CAREER DEVELOPMENT AT SOUTHWEST

“10 Steps to Success”

• Explore Your Options
• Get Prepared
• ”Test-Drive” Your Career

While You Complete Your Education

CAREER SERVICES
www.southwest.tn.edu/career-services/
Welcome to Career Services!

Our goal is to empower students to proactively plan their futures by providing the resources and support needed to explore, choose, and develop their careers while gaining knowledge and skills in the classroom.

This guide reveals the competencies employers look for and 10 steps to help students master them!

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TIP:
Time Spent Planning Your Career Can Help You:
• Identify career options that match your interests and strengths
• Set clear career goals
• Stay motivated through tough times because you know the opportunities you’ll have when you graduate

NOTE: The “TIPS” in this guide can help boost your success!
Are you “Career Ready”?

COMPETENCIES EMPLOYERS WANT

Employers are looking for students and graduates who are “Career Ready” and have competencies and strengths in the areas below.

As you complete the “10 Career Development Steps to Success” outlined on the next few pages, you’ll be building these competencies!

<table>
<thead>
<tr>
<th>CAREER &amp; SELF DEVELOPMENT</th>
<th>COMMUNICATION</th>
<th>CRITICAL THINKING</th>
<th>TECHNOLOGY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proactively develop oneself and one’s career, have awareness of one’s strengths and weaknesses, able to navigate career opportunities and networking.</td>
<td>Communicate ideas clearly, public speaking skills, able to express ideas to others, can write and edit letters and memos</td>
<td>Exercise sound reasoning to analyze issues, make decisions, overcome problems and obtain/interpret knowledge and facts</td>
<td>Ethically leverage digital technologies to solve problems, demonstrate effective adaptability to new and emerging technologies</td>
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<tr>
<th>EQUITY &amp; INCLUSION</th>
<th>LEADERSHIP</th>
<th>PROFESSIONALISM</th>
<th>TEAMWORK</th>
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<tr>
<td>Respect and value diverse cultures and races, demonstrate openness and sensitivity with all people, understand differences</td>
<td>Leverage the strength of others to achieve common goals, use interpersonal skills to coach and develop others, able to manage Emotions and motivate others</td>
<td>Demonstrate accountability, punctuality, time workload management, demonstrate integrity and ethical behavior</td>
<td>Build relationships with colleagues and customers, work within a team structure and manage conflict</td>
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</tbody>
</table>

Adapted from the National Association of Colleges and Employers (NACE) Career Readiness Competencies
Each semester there are things you can do to prepare for your future career. We’ve identified “10 Career Development Steps to Success” to help keep you on track while you explore, choose, and prepare for a rewarding career!

Note: The timeline here is based on full-time enrollment; however, it can be adjusted for part-time students. The step order listed is a general guide, but can be adjusted to best fit your goal. It is more important to complete all steps than to do them in the order provided.

1-30 credit hours

1ST SEMESTER

Focus: Career Choice & Exploration

STEP #1
Know Yourself and Find Careers Best-Matched to Your Interests and Strengths; Take a Career Assessment

STEP #2
Get Professional Coaching; Discuss Your Ideas, Assessment Results, and Options with Career Services and Commit to Complete

STEP #3
Keep Track of Your College Accomplishments; Create an e-Portfolio

2ND SEMESTER

Focus: Resume & Interview Preparation

STEP #4
Get "Career Ready"; Develop Your Professional Resume and Have it Reviewed by Career Services

STEP #5
Learn How to Market Yourself, Schedule a Practice Interview with Career Services

STEP #6
Build Your Communication Skills at the Career Fair While Engaging with Potential Employers

Your journey starts here!
10 STEPS TO SUCCESS - CONTINUED

Steps 7-10

As you complete the “10 Career Development Steps to Success”, you’ll be developing your career PLUS building skills in competency areas that employers want, both of which will help you succeed after graduation!

The road to your future career starts here!

