



# CareerStreet

A Publication of the Career Development Center Macalester College

Vol. III - Issue 9 - February 27, 2006

*"It's time to start living the life we've imagined."  
- Henry James -*

## Did You Miss An Issue?

[See Previous Newsletters](#)



[PDF Printer Friendly Version of Newsletter](#)

## Hot Jobs



Find details on these opportunities on our web site under [Grand Avenues](#).

### Project Analyst Minnesota Historical Society St. Paul, MN Two-year, Full-time Project Position (subject to renewal) Deadline: 3/9/06

Assist with an information technology project. Serve as liaison w/project partners; develops project activities with project partners; facilitates selection of digital content and development of web-based applications; drafts reports for MHS staff, constituents and partners; manages project web site for dissemination of promotional and educational media and material to communicate project activities. Bachelor's Degree in American History or a related field.

### Research Technician MHC-CDC Boston, MA Full-time Deadline: 3/0/06

Work at the Dana-Farber Cancer Institute. Undergraduate degree in

## Counselor's Corner



### INFORMATIONAL AND MOCK INTERVIEWS

by John Mountain,  
Assistant Director Employer Relationships  
Career Development Center

As the old adage goes...practice makes perfect. This definitely holds true for interviewing. There really is only one way to improve your interviewing skills and that is to **Practice!**

The key to your interviewing success is to get that experience without using real interviews as your training ground. Two non-threatening ways to get that experience are **informational** and **mock** interviews.

**Informational Interviews:** As the name implies, informational interviews are meant to provide you more information about a particular organization or position.

Potential informational interviewers include:

- Alumni that now work in the industry/organization you are targeting
- Contacts from professors
- People from local/regional/national associations that are related to your career interests
- Family/Friends

You need to take charge of the

## Macalester at Work by Eileen Fitzpatrick, '06 CDC Student Staff



**Ariel Dumas  
Macalester Class of 2005**

Ariel Dumas '05 graduated last May with German and Theater double majors. She currently works as a research assistant while doing as much acting as possible on the side. We asked her to share her perspective one year after graduation. Read on for her impressions of Twin Cities theater opportunities for Mac grads, how her time here has helped her in the real world, and life after Mac in general.

**CDC: What decisions did you have to make about your career upon graduating, and where did you go for help with those decisions?**

**AD:** Prior to graduation, I'd already decided to stay in the Twin Cities to

science and an interest in biomedical research. The laboratory studies mouse models of human diseases with a particular focus upon chromatin biology and its relationship to aggressive childhood cancers. They utilize state-of-the-art techniques in genetics, molecular biology, and cell biology.

**Research Assistant  
Abt Consulting  
Washington D.C.**

**Full-time**

**Deadline: 3/7/06**

Support an interdisciplinary team conducting research in support of both national-level environmental and natural resource programs. Carry out research, literature searches, and statistical and other quantitative analyses using databases and spreadsheets for projects encompassing one or more of the following topics: economic and financial analysis, industrial sector profiles, innovative pollution prevention and environmental management programs, health and ecological risk assessment, outreach and training programs, and general environmental policy and program support.

**Research Associate  
Nakoma Capital  
Management, LLC  
Madison, WI**

**Full-time**

**Deadline: 3/9/06**

Firm is in specialized area of investments and highly-regulated by the SEC. Conduct directed analysis of companies for firm's portfolio managers, summarizing and highlighting key insights from Wall Street reports, company regulatory filings and industry sources.

**USDA Foreign  
Agricultural Service  
International Internship**

interview. Don't just go in and ask "tell me what you do." Remember:

- Be able to answer the question, "Why you are interested in this organization/field/specialty?"
- Ask specific information about the organization so you can get a better idea if it is a good fit for you.
- Don't assume your informational meeting will lead to a job/internship offer from this organization.
- Ask if there are other people he/she thinks would be good for you to meet with.

**Mock Interviews:** Also known as "Practice" interviews, have the same feel as a real interview, but are designed to provide honest feedback on your interviewing skills in a less threatening environment.

Potential Mock interviewers include:

- CDC Career Counselors
- Current/former supervisor
- Family friend who is an experienced interviewer

Things to think about are:

- Treat it just like a job/internship interview.
- Prepare the interviewer on what type of organization/position you are pursuing.
- Ask for direct feedback. Specifically on content of answers, presence, areas for development, etc.

Make sure that the person you select is willing to give you honest feedback. The last thing you want is someone who is only going to tell you the positive things when there are areas that need to be developed. In that scenario, you might be making the same mistakes over and over again. Let the interviewer know if there are certain areas/questions that you are struggling with. That way, the

pursue acting. It was a matter of wanting to take advantage of some of the great opportunities here and wanting to re-connect with some contacts in the community. It was also a financial decision; I wouldn't have been able to afford a cross-country move, and I'd also just been offered a full-time position at the place where I worked.

