Academic and Career Enrichment Center (ACE)

ACE: Current Services
2018
Who is ACE?

Directed by Dr. Julie Cosimo, the Academic and Career Enrichment Center (ACE) supports students’ academic, personal, and professional development through services including individual coaching, creative programming, and collaboration with students, alumni, faculty and employers.
What is ACE?

• Academic Support
• Accommodations services
• Career Enrichment
What is ACE?

www.ben.edu/ace
D2L ACE Lounge

Found under “ongoing” tab
Learning Specialists are located in Goodwin 214.

**Academic Support**

- **Carol Fendrick, Ph.D.** – Science Learning Specialist
  
  Teaches classes in the general chemistry sequence. Provides one-on-one assistance to students for science courses by appointment.

- **Hillary Holecek, M.S.** – Math Learning Specialist
  
  Teaches math and statistics classes. Provides one-on-one assistance to students by appointment.

- **Anne Marie Smith, M.A.** – Writing Learning Specialist
  
  Teaches writing classes for students needing extra help in writing. Provides one-on-one assistance by appointment for class papers, personal statements, and scholarship essays.

- **Danielle Bank, M.S.** – Learning Specialist
  
  Assists students who receive early warning notices (EWNs), are on academic probation, have or are seeking accommodations or want help with study skills. One-on-one assistance is available by appointment.

- **Jennifer Golminas, M.A.** – Coordinator of Special Services
  
  Provides accommodations services to students with disabilities. Teaches Study Skills Workshops Series and Critical Reasoning course. Assists teacher candidates with licensure test preparation.
Academic Support

Peer Tutors (Goodwin 318)

• Upper classmen students who are majoring in the subject area and who have successfully completed the courses

• Must submit a resume reviewed by ACE staff and complete the interview process

• Must provide a recommendation from a relevant BenU faculty member

• Tutoring in many different disciplines such as biology, chemistry, physics, math, writing, accounting, economics, and psychology
Academic Support

Study Skills Workshops (12:30 pm on Tuesdays)

- Available to all students
- Required for students on academic probation
- Topics include:
  - successful study habits
  - time management skills
  - test preparation & test taking strategies
  - professional writing
  - stress management
  - choosing a career path

Target Workshops

- Specifically associated with courses
- Embedded with study skills building activities
**Academic Support**

**Textbook Lending Program and Father Kevin Textbook Award**
- Check out books in Lower Level of Library for a whole semester (*Lending Program*)
- May be eligible to receive funding depending on financial need (*Fr. Kevin*)

**Bridge to Success Program**
*(Based on academic profile)*

**Regular outreach to students:**
- on academic probation
- involved in Bridge to Success
- who receive early warning notices (*EWNs*)
Accommodations services

1) Students must self disclose.

2) Students must complete the Request Form and provide verification.

3) Verification documents and service request is reviewed by the Accommodations Review Team.

4) Student is notified of approved accommodations.

5) Students provide accommodations forms to faculty.

**NOTE**: Accommodations are not retroactive.
Accommodations services

• Based on ADA and Section 504 of Rehabilitation Act for people with a physical or mental impairment that substantially limits one or more of the major life activities of such individual.

• If a person has a disability he/she must with reasonable accommodation be capable of achieving the requirements of the program.
Commonly Provided Services

• Extended time for testing
• Quiet test environment
• Designated in-class note taker
• Modified or enlarged reading materials
• Audio textbooks
• Preferential classroom seating
• Test scribe
• Test reader
Commonly Provided Services

Goal:

• To provide equal access
• To level the field between the disabled student and those who are able

Not the goal:

• Alter fundamental program requirements
• Guarantee success
Common Conditions

- Learning disability
- ADD/ADHD
- Migraines
- Diabetes
- Autism Spectrum Disorder
- Concussion
- Panic disorder
- Hard of Hearing
- Visual Impairment
- Generalized Anxiety Disorder
- Major depression
- Multiple Sclerosis
- Bipolar disorder
- Car accident
- Crohn’s disease
- Seizure disorder
- PTSD
- Spina Bifida
Career Support

Career Advisors – by appointment or during walk-in hours
- Melissa Mouhelis: Assistant Director
- Lindsay Koriath: Adult and Alumni Specialist
- Lynne Schrott: Career Coordinator
- Career Peer Educators (CPEs)
- Graduate students

