard
• Collaborator, MSU Judicial Programs Retention Program
• Cultural Diversity Roadmap Workshop, Kansas City, MO
• MBTI training
• SOAR

PAT COLE, MS, CPS
Administrative Assistant I

Pat has been with the Career Center since September 2006. She graduated from Missouri State with a Bachelor’s degree in psychology. In addition, she holds a Master’s degree in clinical psychology from Pittsburg State University in Pittsburg, KS, and a Master’s degree in library studies from the University of Oklahoma in Norman, OK. Pat joined the Career Center after more than thirty years in library, mental health, and social service careers.

2007-2008 Accomplishments:

• Master advisor
• Passed Professional Secretary Certification
• Team member, A+ Program, Parkview High School

VICKI ELDERS, CPS
Administrative Assistant I

Vicki began working at Missouri State University in 1996. She has worked in various departments, which has given her the opportunity to learn different aspects of Missouri State University. Vicki enjoys assisting students and the public. She believes that people should look at life with a sense of humor and continually challenge yourself to learn new things. By challenging themselves, people allow themselves to be open to new ideas, which in turn will keep them active and young at heart.
2007-2008 Accomplishments:
• Passed Professional Secretary Certification
• Completed CIS 210
• Participant, MSU USA Program

CHALANDA JOHNSON, BS, CPS
Administrative Assistant II
Chalanda joined the Career Center after working in the Missouri State Athletics Department, where she was the Administrative Secretary for the Associate Director of Athletics for seven years. She graduated from Mid-America Nazarene University with a degree in Psychology. Last year, she completed the certification process to become a Certified Professional Secretary.

2007-2008 Accomplishments:
• Passed Professional Secretary Certification
• Master Advisor

KIM LUCAS, CPS
Administrative Assistant II
Kim has been with the Career Center since 2002. She currently is pursuing a Bachelor of Science degree in construction management from Missouri State University. Kim coordinates the career fairs, maintains the website, and creates publications for the office.

2007-2008 Accomplishments:
• Master Advisor
• Passed Professional Secretary Certification
• Team member, A+ Program, Parkview High School
• Attendee, CSO Annual Conference, Austin, TX
• Webpress training
• Participant, MSU USA Program

JANELLE MELTON, CPS
Administrative Assistant II
Janelle has been with Missouri State since April 2003, joining the Career Center in February 2005. She works with the Legislative Internship Program and Internships/Cooperative Education.
Janelle graduated from Bethany College in Santa Cruz, CA, with a degree in Office Administration. Currently she is completing a Bachelor of Science degree in horticulture. She is a member of the local chapter of the IAAP (International Association of Administrative Professionals).

**2007-2008 Accomplishments:**
- Master advisor
- Team member, A+ Program, Parkview High School
- Habitat for Humanity: Legacy Trails development, landscaping.
- Master Gardeners Training: 30 classroom hours and 30 community-service hours

**KAITLIN ALFERMANN**
*Graduate Assistant*
Master of Science, Communication Sciences and Disorders, Speech Language Pathology

**SEAN CAIN**
*Graduate Assistant*
Master of Science, Administrative Studies

**MELANIE OGDEN**
*Graduate Assistant*
Master of Science, Communication Sciences and Disorders, Speech Language Pathology

**JOEL STEWART**
*Graduate Assistant*
Master of Science, Counseling
Office Accomplishments

Office-wide accomplishments for 2007-2008 include the following:

- Updated decor of offices in Carrington Hall and Glass Hall: walls painted; new furniture purchased; display racks added
- Created Career Center logo
- Purchased acrylic signs of Career Center logo and bear head for Carrington Hall’s reception area
- Purchased InterviewStream online interview-practice software
- Created two stations with Internet-connected laptops and webcams for students to use InterviewStream
- Purchased Roadtrip Nation DVDs (60 segments, approximately 30 minutes each)
- Presented Etiquette Dinner, an event that enabled students to network with employers while dining and learning tips on business etiquette
- Developed Résumé Madness activity, in which Career Center staff are located throughout campus to read and provide feedback on résumés
- Reviewed and revised Career Center mission statement
This annual report looks back at Clint Copeland. All of us in his work “family” appreciate his years of service to Missouri State University.