

Career Advising and Campus Resources

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Pre-Law Advising Program

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When visiting upstate New York recently, Chief Justice John Roberts fielded a standard question from a college student: "What's the best preparation for law school?" Roberts answered directly and thoughtfully: "A solid liberal arts education." Chief Justice Roberts is exactly right. There is no prescribed collection of courses that those applying to law school must take. In fact, people enter law school with a variety of undergraduate majors and academic orientations. English and political science are of course popular, as is history – Justice Roberts's own concentration when he was in college. But contemporary law students come from a wide variety of undergraduate majors, including philosophy, mathematics, French, finance, art history, psychology, Classics, and virtually every other area of study. What really matters is not the undergraduate major, then, but the degree to which the student's undergraduate work is truly distinguished.

In short, four years of rigorous, challenging study really is the best preparation for law school, just as Justice Roberts says. Law schools are postgraduate schools in the first instance; naturally enough, those on the admissions boards there look for evidence that an applicant can handle advanced intellectual work. So the upper end of the curriculum – the seminars, the "capstones," the senior theses, the courses with the challenging reading lists – is the area of the curriculum where students should be especially determined to do their very best work.

Students often ask about the value of law-related "internships." While such experiences are meaningful to admissions boards (and while such activities certainly provide interns with an initial feel for what a life in the law might really be like), there is no substitute for a potential applicant immersing himself or herself in demanding academic research. Reading and writing: legal work is fundamentally focused on those arts, so the ambitious prelaw student should seek out courses and other activities that place special attention on difficult reading lists and challenging writing assignments.

Of course, preparing for law school is a complicated enterprise, especially in its later stages. Preparing for the LSAT, choosing a collection of law schools to which to apply, choosing people who can write convincing letters of recommendation, and much, much else must be handled with great care. But most of these matters are best addressed in an individualized, one-on-one meeting with the Prelaw Advisor here, Prof. J.T. Scanlan. Indeed, Prof. Scanlan always encourages anyone at all interested in law school to meet with him individually – and the sooner in one's college career, the better.

For additional information, consult the Pre-Law Home Page at

<http://www.providence.edu/academics/Pages/law.aspx>

Premedical Sciences Advising Program

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The program assists students in pre-professional preparation for careers in all of the health professions including medicine, dentistry, veterinary medicine, optometry, physician assistant, physical therapy, and other allied health professions. Because each of the health professions requires specific preparation, students must work closely with the Advisor for the Health Professions to plan a suitable program of study. This generally involves selection of an appropriate major, required courses, and internships and volunteer service opportunities in the health professions.

Admission to most health professions schools is extremely competitive, requiring strong academic performance, satisfactory scores on standardized admissions tests (e.g. MCAT, DAT, GRE, etc.), and evidence of leadership, service and a working knowledge of the health professions. For medicine, dentistry, veterinary medicine, and optometry, academic preparation generally includes a minimum of two semesters each of

- General Biology
- General Chemistry
- Organic Chemistry
- Calculus
- General Physics
- English

In addition, many health professions schools strongly recommend or require Biochemistry, Advanced Biology electives, and other specific courses. For example, medical schools may require biochemistry and social/behavioral sciences (psychology, sociology), NP, PA programs require human anatomy and physiology. It is important to contact the Advisor for the Health Professions to confirm profession specific prerequisites.

While there is no "premed" major, most premedical sciences students complete one of the following majors:

B.S. degree in Biology
B.A. degree in Chemistry,
B.S. degree in Biochemistry

However, with careful planning, a student may also complete the premedical sciences courses in combination with a liberal arts major.

Army Reserve Officer Training Corps (ROTC)

Army ROTC is a leader development program. Although not a Major or Minor, students completing the program are commissioned as an Officer into the US Army. All students are eligible to enroll in any Basic Course class for credit, regardless of academic major. Only students meeting pre-requisites and contracted for military service are permitted to enroll in Advanced Course classes.

Over-enrollment and late enrollment for ROTC classes is authorized. Freshmen are allowed to enroll above 15 credits for ROTC courses.

Each ROTC course is worth 3.0 free-elective credits.

Freshmen and Sophomore classes are offered each semester on Tuesday from 2:30-6pm. Junior and Senior classes are offered each semester on Wednesday from 2:30-6pm. Additionally, there are five scheduled combined lab periods for all courses each semester on designated Wednesdays from 2:30-6pm.

Travel abroad during fall or spring semester is not authorized during junior or senior year. Contracted students must enroll in the appropriate ROTC course each semester. Additionally, these students must maintain a minimum 2.0 term and cumulative GPA each semester or risk loss of benefits or disenrollment from the program. Contracted students may not change majors or drop classes without permission of the Professor of Military Science (Department Chair).