Career Counseling
- Use JobZology for Career Assessment – [ben.jobzology.us](ben.jobzology.us)
- Individual appointments with career advisors
- Assignments embedded in courses such as Writing 101

Career Exploration Class – “Vocational Exploration”
- Geared to Freshman and Sophomores to assist in self-discovery and in finding a suitable major and/or career path
- 8 week class starting in mid-Oct. of Fall Semester
- 1 credit hour

Benedictine University
Career Support

Virtual Career Centers & On-line Resources

• Benedictine Virtual Career Center: Job and internship postings, on-campus & off-campus interviews, events
• Illinois Small College Placement Association (ISCPA) site for job and internships postings and events
• BenU Alumni Network: online networking tool; students can connect with alumni of Benedictine for informational interviews, job shadowing, career advice and more.

Events and Programming
(Workshops, Networking Events, Career Fairs, Panel Discussions, Interviews, Classroom Presentations)

• Student Employment Fair: Date: TBA – First week of school
• Fall Internship and Career Fair: October 18, 2018
• Fall Interview Day (geared toward business majors) – October 10, 2018 - sponsored by The Illinois Small College Association (ISCPA)
• CareerFest – Date: TBA: Feb. 2019 - sponsored by ISCPA
The Illinois Cooperative Work Study Grant

- The Grant provides students an opportunity to participate in an internship opportunity while being paid $10.00/Hr.
- Requirement: Student has to be a resident of Illinois
- Samples of current internships covered by the grant
  - LITERACY DUPAGE - Client Reporting & Social Media/Marketing Internships
  - FOX VALLEY SPECIAL RECREATION ASSOCIATION DEVELOPMENT - Development Internship
  - HAPPILABS - Financial Analyst & Data Science Internships
  - PERNIX GROUP - Engineering-Related Internship
  - VILLA ST. BENEDICT - Internship in Assisted Living and Memory Care
Example of how undergraduate students progress through Career Development process

This sample student’s progress is broken down by year, but the order and timing of each of these steps can vary from student to student.

Freshman Year:

- Visits Career Center freshman year for a career assessment and counseling for help in choosing a major
- After a few sessions of career counseling, talking with professors, and informational interviews with alumni via the BenU Network, student decides to pursue a Communication Arts major
- Excels in classes she enjoys

Sophomore year:

- comes to Career Center for a resume and cover letter review to apply for a peer tutor writing position
- Participates in the Marketing Club on campus and writes for The Candor
Example of how undergraduate students progress through Career Development process

• Junior Year:
  • Finds an internship through the BVCC in public relations with a prominent Chicago media company
  • Does a mock interview with Career Advisor to prepare for the internship and gets the position
  • Develops her LinkedIn profile and connects with more people in her field

• Senior year:
  • Connects with more employers in her field through LinkedIn, performs informational interviews and job shadowing
  • Finds a second internship after meeting an employer at the Fall Internship and Career Fair

• Begins a full-time job after graduating
“Although I completed two internships by the time I graduated, as a result of participation in Benedictine’s Career Center events, I still wasn’t sure what field I wanted to start in, so I applied and landed a tax internship with PwC instead of a full-time job. After completing the internship in April of 2016, I was offered a full-time position.

I feel the Career Center played a big part in my success in landing my job. They assisted me in reviewing and updating my resume after I had new work experience and also helped me prepare for my interviews. I’m thankful to have landed a job with one of the big four accounting firms.”

Cynthia Rojas, BBA, Accounting, Dec. 2015
Financial Services Tax Associate, PwC
How Can Parents Help Students Succeed?

• Give your student time to figure things out on his or her own and make new friends. College is a big transition.

• Encourage your student to find out what resources are on campus. (ACE, Student Life, Student Groups)

• Encourage students to speak to professors if he or she has questions about course material.

• Join your student and the Benedictine Community for family activities. Your student will let you know what is important.

• Your student will come to you for all the things a young adult asks of a family. Listen and enjoy as your student develops as an adult.
Contact Us

Academic and Career Enrichment Center (ACE)
Goodwin 214
630-829-6041 (Michelle Schaefer, Office Assistant)
www.ben.edu/ACE