31-60 credit hours

3RD SEMESTER

Focus: Job Search & Finding Major-Related Work Experience

☐ Step #7
Learn the Top Employers in Your Field & Develop Your Job Search Skills

☐ Step #8
Practice Your Networking Skills at the Career Fair; Discover Internships & Jobs Related to Your Major

☐ Step #9
“Test-Drive” Your Career; Complete an Internship, Clinical, Practicum, or Other Major-Related Work Experience

4TH SEMESTER

Focus: Bringing It All Together & Making Plans for After Graduation

☐ Step #10
Make Plans for AFTER Graduation; Meet with Career Services for Resources, Guidance, and a “Career Check-Up”

NOTE: If you still have some “Steps to Success” to finish, plan to complete them this semester

Congratulations!
You did it!
Some students start college with a specific career and major in mind, while others are undecided. Either way, it’s a good idea to take a career assessment to identify your top matches PLUS learn important details about those of interest. We offer the free 5-minute Career Coach assessment.

How to take the CAREER COACH assessment:

- Visit: https://southwest-tn.emsiccc.com
- Select the blue “sign up” link to create an account and save your results
- Select “Take the Assessment”
- View your results to see your work personality type (Holland Code) and top career matches described below.

Holland Code / Work Personality Type

Dr. John Holland believed that people are most likely to choose satisfying work if they do something that fits their personality type. He identified the six types below which include: Realistic, Investigative, Artistic, Social, Enterprising, and Conventional.

See your Career Coach assessment results to learn YOUR top three types or “Holland Code”.

Your Top Career Paths

Your Career Coach results also identify the career groups or clusters best-suited for you.

16 MAJOR CAREER CLUSTERS

- Agriculture, Food & Natural Resources
- Architecture & Construction
- Arts, Audio/Video Technology & Communication
- Business, Management & Administration
- Education & Training
- Finance
- Government & Public Administration
- Information Technology
- Health Science
- Hospitality & Tourism
- Human Services
- Law, Public Safety, Corrections & Security
- Manufacturing
- Marketing, Sales & Service
- Science, Engineering, Technology & Math
- Transportation, Distribution & Logistics

TIPS:
On your Career Coach profile page, scroll down and select “View Career Matches” to see your top matches and learn about daily duties, required education, regional wages, outlook, prospective employers, live job listings and more!
To log back into your account, go to: https://southwest-tn.emsiccc.com and enter your username and password.
With so many options, choosing a career can be a challenge for some students. To simplify the process, all students are advised to meet with Career Services during their first term of enrollment. Career Services will review your assessment results, show you how to learn more about careers that interest you, share employer insights and more!

**Schedule an Appointment with Career Services (3 Options):**

1) Use the Navigate application at: [https://swtn.navigate.eab.com](https://swtn.navigate.eab.com). Once logged in, select “Career Services” as the care unit and follow the prompts to choose your appointment time.
2) Email Career Services at: careerservices@southwest.tn.edu
3) Call Career Services at: 901-333-4180

**Appointment Formats:**
Career Services can meet with you by phone, email, Microsoft Teams, Zoom, or on campus.

**TIPS:**
- In addition to Career Services, your Professional Academic Advisor and Faculty Mentor can provide career guidance.
- [Saluqi Degree (tn.edu)](http://saluqidegree.tn.edu) provides access to student’s academic history and current degree program. Students can view “What-If” audits to see their academic history applied to different degrees.
- Your goals become more real when you put them in writing; [http://www.southwest.tn.edu/commit-to-complete/](http://www.southwest.tn.edu/commit-to-complete/)
- When you spend time planning your career, you are investing in YOURSELF...and your future!

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**STEP #3**

**Keep Track of Your Accomplishments; Create an e-Portfolio**

An electronic or e-Portfolio is a great way for students to keep track of academic achievements, club involvement, leadership experience, and volunteer activities while they are enrolled in college.


**TIPS:**
- Your e-Portfolio should be built over time. Add new content each semester to record your new experiences, projects, and activities.
- Some of the information you include in your e-Portfolio can also be used to build your resume when you get ready to apply for a job or internship.
Resume Basics & Samples
A resume is a one (preferred) or two-page document summarizing your relevant skills and qualifications that you share with an employer when applying for a job. A well written resume helps you to:

- create a positive first impression
- stand out from the crowd
- showcase your written communication skills
- get an interview!