Required courses for commissioning:

ROTC Basic Course

MIL 101 Fall semester Freshman
MIL 102 Spring semester Freshman
MIL 201 Fall semester Sophomore
MIL 203 Spring semester Sophomore

ROTC Advanced Course

MIL 301 Fall semester Junior
MIL 302 Spring semester Junior
MIL 401 Fall semester Senior
MIL 402 Spring semester Senior

There are no pre-requisites for MIL 101 through 203. Pre-requisites for MIL 301 and above include completion of MIL 101-203 or completion of Cadet Initial Entry Training or prior military service or prior JROTC attendance. Contact the Military Science Enrollment Officer for more information.

Contracted students are required to take a Military History course prior to graduation.

Providence College history courses are:

HIS 103, HIS 104, HIS 202/MIL 202, HIS 256, HIS 257, HIS 301, HIS 316, HIS 321

For more information, please contact the ROTC Department Enrollment Officer at 401-865-2269 or patriot5@providence.edu.

Center for Career Education and Professional Development

Eileen Wisnewski, Director

Location: Slavin Center 108

(401) 865-1290; <http://www.providence.edu/career-education-center/>

Office Hours: M-TH 8:30-6:00; F 8:30-4:30

eFriars – PC's internship and job database that also features a calendar of career events, electronic career resource library, and much more.

- Students should activate their eFriars account as soon as possible at: www.providence.edu/efriars

FOCUS – Online tool that combines self-assessment and career exploration

- Take self-assessments and receive a list of careers based on your results
- Password to access FOCUS is listed on the On-Line Resources PASSWORDS sheet in eFriars

What can I do with this Major? – Learn about typical career areas by major and how to prepare for them

- Available on the Center for Career Education's webpage

Internships FAQ – All of your internship questions answered!

- Informational Internship Guidebook (available in Slavin 108 and in eFriars Resource Library)

On Campus Interviewing Program – Employers recruit PC students for full time jobs and internships!

- Positions are posted in eFriars and employers conduct their first round interviews in Slavin 108

Career Expos – Offered each semester and annually attracts between 700-1300 students!

- Fall: 140+ grad school, internship, job and volunteer opportunities, Major/Minor Fair, Summer Showcase and more
- Spring: 100+ internship, job, and volunteer opportunities, LinkedIn photo booth and more

Shadowing Program – Annual opportunity to spend a day with a PC alumnus during winter break

- Check our website for more information - program application date is early Fall

Network with Alumni – A valuable resource to help you with career development

- Friarlink* – LinkedIn Group of 950+ PC Alumni, willing to share their career expertise
- Alumni & Student Networking Nights in Boston, NYC and other locations
- Career panels and other events all year long

Resumes – Create one now so you can add to it over the next few years at PC.

- Attend a resume workshop or use our Resume Guidebook (available in Slavin 108 and in eFriars)
- Have your resume reviewed in Slavin 108 during daily Walk In Hours listed on our webpage

Individual Appointment with a Career Advisor – Come in and talk to us!

- Call 401-865-1290 to schedule an appointment

Study Abroad & International Student Services (Center for International Studies)

Adrian Beaulieu, Ed.S., Dean of International Studies
Harkins 215 (401) 865-2114; www.providence.edu/CIS

Grace Cleary, M.A., Assistant Dean of International Studies
Harkins 215 (401) 865-2114; gcleary@providence.edu
Area of Responsibility: Areas of Responsibility: Advises majors in the School of Business on semester and year-long study abroad options; designated advisor for the Gilman scholarship; administers Santander Scholarships

Denise Miller, Study Abroad Advisor
Harkins 215 (401) 865-2688; dmmiller@providence.edu
Area of Responsibility: Advises majors in the School of Arts & Sciences, Maymester, summer, and other short term study abroad options

Anna Iadeluca, Administrative Coordinator
Harkins 215, (401) 865-2114; aiadelu1@providence.edu
Areas of Responsibility: Course articulations; academic transcriptions, home school tuition payments.

The Center for International Studies is responsible for the following activities at the College:

- Study Abroad (both semester and short term, e.g., Maymester, summer)
- International Students & Scholars

Study Abroad Basics

- All students who wish to study abroad must apply for Providence College approval through the Center for International Studies by December 1st of the year prior to the program. For instance, students wishing to study abroad anytime during the 2017-18 must apply by December 1st of the previous year.
- Student Eligibility Requirements:
 - Junior class standing
 - a minimum CGPA of 2.75
 - a declared major
 - no serious disciplinary action or probationary period up to the time of departure
 - no outstanding financial obligation to Providence College (any student who is indebted to the College will need to arrange payment with the Bursar's Office in order to be approved for participation in a study abroad program).

