


Experiential Learning Opportunities

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Blast off to a new learning experience! The ERC—we're all about connecting students with real world experiences!



Are you looking for an internship, job shadow, practicum, or project? Look no further, the ERC can assist you! Contact Kay Schwob at ext. 4104 . Or stop by the ERC located in the lower level of Loew, suite 067 to schedule an appointment.

Not sure what you want to major in? Call Martha Smith in the Career Development office at ext 4040!

The Indiana INTERNnet is a great resource where you can search for internship opportunities throughout our state. Come to the ERC for registration information.

Business/Marketing **HCUED**

January – March

Responsibilities include direct mail to target industries, research and compile list of contacts, software will be provided. Help develop the mailing package and follow up with the business contact. Microsoft Office knowledge helpful.

Grant Writing

Good Shepherd Church Spring Semester

Responsibilities include grant exploration and writing opportunities for this historical church.

Biology or Rec. Management

US Army Corps of Engineers May - August, Paid

Responsibilities include traffic counter, visitor surveys, boundary line assistance, monitor flowage easement, monitor water regulation, exposure to maintenance.

Journalism

American Red Cross

J-term or spring semester

Responsibilities include creating quarterly newsletter with pictures using Microsoft office suite and Microsoft publisher, will direct student with ideas and topics, student will interview volunteers.

Accounting/Not-for-Profit

American Red Cross

February - April

Responsibilities include good understanding of accounting principles. Will transition from Quickbooks 2002 to Not for Profit edition 2005.

Journalism

Fort Wayne Business Journal

Jan—May

Responsibilities include writing a 1200 - 1500 word feature article with 5-6 sources, hard facts, prioritize articles, brainstorming sessions, Q & A article, several other articles as needed.

Publicity

Good Shepherd Church Spring Semester

Responsibilities include writing, editing, layout and design, including pictures using MS Office and MS Publisher.

Graphic Design

Fort Wayne Business Journal

Jan—May

Responsibilities include designing ads and magazine page layout. Software includes Freehand, Quark Express, Photoshop Illustrator.

Accounting

NICEP

Spring Semester

Responsibilities include researching tax code updates for certain estate planning strategies. Student would summarize and reference the tax code updates.

Marketing/Journalism

American Red Cross

Spring Semester

Responsibilities include creating newsletters, announcements, press releases, and post card reminders using Microsoft Office.

Human Resources

Hayes Lemmerz Wabash

Spring Semester, Paid

Responsibilities include implementation of a training procedure change throughout the entire plant and day to day HR functions.

Grant Writing/Not for Profit

Kids Campus

Spring Semester

Responsibilities include researching and writing various grants and funding in three areas.

Graphic design

HC Federal Credit Union

Special Project—Spring, Paid

Responsibilities include designing marketing brochure for a small credit union.

Accounting

Tower Bank

Spring Semester

Responsibilities include learning all functions and processes required of a Credit Analyst, utilize FAMAS spreadsheets, financial statements, and internal systems (Navigator) to update and provide various types of financial information.

Exercise Science

Public Safety Medical Services Summer 2005, Indy Area

Responsibilities include exercise testing, ECG interpretation and body composition analysis.

Recreation Management

Indiana Golf Association

Summer, 2005, Indy Area

Responsibilities include administering golf tournaments, arrange tee times, act as rules official, ranger and event supervisor at tournaments.

Finance

Hayes Lemmerz Wabash

Spring Semester, Paid

Responsibilities include fixed asset tagging and asset management, and various aspects of finance and purchasing function.

Business Management

Hayes Lemmerz Wabash

Spring Semester, Paid

Responsibilities include reviewing and updating the system processes to fulfill TS16969 requirements.

Marketing

HC Federal Credit Union

Special Project—Spring, Paid

Responsibilities include creating a marketing plan for this small business.

Marketing

Salamonie Interpretive Center

Spring

Responsibilities include creating a business plan for this unique small business.