NEW STUDENT ONBOARDING HANDBOOK

YOUR GUIDE TO THE NEXT 4 YEARS AT THE COLLEGE OF CHARLESTON SCHOOL OF BUSINESS
Mission & Vision

Mission Statement
The School of Business provides a quality education for its students by ensuring that they have the knowledge, skills and experiences to effectively and responsibly address business challenges.

Vision Statement
To be recognized as a premier business school that provides personalized, transformational and research-based experiences that stimulate a global mindset, inspire creativity and innovation, develop leadership skills, and instill ethics and integrity.
There’s a depth and balance to life’s experiences that you get from learning in a place that approaches business a little differently. A thoughtful polish, personality, and a true appreciation for relationships. It’s the embedding of personal responsibility and power into our students, helping them find their confidence to lead from a place of purpose and vision. And it’s a development of confidence— in our academic philosophy, in the belief that pursing that purpose in addition to profit makes business better, and in the potential of all businesses to think differently and take risks in a world too driven by routine and tradition.
Benefits

Access to the Student Success Center

Academic Advising

Career and Professional Development

Career Launch Services

Study Abroad
What would you think about having a group of people focused on your success in school, work, and life? School of Business students have the added benefit of the Student Success Center. Focused on each student’s success from orientation through graduation, the Success Center provides you with services that include academic advising, internship guidance, student involvement, career development, life skills, professional development, and much more. The Center provides one-on-one meetings with students and boasts services including the Suit Valet, onsite and online workshops and networking events, CareerLaunch services, exam breakrooms, and school spirit events. Student’s are encouraged to start visiting the Center to create their personalized “My Success Plan” journey. Don’t have your Success Plan done yet? Stop by the Center and see us, that is what we are here for. Let’s make a plan for your future (you know your family will be asking).

You are welcome to walk in the Center anytime (Suite 100, right inside the main doors to Beatty) or make an appointment for even more attention by visiting Appointment Manager through MyCharleston and choosing a time that fits your schedule. The Center is open from 8:30am to 5pm Monday through Thursday and 8:30am to 4pm on Friday.

Every Business student should plan to do at least 2-3 internships during their college career so come to the Student Success Center to plan your internship experiences. Have questions about your graduation plan or haven’t done one yet? Come see our Academic Advisors. Need help with your resume and cover letters? Worried about public speaking, knowing how to network, or botching an interview? No worries, we’ve got your back. Come see us.

Questions: StudentSuccessCenter@cofc.edu or stop in Beatty 100
Academic Advising

Declare your major, minor or concentration through Program of Study Management (POSM) in MyCharleston

Access your degree audit through Degree Works in MyCharleston

It's never too early to create your Graduation Plan in the Plan tab in Degree Works - do it today to see when you will graduate

Meet with an Academic Advisor regularly

Career and Professional Development

Join Quest!

Make sure you have an approved interview ready outfit

Join at least one School of Business Club

Tip: Attend the fall Clubs Fair!

Stop by the Success Center for your first resume review or to pick up a sample resume to get started
Professional Headshots

Did you know your LinkedIn is 7x more likely to be clicked on if you have a professional headshot? Good news, we schedule professional headshots once a semester!

Resume Review

Don't go into an interview with a resume that has been reviewed. Stop in anytime to have your resume triple checked.

Interview Essentials

Landed an interview? Great, now it's time to prepare. We offer student business cards, resume paper and SB portfolios. You can also schedule a mock interview to help you be even more prepared!

Suit Valet

Have an interview or networking event after class? Don't worry, you can store your suit or dress clothes while you are in class. Iron, lint rollers and stain wipes are available for use.