The decision to stay here and work was also based on talking with other professionals about how to balance earning an income with the pursuit of a theatre career. It was a relief to learn that holding a 9-5 job while still auditioning and performing is not only do-able here but also the norm for the majority of non-union actors. So, that's pretty much where I'm at right now. I really took to heart something that the Associate Artistic Director of the Guthrie, John Miller-Stephany, said when he spoke to our directing class. It was along the lines of, "Take the next year or two to work at a coffee shop, be in plays in the evenings, and do some soul-searching. After that, pursue professional training." I feel like this should apply to all recent graduates, regardless of major.

Additionally, and I'm going to insert this Absolutely Unsolicited Plug right at the beginning of this interview, the CDC has been invaluable in helping me to think about the future and possible career options, should I ever decide to stop doing theatre. Mary Emanuelson has been especially wonderful.

**CDC: Can you tell us a bit about your current position and how you found it?**

**AD:** I currently have a position as a research assistant at the Brain Sciences Center, which is located in the Veterans' Affairs Medical Center in Minneapolis. It's a job I got through an internal contact that I held seasonally during my last two years at Mac. I was lucky enough to be hired full-time after graduation. I assist several researchers in

**Program  
U.S. Embassy  
(90 Locations throughout  
the world)**

**Summer, Paid  
Deadline: 3/15/06**

The Foreign Agricultural Service's International Internship Program provides college students with the opportunity to live and work at an American Embassy overseas. Through work assignments, participants learn various aspects of international trade, trade policy, international relations, diplomacy, regional and cultural considerations, etc. Positions are available in Western Europe, Latin America, and Asia. The internship is offered every semester and summer for graduate students and upperclassmen. Requirements: Currently enrolled graduate or undergraduate student (must be a junior or a senior), a U.S. citizen and in good academic standing. People of color are encouraged to apply. Please see the application at the website below.

HYPERLINK  
[http://www.fas.usda.gov/admin/student/IIP\\_Brochure.pdf](http://www.fas.usda.gov/admin/student/IIP_Brochure.pdf)  
[http://www.fas.usda.gov/admin/student/IIP\\_Brochure.pdf](http://www.fas.usda.gov/admin/student/IIP_Brochure.pdf)

**Two Internship  
Opportunities with:  
NPCR (CURA)  
Minneapolis, MN  
Full-time  
Deadline: 3/9/06**

**1. Transportation  
Planning Internship-  
Audubon Neighborhood  
Association**

The Johnson Street business district is thriving. Recent new businesses have added parking pressure. The reopening of a movie theater in 2007 will bring people to the BD and

interviewer can ensure to weave those questions into the interview.

Finally, always remember to send Thank You notes to everyone that helped you out. Make sure you keep their contact information organized so you can keep in touch as well as update them on your search.

The CDC can help with these and other topics. Call 696-6384 today to make an appointment or stop by between 2-4 pm M-F for drop in hours.

**First Year Focus**

**JOB SHADOWING**

First Years - Ready to begin exploring the world of work, but not quite ready to jump into an internship? Take advantage of the upcoming semester break to focus on job shadowing for a few weeks!

What is job shadowing? It is an opportunity to spend a short amount of time (usually a day to a week) observing someone in his or her workplace. Get a feel for the daily job duties, characteristics and requirements of the job, work environment, challenges and opportunities involved in various types of work. Explore how you can connect your academic experiences with potential jobs and careers.

How do I go about arranging a job shadowing experience? Network, network, network! Talk with your friends and family, the staff at the CDC, alumni, professors, advisors and anyone else in your network that might know people working in the types of jobs or organizations that you are interested in. Once you have identified the appropriate people, contact them by phone, e-mail, or letter and explain that you are seeking job shadowing experiences and the reasons why are interested in shadowing them or their organizations. Arrange for a date/time that works well and ask what type of attire is appropriate for you to wear.

analyzing and organizing their data, which mostly consists of MEG and MRI scans.

**CDC: You co-starred in one of the City Pages' ten best plays of 2005. How often do you get to act and how much would you like theater to be a part of your career?**

**AD:** Well, thank you. I felt really lucky to be involved in a production that went off so well and got such great publicity; it was a wonderful experience. It's truly an ongoing goal (and mental-health necessity) for any theatre professional to be constantly working on something. So, while I'm not in any plays right now, I'm keeping busy with voice lessons, auditioning for things, and this dance workshop at Patrick's Cabaret. It involves choreography and improvisation using a structural apparatus (furniture, pilates balls, trapeze) as one's dance partner. Let me tell you, folding chairs are pretty cruel and unforgiving when body-checked. The workshop culminates in a show which goes up on March 17th and 18th at Patrick's.