TIPS:
To help your resume get noticed by Human Resources and electronic applicant tracking systems (ATS), tailor it to each position you apply for. Do this by printing the job description and highlighting key requirements and skills, also known as "keywords". Be sure to include the "keywords" and any other relevant information on your resume. Keep your resume one to two pages in length and use an easy-to-read font like Arial, Tahoma, or Times New Roman in size 11 or 12 font.
Create Your Resume

Use Optimal Resume™, a free online resume-builder to see samples and create your custom resume.
- Visit https://southwest-tn.optimalresume.com/
- Select “NEW USER”
- Enter your southwest email address to request a system password
- Use the password sent to your Southwest email to create your Optimal Resume account
- Browse resume samples by industry and get started creating your own custom resume

Cover Letters

A cover letter is sometimes requested by employers along with your resume and job application. In your cover letter, include the position you are interested in, how you learned about it, and your skills/qualifications/experience highlights that are relevant to the position. If you are transitioning into a new career, a cover letter is a great place to explain this.

TIPS:
Before you send your resume and/or cover letter to an employer, have Career Services proofread it for you!

Career Services can meet with you via phone, email, Microsoft Teams or Zoom.

MARKUS RANCH
224 Hwy 9 South, Byhalia, MS 38611 • 123.456.7890 or 901.333.1234 • mranch3415@yahoo.com

November 12, 2021
Mr. Juan Jimenez,
Human Resource Director
Clifton College
5983 Tall Oaks Blvd.
Memphis, TN 38134

Dear Mr. Jimenez,

It is with great interest that I reply to your advertisement with Southwest Career Services for a Transcript Analyst. I believe that both my experience and skills are a perfect match for the position as highlighted below and on the enclosed resume:

- 3 Years’ Experience Assisting the Registrar as a Student Worker
- A.A.S. Degree in Administrative Professional Technology
- Strong Microsoft Word, Banner, and Office Organization Skills
- Dedicated, Detail-Oriented, Problem Solver Who Enjoys Helping Others

I look forward to the opportunity to meet with you to discuss how my previous experience, strong organization and communication skills could benefit your organization.

Thank you for your time and consideration.

Respectfully,

Markus Ranch

Attachment
The saying that “you only have one chance to make a good first impression” is especially true during an interview. Whether it’s your first interview or your twenty-fifth, Career Services is here to help you get prepared and feel more confident with the process. The goal is to present a professional image while communicating to potential employers the skills, education, and experiences you’ve worked so hard to gain.

**Interview Formats**

**Phone Interviews**
Prior to scheduling an interview with job candidates many companies hold a phone or “screening” interview. Prepare for your call by watching [5 Phone Interview Tips to Master](#) from Monster.com.

**Virtual or Online Interviews**
With an increasing number of employers conducting virtual or online video interviews, it’s important to be prepared for this format. Some of the more common virtual platforms that are being used are Zoom, Skype, Go-To-My-Meeting, and Microsoft Teams. It’s a good idea to familiarize yourself with both the technical aspects of the platform along with some considerations that are unique to online interviewing as mentioned here: [Video Interview Tips for Job Seekers](#).

**One-Way Video Interviews**
One-way video interviews are increasingly popular with employers as an efficient way to screen job candidates. They consist of a short video recording of your answers to a few interview questions. Unlike a standard interview where you receive immediate feedback, you are only talking to your camera. This format takes a little getting used to, but one advantage is that you can rerecord your answers. For helpful tips, watch: [One-Way Video Interview Tips! - YouTube](#)

**In Person Interviews**
A little preparation can go a long way toward reducing interview day stress and ensuring that you come across in a professional manner. For practical and helpful tips from Indeed, watch: [Top Interview Tips](#).

**Practice Interviews**
If the thought of interviewing makes you nervous, you’re not alone. To help students feel more comfortable with the process and provide helpful feedback, Career Services offers “mock” or practice interviews in person and online. Visit [https://swtn.navigate.eab.com](https://swtn.navigate.eab.com), select “Career Services“ as the care unit and follow prompts to choose your preferred day and time.

To make your mock interview as real as possible, we recommend that you arrive 15 minutes early, wear your interview outfit, and bring the following items:

- Printed copy of the job description that you are interested in applying for (or one that is similar) so we can customize your interview questions
- Printed copy of your resume

**TIPS:**
Do a practice run the day before your interview to make sure you know where you are going and how long it will take; plan to arrive at least 20 minutes early.

