



Parent's Career Planning FAQ Sheet

Staff

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Mark Matthes,
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Career Counselors
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Location

Student Services Building
(entrance across from gym)

Hours

Monday-Friday: 9:00 – 5:00

Contact

562.903.4875
career.services@biola.edu
www.biola.edu/career

Programs & Services

Career Counseling
Career Assessment
Major Selection
Resume Assistance
Grad School Resources
Workshops and Seminars
Internship Assistance
Internship Listings
Job Search Assistance
Job Listings
On-Campus Recruiting
Career Resource Library
Mock Interviews

1. What if my student has no idea what to study in college?

This is a common scenario for many entering university students across the country. Many students have broad interests and are concerned about selecting the “right” course of study. We suggest that these students take advantage of available career services during their freshman year.

2. What types of services are provided to help my student make a selection?

Students are assigned to an academic advisor during their freshman year. If a student is undecided, they will be assigned a generalist advisor who can help them consider their options.

Career Services offers career counseling, career assessments, web resources for related to each major and a library of resource books with titles such as “Careers in the Outdoors”, “High Tech Careers for Low Tech People”, “Careers in the Social Work”, “Careers in Bio-Technology”.

3. Can you describe career counseling?

Professionally trained counselors will meet with your student to discuss career options and interests. Working with the individual needs of each student, we will explain the career development process, and help a student decide where they are in the cycle of their career decisions. We will explain that we view career planning as a lifelong process that often begins with “Self Assessment”. We have several assessments available which assist students in understanding their personality, interests, strengths, skills, values and spiritual gifts.

4. How does my student take advantage of the services offered?

Students can call x4875 or drop by to set up an appointment with a career counselor. We will meet with a student for an initial 30-minute appointment to discuss each student’s specific situation. Thereafter, we meet with the average student 3-5 hours over the course of the Self-Assessment phase. Students are encouraged to meet with a Career Counselor during each year at Biola, as the career planning process takes time and addresses different needs at each stage of the process.

5. Why are internships so important for students to have?

Employers in current society usually expect graduating students to have some experience in their field of interest. This experience can come through volunteer experiences, part-time jobs, paid or unpaid internships or other avenues. The key is for students to gain some experience in whatever capacity they can. Career Services has an Employer Relations Manager who works with students to find an internship.



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6. What is the cost?

Career counseling is free to all students. The materials fee for testing is \$15.00 for each assessment, which can be paid by cash or check at the time of services. Students can visit Career Services as often as needed throughout their years at Biola.

7. What if my student knows what they want to study?

Great! We have career resources to help them begin to explore career paths related to different majors. We have a guide to websites related to majors to help them look at their options within a field of study. We can brainstorm with them the ways they can make themselves most appealing to employers. We also can assist them with part time employment needs. We have an Internship Coordinator who can be of assistance to students who are interested in internships.

8. My student is pretty sure about a major, but not 100%. Should they see a career counselor?

We believe every student would profit from spending time with a career counselor. Career counseling can serve to clarify options, affirm choices, explore possibilities, and discuss how faith impacts work as well as many other things. A student might not take the career assessments, but will benefit from talking with an objective person about their career decisions. A career counselor is an objective person who can help a student sort through feelings and choices, questions and concerns.

9. How will my student know Career Services exists?

Our staff will be presenting an "Overview to Career Planning" seminar in most Freshmen First Year Seminar classes. In addition, Career Services hosts a "Career Clinic" each Tuesday at the Flour Fountain from 11:45 a.m. - 1:45 p.m. where students can stop by for quick questions. Information about our services is also listed in the Student Handbook. We can be located on the Biola web page and place regular announcements on BUBBS, the student email system.

Beyond these ways, a student will need to take the initiative to come to our office to use our services. Your encouragement to stop by Career Services will help them get started as well. To make an appointment, they simply call Career Services at x4875.