CareerLeader Assessments

So you're sure you want to major in business, but not sure which subject area you should focus in? Take a CareerLeader assessment to see which area you'll excel in!
Four Year Task List

☐ I will join these **clubs**:

☐ I will work towards a leadership position in this club or group: ____________________________

☐ I will join this **professional organization** related to my future career interest: ____________________________

**Tip:** Need help finding a professional organization? Stop by the SSC

☐ I will do this **volunteer project** or join this **volunteer group**:

☐ I will find a **mentor** *(need help, stop by the Student Success Center & apply for the mentor program)*

☐ I will **study abroad**, take a **faculty led study abroad** or an **Alternative Spring Break** trip to: ____________________________

☐ I will apply for **upperclassman** and **departmental scholarships**
Declare my major/minor/concentration

Download the Suitable app and join Quest!

Create my graduation plan in DegreeWorks

Meet with my major advisor

Stop by the Success Center to go over My Success Plan

Create and have my LinkedIn profile reviewed

Take a free CareerLeader Assessment

CareerLeader allows you to learn what business careers are your best fit (visit the Student Success Center in Beatty 100 to get your login)

Make an appointment with a Career Coach in the Success Center to develop my personal career path. I met with:

Attend one or more Success Center professional development workshops or webinars

I attended:

Join and create my account on Handshake

- Step 1: Go to cofc.joinhandshake.com
- Step 2: Click CofC Student Login
- Step 3: Log in using your cofc email and MyCharleston password
- Step 4: You’re all set! Now complete your profile
freshman year notes

notes:
If still undecided, declare my **major/minor/concentration**

Set up a meeting with my **faculty advisor**

Modify **Graduation Plan** in DegreeWorks

Review my **career path**. Set up a meeting with my SSC Career Coach to revisit my personal career path. I met with: ____________________________

Develop my **resume and cover letter** and have them reviewed by the SSC.

Do a **mock interview** in the SSC to help build my confidence before I have to do the real thing

Attend the fall and spring **Career Fairs**

Attend one or more **professional development workshops or webinars**

**Secure an internship** to help build my resume

I will pursue the following **certification** to make myself more marketable: ____________________________

I will update my **LinkedIn** and begin building my connections

Contact my **industry or faculty mentor** and setup at least one meeting or phone call to learn about their career path (still need a mentor, stop by the SSC)
sophomore year
notes:

notes:
Meet with my faculty advisor to make sure I am on track to graduate

I have enough classes, should I add a minor?

Meet with my SSC Career Coach to set up my personalized job search plan

Make sure I have the appropriate business attire for interviews and networking events.

Secure an internship to add to my resume and real world experience. Visit Handshake or Internship.com for internship listings

Do another mock interview in the SSC to help build my confidence before I have to do the real thing

Attend the fall and spring Career Fairs

Attend one or more professional development workshops or webinars.
I attended: __________________________________________

I have completed the following certification to make myself more marketable: ____________________________

Make sure my LinkedIn profile is updated and properly reach out to new connections

Set up a meeting or phone call with my mentor
Secure an internship for academic credit

Set up a final check-in appointment with my faculty advisor to discuss my graduation plan and opportunities in my industry

Adjust my job search plan and resume as needed with my SSC career coach

Need a confidence boost? Do an advanced level mock interview in the Student Success Center

Apply for jobs using my approved resume and cover letter or complete my graduate school applications

Apply to graduate from CofC (in MyCharleston)

Use the Notes Section to set Growth Goals for myself over the next two years. Need help with this? Come see a Career Coach in the SSC to talk it through

Set a final meeting with my mentor to get advice for the best way to start a new job or graduate program

Update my LinkedIn profile with my new information

Fill out my Senior Survey and pick up my graduation gift from the Student Success Center
Take a class in something you know nothing about
Sit in the student section at a CofC sporting event
Join an intramural sports team
Take a bike ride to the Battery to see the sunrise
Pull an all-nighter in Addlestone
Visit a historic Charleston house
Participate in Charleston Restaurant Week
Walk or run the Ravenel Bridge
Visit the Halsey Art Gallery and the Mace Brown Museum of Natural History
Attend a Spoleto event
Visit the Angel Oak on John’s Island
Take a bike taxi ride
Visit the farmer's market held every Saturday in Marion Square