Interview like an All Star! Use your story telling skills and the **S.T.A.R.** (Situation, Task, Action, Result) method to answer behavioral questions during your interview. Visit: [https://youtu.be/mH3DaeJSwy4](https://youtu.be/mH3DaeJSwy4) for details.
All students are welcome and encouraged to attend a Career Fair, even if they aren't currently looking for a job. Career Fairs are a great place to build your communication skills while learning about positions with a variety of companies all in one location! Events may be held on campus, online, or both.

**Benefits of Attending a Career Fair:**
- Meet with recruiters without the pressure of a formal interview
- Practice building communication skills in a positive and upbeat environment
- Learn information about employers and jobs related to your major
- Find an internship or job related to your career goal

**To Maximize your Career Fair Participation:**
- Get a good night’s rest
- Dress in business attire
  - **(Women)** From class to Career Fair outfit in 60 seconds-[YouTube](https://www.youtube.com)
  - **(Men)** From class to Career Fair outfit in 60 seconds-[YouTube](https://www.youtube.com)
- Silence and put up your cell phone to avoid distractions
- Have a copy of your updated resume available to share with employers and a pen/paper to jot down notes
- Get a list of participating employers and the positions that they are looking to fill; circle those that you want to visit
- Get business cards (in person event) or email addresses (virtual event) from any employers you want to follow-up with and send them an email within two days
- Relax, smile, bring a positive attitude and some patience!

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**Do You Have “Soft Skills” and “Hard Skills”? Both are Needed to Perform and Advance in Most Jobs**

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<thead>
<tr>
<th></th>
<th><strong>SOFT SKILLS</strong></th>
<th><strong>HARD SKILLS</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>What are they?</strong></td>
<td>personal attributes and Interpersonal abilities</td>
<td>practical abilities and skills usually learned through practice and education</td>
</tr>
<tr>
<td><strong>What are some examples?</strong></td>
<td>communication, professionalism, teamwork, problem-solving, respect for others, leadership</td>
<td>computer repair, accounting, Excel, Python, AutoCAD, social media marketing, graphics manufacturing, CPR, rescue equipment</td>
</tr>
<tr>
<td><strong>Why are they important?</strong></td>
<td>helps you <em>get the job</em></td>
<td>helps you <em>get an interview</em></td>
</tr>
<tr>
<td><strong>How can I develop them?</strong></td>
<td>By completing the 10 Steps to Success in this guide along with your coursework.</td>
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**TIPS:**
Highlight your **soft** AND **hard skills** in your resume, cover letter, and during your interview. Before the Career Fair, visit the website of companies you’re interested in and jot down a few facts (products, locations, recent news) to include during your conversations with recruiters...they will be impressed!
STEP #7:
Learn the TOP Employers in Your Field and Develop Your Job Search Skills

FINDING TOP EMPLOYERS IN YOUR FIELD:

• A quick **Google search** for “logistics companies in Memphis, TN” or “hospitals in Olive Branch, MS” will produce a list of potential employers to work from.

• Visit **Career Coach** at: [https://southwest-tn.emsicc.com/](https://southwest-tn.emsicc.com/) and type the title of the position you are preparing for, such as Paralegal or Nurse in the “search for careers” box. From the related positions that are shown, select the one closest to your career goal. Select the “employment” link underneath the title and scroll down the page to see a list of regional “companies posting jobs”. Visit the website of companies of interest.

DEVELOPING YOUR JOB SEARCH SKILLS:

• **Customize** your resume and cover letter for *each position* that you apply for
• Improve your marketing skills through a practice interview with Career Services
• Create a professional profile on **LinkedIn** [https://www.linkedin.com](https://www.linkedin.com) and other networking sites to connect with recruiters. As your network grows, use your connections to help with your job search.