Tips for Advising Freshmen

All freshmen should be asked whether or not they are considering spending a semester or year studying abroad. Students who express an interest in the possibility of studying abroad should be advised of the following:

- All majors can obtain major credit abroad (with the exception of Accounting)
- Students in the Providence College Center for Theology & Religious Studies program in Rome (*PC in Rome*) may fulfill both Theology core courses concurrently during one semester

- Students should take their Natural Science core during the freshmen or sophomore year, as this is more difficult to do abroad
- Some majors have a major-specific approved programs list. Students should be encouraged to visit www.providence.edu/cis for the most up-to-date information
- Students may participate in summer study abroad any time after the freshman year

Applying for Study Abroad (Sophomore Year)

Phase I: Providence College students apply to the Center for International Studies in the fall semester of their sophomore year for approval to participate in a semester or year-long study abroad program during their junior year. (*Note: Juniors may also apply to study abroad for the fall semester of the senior year only.*)

Undeclared students must formally declare a major before the December 1st application deadline.

This is earlier than the declaration deadline for most Undeclared students, but this is done so that students applying to study abroad can discuss their study plans with and obtain approval from their major advisor and the department. Participation in a summer or short-term program is possible after the freshmen, sophomore, or junior years.

Phase II: Once approved by the Center to participate on study abroad, students must then apply directly to the program for admission. There are two exceptions to this: the *PC in Rome* program and all *Danish Institute for Study Abroad (DIS)* programs are "direct admit." Students are admitted directly by the Center, so no application to the program provider (CEA and DIS, respectively) itself is required. All applicants will require letters of recommendation at some point during this phase. Faculty advisors may find it helpful to provide students with a deadline for such requests, given their own teaching and office responsibilities.

During the program application phase is when the **course articulation, approval and transfer credit process** occurs (whether for the semester or for summer study abroad). Students must submit to the Center for International Studies a Course Pre-Approval form on which they list their proposed courses of study. Course syllabi must be included (in the event that a syllabus is unavailable, a comprehensive course description may be included, but may be insufficient for final course approval).

Course Articulation, Approval, and Transfer Process:

- Each semester, the Office of Enrollment Services will circulate to the Chairs/Directors (and/or to the CCC, when necessary) the list of courses that need to be articulated and approved, along with the syllabi or, when not available, the course descriptions.
- Once complete, the Office of Enrollment Services then enters the list of course articulations in the study abroad course database, found at <http://departments.providence.edu/node/2>
- The articulated list of courses, by institution or program abroad, is available to future students intending to study abroad, as well as to the faculty in their advising work with students.
- The Center will notify the students as to what courses have been articulated, how they will count (e.g., core requirement or elective, free elective, etc.) and the number of credits approved for each course for assigning course credit at Providence College.
- Each semester, the Office of Enrollment Services and the Center for International Studies will provide departments and programs with a list of the Key Dates and Deadlines for the course articulation and review process.

Office of Academic Services

OAS Web site: <http://www.providence.edu/academic-services>

OAS Email: oas@providence.edu

OAS Location: Library – 2nd Floor Room 250

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The Office of Academic Services (OAS) supports all Providence College students through a combination of academic and personal development programming, including individualized and group academic assistance, tutoring, and specialized workshops and outreach. The OAS offers unique attention and support to students with documented disabilities by providing reasonable accommodations and by advocating for equal access to all services and programs offered to members of the campus at large. The OAS also provides specialized support to student-athletes in light of the unique time demands, responsibilities, and rules governing participation in intercollegiate athletics. Services offered by the OAS include:

Tutorial Services

Individual and group tutoring sessions are available in most subject areas, including the Development of Western Civilization. OAS peer tutors assess individual student needs, develop strategies to address academic challenges, and help supplement classroom/textbook instruction. Tutors stress the learning process itself and place emphasis on the acquisition of independent study skills. The Tutorial Center is nationally certified by the College Reading & Learning Association (CRLA).

Writing Center

The Providence College Writing Center is available to assist students at any stage of the writing process, from brainstorming a topic to polishing a final draft. This means that the Center is not merely an editorial or remedial service. Through an approach to writing instruction that is student-centered, peer tutors work collaboratively with their tutees to identify and rectify chronic structural or mechanical problems, helping students avoid similar problems in future writing tasks. In short, the Writing Center's purpose is to make better writers, not just better papers.

Special Programs and Workshops

The OAS offers several workshops devoted to academic topics including: study skills, time management, curriculum-specific success strategies, test taking, reading skills, and GRE/GMAT Test Preparation. Students may contact the OAS to schedule group workshops. They may also seek individualized academic mentoring through the associate director for student success and retention.

Coordination/Provision of Reasonable Accommodations for Students with Disabilities

Students with documented disabilities (learning, physical, medical, temporary) may qualify for reasonable accommodations, coordinated by the OAS. The assistant director for disability services is available to discuss each student's unique needs and coordinate individualized services. Reasonable accommodations may include the following: extended-time tests, note-taking services, texts in alternate format, adaptive technology, interpreters, and pre-registration for courses. Services are also available for students with specific physical disabilities. (See Student Life and Development).

Services for Student-Athletes

Providence College student-athletes can take advantage of all services offered through the OAS, as well as the following: academic monitoring, the NCAA's Student Athlete Affairs Program, pre-registration assistance, and space for quiet study.