



# Career Services Curriculum

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## Mission

The Office of Career Services at Mississippi Delta Community College is committed to helping students achieve lifelong career success. We provide comprehensive support, guidance, and resources to facilitate career exploration, professional development, and successful job outcomes. Our team actively engages with students, alumni, faculty, and employers to build meaningful connections and bridge the gap between education and industry. Our core priorities are based on integrity, inclusivity, and excellence, ensuring that everyone is equipped with the skills and opportunities to achieve their personal and professional goals.

## SLOGAN

"Your Journey. Your Purpose. Our Support — Every Step of the Way."



## CAREER SERVICES AND PLACEMENT

The Office of Career, Counseling, and Disability Support Services is here to help you turn your academic knowledge into a real-world career with a variety of resources to help students complete degree requirements and jobs. A variety of programs and services have been developed to identify and meet students' career and personal goals. Our commitment ensures that students are given appropriate guidance throughout their career planning by providing career counseling, part-time, full-time, internship, cooperative education, career employment, and other opportunities. The Office of Career, Counseling, and Disability Support Services features career resource handouts, job searching material, and print resources.

## CAREER PLANNING AND COUNSELING

The Office of Career, Counseling, and Disability Support Services offers group and individual counseling in the career planning process. Career planning workshops/seminars are conducted monthly and at other announced times, to assist students in securing career positions while matriculating through the college's programs. Assistance with resume writing is also available for students. During individual and group counseling/seminars/workshops, the following critical information and skills are acquired:

- Job search strategies
- Resume Building
- Cover Letter Writing
- Interview Preparation
- Career Readiness Workshops

- Dress For Success
  - Fashion Show
- Interview Skills
- Networking
  - Career Fairs
  - Employer panels
  - Industry-specific networking events
  - Alumni Mixers
    - 2 per semester
- Internships/Externships
- Career Planning and Development
- Career/Self-Assessments
- National Career Development Month (November)

## Career Development Curriculum

### Step 1: Career Exploration and Self-Assessment

- Identifying Interests and Strengths
  - CareerOneStop
  - Focus 2
  - Smart Start
- Exploring Career Pathways
- Goal Setting

### Step 2: Job Search Strategies

- Resume and Cover Letter Writing
- Job Search Platforms
- Application Process

### Step 3: Interview Preparation

- Interview Techniques
  - Mock Interviews
- Dress for Success
- Post-Interview Etiquette
- Networking Skills
  - Elevator Pitch
  - Networking Etiquette

### Step 4: Workplace Skills and Professional Development

- Communication Skills

- Time Management and Organization
- Teamwork and Collaboration
- Leadership and Experiential Learning

### Step 5: Job Offer Negotiation and Workplace Integration

- Internships/Externships
- Evaluating Job Offers
- Negotiating Salary and Benefits
- Onboarding

## Planning your career development process: Your roadmap to success!!

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The road map to success begins with planning your career development process. Many different approaches could be taken in order to accomplish this. The picture below depicts a step-by-step process that can help students to plan their career development process now, and anytime in the future if they may want to change course.

Some of the steps are more difficult than others; however, taking time now to work through each step will assist in building a foundation that is solid enough for the future.



1. **Career Exploration and Self-Assessment:** Discover desires and passions. What would you do if money were no object? You may know exactly what you want to do. If so, move on to the next step. If you are struggling with this, there are some free and fee-based self-assessment tests available to help you.

2. **Job Search Strategies:** Equip students with tools to efficiently navigate the job market and find relevant opportunities.
3. **Interview Preparation:** Prepare students to confidently handle job interviews and present themselves professionally.
4. **Workplace Skills and Professional Development:** Teach students how to navigate the professional world and excel in the workplace.
5. **Workplace Integration:** Encourage students to gain practical experience through internships, co-ops, or volunteer opportunities.

## CAREER DEVELOPMENT PLAN

To get the most benefit from this career development plan template, you should already have a specific career objective in mind.

Current Education: \_\_\_\_\_

Required Education: \_\_\_\_\_

Required Skills/Experience:

Step 1:

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Target Completion Date: \_\_\_\_\_

Step 2:

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Target Completion Date: \_\_\_\_\_

Step 3:

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Target Completion Date: \_\_\_\_\_

Career Services: What services and programs do Career Services offer to help you develop and implement your goals? Counseling, jobs, networking.

Courses: What specific General Education or elective courses might help you with your career or personal goals? Culinary, carpentry, computer courses

Research: Are there opportunities in your major to work with faculty on a research project? If so, what would you like to explore? IREAD, Institutional Effectiveness, etc.

Study Abroad/NSE: Would you like to study abroad or attend another college or University on the National Student Exchange before you graduate? If so, where would you like to go?

Service Learning: What Service Learning project would you like to get involved in? Will it help you with your goals? How? IREAD, AmeriCorps, tutoring, etc.

**Student Organizations:** What student organizations would you like to join? How might joining these organizations help you attain your career or personal goals? Yearbook, Phi Beta Lambda, etc.

**Student Activities:** Are there any student activities such as athletics, musical groups, forensics or theater in which you would like to be involved? If so, which ones? What would you like to accomplish? Education Club, athletic trainer, Student Services events etc., Intramural Sports.

**Leadership Opportunities:** What opportunities are there for leadership in the activities and organizations that you have chosen? How might this help with your goals? Student Government Association, Ambassador, Residence Assistant, etc.

**Professional Organizations:** Every career has a professional organization associated with it. What professional association is associated with your career choice? Can students join? Phi Theta Kappa, National Technical Honor Society, etc.

**Mississippi Delta Community College**  
**Office of Career, Counseling, and Disability Support Services**  
**Career Profile**

**Please complete form on your first visit to the Office of Career, Counseling, and Disability Support Services. Thank you.**

Date: \_\_\_\_\_

Student ID# \_\_\_\_\_ Major \_\_\_\_\_ Classification: 1st year 2nd year

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Address \_\_\_\_\_

State \_\_\_\_\_ Zip code \_\_\_\_\_ Advisor \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**On the line(s) below write the 1st and 2nd job choice you would like to have after you leave Mississippi Delta Community College.**

Goal #1: \_\_\_\_\_

Goal #2: \_\_\_\_\_

If you are planning to attend another college after Coahoma Community College, list your top three (3) colleges that you would like to attend.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_



## **Contact Information**

Office of Career, Counseling, and Disability Support Services

Boggs-Scroggins Enrollment Services Center Suite

Hwy 3 & Cherry Street; Moorhead, MS 38761

***Jalisha Kee, Coordinator of Career, Counseling, and Disability Support Services***

Phone: (662) 246-6442

[careerservices@msdelta.edu](mailto:careerservices@msdelta.edu)

## **Hours of Operation**

Monday-Thursday: 8:00 a.m. – 5:00 p.m.