

ALTERNATIVE ENERGY
TECHNOLOGY
JOB PLACEMENT HANDBOOK



Hagerstown Community College

Internship and Job Services

11400 Robinwood Drive

Hagerstown, MD 21742

240-500-2260

basaunders@hagerstowncc.edu

Alternative Energy Technology Job Placement Handbook

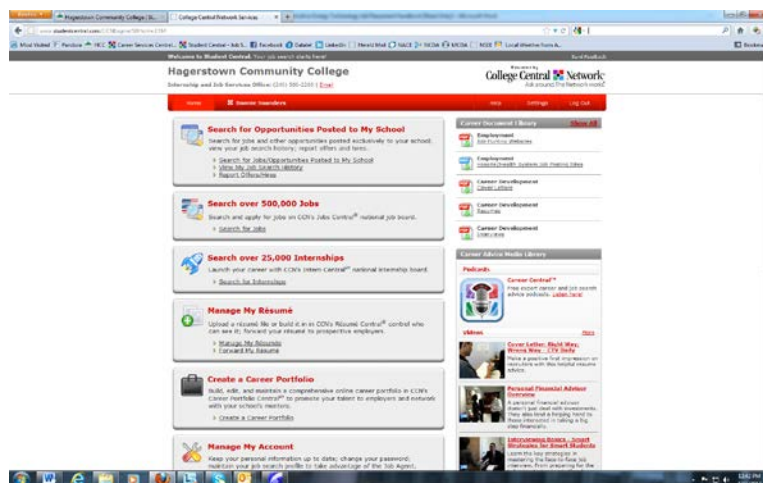
The Internship and Job Services Office at Hagerstown Community College provides a variety of resources to assist Alternative Energy Technology (AET) students in their job search. The following handbook includes a detailed description of services available. Services marked with an asterisk * are available to both credit and credit-free (continuing education) students.

Internships

Students who are enrolled in the AET credit based certificates or degree program may elect to enroll in an internship experience during their course of studies. An internship can provide an opportunity to further develop newly learned skills and gain practical experience. The internship can be for 1, 2, or 3 credits, where each credit equates to a total of 60 on site contact hours. Therefore, during a 3 credit internship a student can be expected to complete 180 hours on site. Students who have completed half or more of the program requirement courses and have a 2.0 or higher grade point average can apply for an internship. Students interested in the internship experience can learn more and apply online at: <http://www.hagerstowncc.edu/student-services/internships-clinical-education>.

On-Line Job Board*

[College Central Network \(CCN\)](http://www.collegecentral.com/hagerstown) is an on-line job board available to HCC students and alumni to assist them in their search for employment. CCN features local and national job postings, a resume' writing tool, a portfolio option, and information on resume' and cover letter writing, interviewing skills, job search tips, networking, and professionalism.



Student Services Lab*

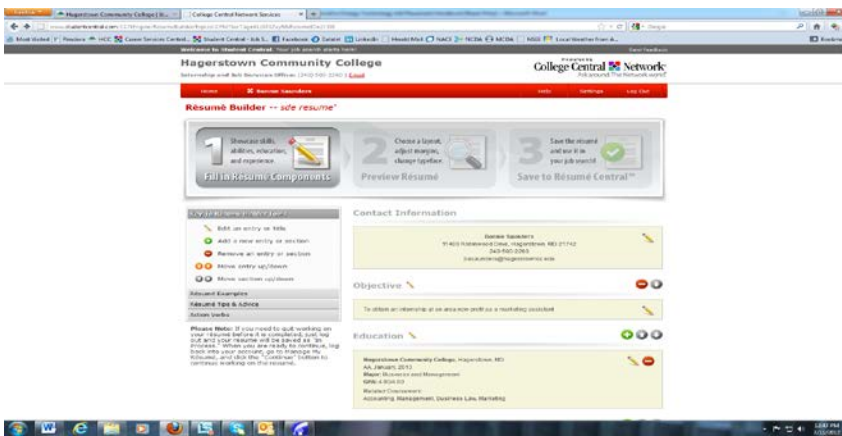
The Student Services Lab provides computer access for the job search process. Student Ambassadors are available to provide peer to peer support and assistance with College Central Network. The lab is located in the Administration Building, room 900 directly across the hall from the Internship and Job Services Office. Hours are 8:30 a.m. - 6:00 p.m. Monday-Thursday and 8:30 a.m.-4:30 p.m. Friday.



Resume/Cover Letter *

Recognizing that a well written resume is key to the job search, a variety of resources are available to assist students in developing their resume.

The CCN Resume Tool provides an easy to use format that enables students to answer questions and fill in the blank to develop a resume. Students can create a functional or chronological resume' and several different formatting options are available which allow students to personalize the resume and tailor it to highlight their specific skills set.



A Resume' critique appointment is also available to students who are interested in an opportunity to receive constructive feedback and suggestions on how to further enhance their resume. Appointments are available, Monday-Friday 8:30 a.m.-4:30 p.m. and other times as arranged. Contact Bonnie Saunders, Coordinator of Internship and Job Services, basaunders@hagerstowncc.edu or 240-500-2260 to schedule an appointment.

Interview Skills*

Mock interview appointments allow students the opportunity to practice and further develop their interviewing skills. Appointments are available 8:30 a.m.-4:30 p.m. and additional times as arranged. Contact Bonnie Saunders, Coordinator of Internship and Job Services, basaunders@hagerstowncc.edu or 240-500-2260 to schedule an appointment.

Job Search*

There are multiple resources available to assist students in their job search:

Job Boards- Job announcements are posted online via College Central network and on campus Bulletin Boards in the Administration Bldg. and the ATC. These postings highlight regional job opportunities and include instructions on how to apply.



[Energy Employers List](#)-a listing of regional employers in the alternative energy sector is a useful tool to help students seeking employment in this new field of study. The list includes direct links to the employer websites where students can learn more about the company and any relevant job opportunities.

Individualized Job Placement Plan-students can meet with the Internship and Job Services Coordinator to create an individualized plan for their job search. Contact Bonnie Saunders, basaunders@hagerstowncc.edu to schedule an appointment.

Networking*

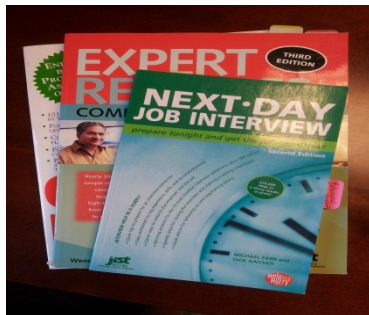
Networking opportunities include both formal and informal and in-person events as well as on-line. Students are encouraged to actively participate in networking events to gain further insight and develop industry connections. Opportunities for networking vary and are shared through the

Internship and Job Services Office, AET Program Coordinator, and AET Club. Examples of networking opportunities include: Go Green Expo, Green Drinks, GreenFest, LinkedIn, Twitter and Facebook Groups.



Additional Resources:

Books*: A lending library of reference books on career development topics such as resume' and cover letter writing, interviewing skills, job search tips, networking, and professionalism are available. Books are located in the Office of Internship and Job Services in ASA 801.



Workshops*: Workshops on topics such as resume' writing, job search, and interviewing skills are available. For more information contact Bonnie Saunders, Coordinator of Internship and Job Services, basaunders@hagerstowncc.edu

Job Fair*: The College partners with the local One Stop Job Center and Herald-Mail to coordinate fall and spring job fairs. These fairs provide an opportunity for students, alumni, and area residents to meet with prospective employers. Resume' review is also made available through the local One Stop partner as a free service.