**How to Make a Great LinkedIn Profile - 6 LinkedIn Profile Tips - YouTube**

JOB SEARCH SITES:

• **Handshake** – Visit [www.joinhandshake.com](http://www.joinhandshake.com) and activate your account by logging in with your Southwest password. View jobs, internships, Career Fairs, and more!
• **Indeed**: [https://www.indeed.com/](https://www.indeed.com/)
• **Jobs at Southwest**: [https://tbr.csod.com/ux/ats/careersite/12/home?c=tbr](https://tbr.csod.com/ux/ats/careersite/12/home?c=tbr)
• **Jobs for TN**: [JOBS4TN.GOV](https://www.jobs4tn.gov/)
• **USA Jobs**: [https://www.usajobs.gov/](https://www.usajobs.gov/)

TIPS:
When creating your social media profile, be sure to select a photo that reflects a professional image, use good grammar, and check your spelling.

For an “insiders” look at businesses, **Glassdoor** [https://www.glassdoor.com/index.htm](https://www.glassdoor.com/index.htm) has salary information and company reviews posted anonymously by employees and job seekers.

View Major Memphis Employers at: [https://memphischamber.com/welcome-to-memphis/work/major-employers/](https://memphischamber.com/welcome-to-memphis/work/major-employers/)
Now that you’ve completed several courses in your major, it’s a good time to find a position to use your new skills. If you previously attended a Career Fair, you know they are a great place to learn about internships and jobs related to your major and career goal. You can also practice your communication skills while networking with company recruiters interested in Southwest talent.

Making a Positive Impression:
• Bring several copies of your updated resume (see pg. 9)
• Dress in a business outfit
  How to dress for a Job Fair (Women)-Bing video
  How to dress for a job fair (MEN)-YouTube | How to Tie a Tie-Full Windsor Knot-YouTube
• Give employers your full attention by silencing your phone and removing your earbuds
• Practice how you’ll introduce yourself using your 30-second elevator speech” which is a brief message or “commercial” about who you are, what you’re looking for and how you can benefit an employer. How to Describe Yourself in One Sentence

STEP #8:
Practice Your Networking Skills at the Career Fair; Discover Internships & Jobs Related to Your Major

Learn About Upcoming Career Fairs & Hiring Events: Jobs and Career Fairs (tn.edu)

SAMPLE “ELEVATOR SPEECH”

“Hi, my name is Jaren. I’m a second year computer major and work part-time in the student computer labs. I enjoy technical troubleshooting and would be interested in learning about any internship positions with your company.”

“Thank you for the opportunity!”
“It was very informative, and I learned a lot”
“This was an amazing experience”

Would you recommend the Career Fair to others? Yes = 99.21% No = 0.79%

TIP:
If you are getting ready to complete an Associate of Applied Science degree or Technical Certificate, Career Fairs are a great place to find jobs and internships related to your major!
Gaining Work Experience **BEFORE** You Graduate

Students can gain real-world experience related to their intended career field, make valuable connections, develop professional skills, and build workplace confidence through the following options:

**Practicum and Clinical** experiences vary by academic program, but generally involve students applying theory and developing skills in the workplace under the supervision of practitioners and professors. These work experiences are required in many medical-related A.A.S. degree and Certificate programs and are usually not paid. Some programs require multiple clinical and practicum experiences. For more information, look at your degree requirements and contact the Department Chairperson.

**Internships** allow students to gain work experience related to their major and can be paid or unpaid. For more information, look at your degree map for requirements and contact Career Services or the Department Chairperson. You can also visit: [Internship Benefits, Requirements & Application (tn.edu)](https://tn.edu).

**Federal Work-Study (FWS)** positions provide students with financial support, contribute to the student’s general educational and employment experiences, and help carry out the day-to-day operations of the College. Job opportunities are varied. Eligibility for a Federal Work-Study award is determined from your completion of the [Free Application for Federal Student Aid (FAFSA)](https://fafsa.ed.gov). Learn more at: [Financial Aid: Federal Work-Study (FWS) Program (tn.edu)](https://tn.edu).

**Volunteer Experience** through the Southwest Center for Service-Learning & Civic Engagement allows students to use their skills and training to help meet local community needs. Learn more at: [Service Learning and Community Service (tn.edu)](https://tn.edu).

**Job Shadow Experiences** allow students to observe or “shadow” an individual who’s already performing in a position that they are interested in learning more about. Contact Career Services for more information.

**TIP:**
Visit Handshake ([www.joinhandshake.com](https://www.joinhandshake.com)) and sign in with your Southwest password to view internships, full-time and part-time jobs, hiring events, and more!
If you are completing an Associate of Arts (A.A.) or an Associate of Science (A.S.) degree designed for **TRANSFER to a university**, have you:

- Attended Southwest Transfer Days to meet with representatives from a variety of universities?
- Researched and applied to universities with bachelor’s degrees that will prepare you for your chosen career?
- Applied for transfer scholarships at the college(s) you’d like to attend?
- Met with Career Services to discuss your next steps?

**TIPS:**
Career Services can help you with the letter of interest (why you want to attend) and resume most universities require as part of their application process.

Universities have Career Services centers, too! Be sure to visit them for information and access to internships, employer visits, and other career-related resources.

If you are completing an Associate of Applied Science (A.A.S.) degree or Certificate designed for **ENTRY into the workforce**, have you:

- Attended Southwest Career Fairs?
- Created your resume and had it reviewed by Career Services?
- Scheduled a mock interview to practice your interview skills?
- Started your job search?
- Met with Career Services for assistance in finding employment related to your major?

**TIPS:**
Career Services continually receives new full and part-time job listings available at: [Jobs and Career Fairs (tn.edu)](http://tn.edu)

Congratulations! In addition to the degree or certificate you’ve earned at Southwest, you’ve learned valuable “Career-Readiness” skills that will help you **throughout your lifetime**!
Getting Involved: Student Engagement Opportunities

There are a variety of honors, leadership, and academic-related organizations, mentoring programs, and special interest groups that foster student success at Southwest! Your participation is encouraged and can contribute to your career development. Visit: Student Clubs and Organizations (tn.edu) for a list.

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<td>Math Club</td>
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<td>Alpha Beta Gamma (ABG)</td>
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<td>Medical Lab Technology (MLT Mu Alpha Theta)</td>
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<td>Alpha Sigma Lambda (ASL)</td>
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<td>MOMS Achievement Center</td>
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<td>Ambassadors</td>
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<td>NAACP College Chapter</td>
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<td>American Criminal Justice Association (Xi Omicron Xi Chapter)</td>
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<td>Pep Club</td>
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<td>American Institute of Architectural Students (AIAS)</td>
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<td>Pharmacy Tech Elites</td>
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<td>Baptist Student Union (BSU)</td>
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<td>Phi Theta Kappa</td>
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<td>Biotech Club</td>
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<td>Pierian Society</td>
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<td>Bowling Club</td>
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<td>Psi Beta</td>
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<td>Brother 2 Brother (B2B) (Student African American Brotherhood)</td>
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<td>Radiology Club</td>
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<td>Campus Activity Board (CAB)</td>
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<td>Cheerleaders</td>
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<td>Robotics Club</td>
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<td>Chess Club</td>
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<td>Science Club</td>
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<td>Club of the Arts</td>
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<td>Dietetic Association</td>
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<td>Diversity Club</td>
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<td>Society of Manufacturing Engineers (SME)</td>
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<td>Gospel Choir</td>
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<td>Southwest Mentors Advancing Retention, Teamwork, &amp; Success (SMARTS)</td>
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<td>Graphic Arts Technology (GART) Club</td>
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<td>Southwest Pride</td>
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<td>Student Government Association (SGA)</td>
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<td>Student Newspaper – The Southwest Source</td>
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<td>United Christian Association (UCA)</td>
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<td>Lambda Epsilon Chi (LEX) National Paralegal Honor Society</td>
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<td>Men on the Verge of Excellence (MOVE)</td>
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<td>Women of Worth (WOW)</td>
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Did you know...Southwest has an office dedicated to High Impact Practices (HIPs) that contribute toward students’ personal development and educational growth? They include: Advising, Certifications, First Year Seminars, Honors Education, Learning Communities, Mindset, Mentoring, Service Learning, Study Abroad, Technology Enhanced Learning, Undergraduate Research, and Work Based Learning. Learn more about Southwest HIPs at: High Impact Practices for Students (tn.edu)
### Degrees and Certificates at Southwest

#### Key
- **A.A. & A.S.** Associate degrees designed for transfer to a university
- **A.A.S.** Associate degrees that prepare you for employment
- Technical Certificates (shorter programs) that prepare you for employment

#### Associate of Arts (A.A.) and Associate of Science (A.S.) Degrees; 60 credit hours

These programs are designed for *transfer to a university* upon graduation from Southwest.

<table>
<thead>
<tr>
<th>TENNESSEE TRANSFER PATHWAY DEGREES</th>
<th>UNIVERSITY PARALLEL TRANSFER DEGREES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Associate of Science (A.S.) Degrees:</strong></td>
<td><strong>Associate of Science (A.S.) Degrees:</strong></td>
</tr>
<tr>
<td>Accounting Emphasis</td>
<td>Allied Health Science Emphasis</td>
</tr>
<tr>
<td>Biology Emphasis</td>
<td>Communication Emphasis</td>
</tr>
<tr>
<td>Business Administration Emphasis</td>
<td>Early Childhood Education Emphasis</td>
</tr>
<tr>
<td>Chemistry Emphasis</td>
<td>Engineering Emphasis</td>
</tr>
<tr>
<td>Criminal Justice Emphasis</td>
<td>General Studies Emphasis</td>
</tr>
<tr>
<td>Economics Emphasis</td>
<td>Health and Physical Education Emphasis</td>
</tr>
<tr>
<td>History Emphasis</td>
<td>Human Services Emphasis</td>
</tr>
<tr>
<td>Information Systems Emphasis</td>
<td>Music Emphasis</td>
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<tr>
<td>Mathematics Emphasis</td>
<td>Philosophy Emphasis</td>
</tr>
<tr>
<td>Nutrition &amp; Food Science Emphasis</td>
<td>Pre-Law Emphasis</td>
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<tr>
<td>Physics Emphasis</td>
<td>Psychology Emphasis</td>
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<tr>
<td>Political Science Emphasis</td>
<td>Public Administration Emphasis</td>
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<tr>
<td>Social Work Emphasis</td>
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<tr>
<td>Sociology Emphasis</td>
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<tr>
<td>Teaching K-5</td>
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<tr>
<td>Teaching Pre-K-3</td>
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</tr>
</tbody>
</table>

**Associate of Arts (A.A.) Degrees:**
- Criminal Justice Emphasis
- Economics Emphasis
- English Emphasis
- Foreign Language Emphasis
- History Emphasis
- Political Science Emphasis
- Social Work Emphasis
- Sociology Emphasis

**Associate of Fine Arts Degrees:**
- Theatre Arts, Design-Tech Concentration
- Theatre Arts, Performance Concentration

### TN e-Campus (all classes online)

<table>
<thead>
<tr>
<th><strong>Associate of Science (A.S.) Degrees</strong></th>
<th><strong>Associate of Arts (A.A.) Degrees</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Criminal Justice</td>
<td>Criminal Justice</td>
</tr>
<tr>
<td>Teaching, A.S.T. (Associate of Science in Teaching)</td>
<td>University Parallel, General Studies</td>
</tr>
<tr>
<td>University Parallel, General Studies</td>
<td>University Parallel, Teacher Aides/Paraprofessionals Preparation</td>
</tr>
</tbody>
</table>

#### Technical Certificates:
- Technical Certificates (shorter programs) that prepare you for employment
### Degrees & Certificates at Southwest - continued

**Associate of Applied Science (A.A.S.) Degrees**

- **Accounting**
  - Administrative Professional Technology
    - Business Office Concentration
    - Legal Office Concentration
    - Medical Office Concentration

- **Allied Health**
  - Architectural Design Technology
    - Architectural Design Concentration
    - Civil/Construction Concentration

- **Automotive Service Technology**
- **Biotechnology Technician**
- **Biotechnology Technician, Forensic Science Technician Concentration**

- **Business**
  - Banking and Finance Concentration
  - Entrepreneurship & Small Business Mgmt. Concentration
  - Human Resource Management Concentration
  - Logistics/Transportation Management Concentration
  - Quality and Productivity Concentration
  - Business, Management Concentration

- **Computer Engineering Technology**
- **Computer Information Technology**
  - Cyber Defense Concentration
  - Networking Concentration
  - Programming Concentration
  - Systems Administration and Management Concentration

- **Criminal Justice**
- **Early Childhood Education**
- **Electrical Engineering Technology**
- **Electronic Technology**
- **Emergency Medical Services - Paramedic**
- **Fire Science**
- **Funeral Service Education**
- **General Technology, Business Emphasis**
- **General Technology, Technology Emphasis**
- **Graphic Arts Technology**
  - Graphic Arts Production Concentration
  - Interactive Multimedia Production Concentration
- **Hospitality Management**
  - Culinary Arts Concentration
  - Food and Beverage Management Concentration
  - Hotel Management Concentration
- **Industrial Process Control Technology**
  - Maintenance Technology Concentration
  - Process Technology Concentration

### A.A.S. Degrees continued

- **Mechanical Engineering Technology**
  - Manufacturing Concentration
  - Mechanical Design Concentration

- **Mechatronics Technology**
- **Medical Laboratory Technician**
- **Mid-Management**
- **Nursing**
  - Nursing Generic Track
  - LPN Mobility Track

- **Paralegal Studies**
- **Physical Therapist Assistant**
- **Radiologic Technology**

### TN e-Campus (all classes online)

- **Associate of Applied Science (A.A.S.) Degrees**
  - **Early Childhood Education**

### Technical Certificates

- **Accounting**
- **Advanced Machining**
- **Architectural/Construction Fundamentals**
- **Basic Electronics Technician**
- **Computer Software Specialist**
- **Early Childhood Education**
- **Electrical/Electronic Fundamentals**
- **Emergency Medical Technician - Advanced**
- **Emergency Medical Technician**
- **Entrepreneurship/Small Business Management**
- **Industrial Computer Fundamentals**
- **Laboratory Phlebotomy Technician**
  - Logistics/Transportation Management
  - Machining Fundamentals
- **Mechanical/Manufacturing CAD**
- **Mechatronics Technology**
- **Paramedic**
  - PC and Networking Technician
  - Pharmacy Technician
  - Process Control Fundamentals
  - Quality Assurance Supervision
  - Quality Assurance
- **Substance Abuse Counseling**
- **Tax Preparer**
Meet Your Career Services Team

Our team is here to assist you in exploring, choosing, and preparing for your future career. Contact us to learn more about our services designed for your success!

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- Go to: https://swtn.navigate.eab.com
- Select “Career Services” as the care unit
- Follow the system prompts to choose your preferred day and time

Contact Us:
- Macon Cove campus: Farris Building, Suite 2160
- Union Avenue campus: M Building, Room 112-A
- Department Email: careerservices@southwest.tn.edu
- Website: www.southwest.tn.edu/career-services/
- Follow us on Instagram & twitter: @SouthwestCareer

<table>
<thead>
<tr>
<th>Wanda Coopwood</th>
<th>Angela Banks</th>
<th>Cortney Ward</th>
<th>Brenda Williams</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Supervisor</td>
<td>Assistant Director</td>
<td>Specialist/Intern Coordinator</td>
<td>Director</td>
</tr>
<tr>
<td><a href="mailto:wcoopwood@southwest.tn.edu">wcoopwood@southwest.tn.edu</a></td>
<td><a href="mailto:abanks@southwest.tn.edu">abanks@southwest.tn.edu</a></td>
<td><a href="mailto:ccward2@southwest.tn.edu">ccward2@southwest.tn.edu</a></td>
<td><a href="mailto:bwilliams@southwest.tn.edu">bwilliams@southwest.tn.edu</a></td>
</tr>
<tr>
<td>901-333-4180 Macon</td>
<td>901-333-5511 Union</td>
<td>901-333-4789 Macon 901-333-5570 Union</td>
<td>901-333-4180 Macon</td>
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**AREAS OF SPECIALTY**

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<tr>
<th>General Career Information</th>
<th>e-Portfolios Resumes Career Fairs TN-Reconnect Liaison</th>
<th>Internships Interview Preparation TN-Promise Liaison M.O.S.T. Liaison</th>
<th>Career Assessments &amp; Exploration Career &amp; Major Selection Employer Relations</th>
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<tr>
<td>Full &amp; Part-Time Job Listings</td>
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<tr>
<td>Employer Recruiting</td>
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“If you can’t fly then run, if you can’t run then walk, if you can’t walk then crawl, but whatever you do you have to keep moving forward.” - Martin Luther King Jr.

NOTES
“Our greatest weakness lies in giving up. The most certain way to succeed is always to try just one more time.”

Thomas A. Edison