**CDC: How did you decide on your undergraduate major(s)?**

**AD:** Okay, I really think I chose my major(s) in an ideal fashion, so I'm just going to lay out the steps in a handy, numerical list:

1. Take as many different classes as you can during your first couple of semesters.
2. Vaguely head in one academic direction. Perhaps a direction your loved ones suggested while you were applying for college, for example.
3. Then take a huge step back and ask yourself, "Wait, what would I spend all my time working on, if I had all my daily assignments completed? Is there an extra-curricular I would gladly forgo sleep and other frivolities to pursue? Am I already doing this?" Then think

many of them will come by car. Parking is anticipated to spread to the adjacent residential streets. The research project will provide a baseline measure of parking resources and utilization. Subsequent surveys could then be done to measure the impact of new uses and strategies.

**2. Housing Inventory and Analysis Internship-Bottineau Neighborhood Assoc.**

**Minneapolis, MN**

**Full-time**

**Deadline: 3/9/06**

The Bottineau Neighborhood Association (BNA) is the 10 year old citizen participation organization recognized by the City of Mpls. The focus of our work is housing and environmental programs. BNA is seeking assistance to complete a comprehensive inventory and analysis of the housing stock in the neighborhood for two main purposes. The first is to gather data that will be used in a Neighborhood Master Plan. The second is to provide data, analysis, and recommendations for community developed Housing Design Guidelines. Both of these are important as (re) development pressures are increasing in the neighborhood which has a significant amount of available land for its size, and much of the reinvestment in existing housing stock lacks consistency.



**On-Campus Recruiting**

What do I do while I am job shadowing? Your role is to observe and ask questions while doing your best not to interfere with the daily routine of the individual you are shadowing. For a list of helpful questions to ask during your job shadowing experiences, click on the link below:

<http://www.dpi.state.wi.us/dpi/dlsis/let/lejobque.html>

What do I do after the job shadowing experience? Send a thank you note to the individual(s) you shadowed and if appropriate, maintain contact with the person(s). At some point down the road you might decide that you want to do an internship or even get a job with the person or at the organization where you shadowed.

**Sophomore Syllabus**

**“MAJOR” DECISIONS**

It’s that time of year again. Even though you may just be getting into the swing of the new semester, registration for Fall is fast approaching. For sophomores, this is a particularly significant event because it means that you will be declaring your major and charting out the rest of your academic career. If you are still confused about your options, perhaps you should think about whether you are asking yourself the right questions. Rather than “what can I major in?” or “what can I do with this major?” maybe you should start with questions such as “who do I want to be?” and “what do I really want out of my life?”

The major you choose should be a reflection of your interests, values and abilities. Rather than picking a major that you think will lead you to a specific job, consider choosing a course of study that you are passionate about, and that contributes to your development as a unique individual. The beauty of a liberal arts degree is that any major allows you to develop transferable skills that are marketable to employers. But your major is just one piece of the puzzle – the rest is made up of the electives you choose to build your skill

about how your answer matches up with what you've intended to study.

I started out at Mac thinking I would be an English major. Then I thought, "Okay, I will be an English major. As long as I can have my one Theatre and one German course each semester." So, it ended up being a clear decision. It also helped to realize that what they say is true; many do not end up working in their major's field. So why not study something that absolutely fascinates you?

**CDC: How do you feel that your Macalester majors or education in general are helping you in your first year out?**

**AD:** Well, the Macalester degree still definitely gets an approving "hmm!" when meeting new people. That's been nice. Also, the Macalester theatre and dance alumni are a pretty notorious bunch in the Twin Cities performing arts scene. I've had auditions where the director and I have chatted about Mac professors we've both had, or artists we both know through Macalester (designers, directors, and choreographers). And, possessing a German Studies major (and its accompanying study-abroad experience) has also been helpful in standing out among other actors or applicants.

But in general, the aspect of my education that has been the most useful in this first year out is the diversity of its components. I was not only fortunate enough to be able to schedule in the classes for two majors (which can be impossible at other schools), but I also was able to study abroad, gain basic office-administration skills, volunteer, start up a student org, learn about marketing the performing arts, and plan events of all sizes. Which mostly involved calculating how much dance floor Olin Rice can hold and figuring out how to wrangle an electric punch-fountain, but still, all valuable experience.

**CDC: Do you have any advice**

To access a list of the most current on-campus employer presentations, information tables, resume deadlines and interview dates go to:

<http://www.macalester.edu/cdc/recruitcurrent.pdf>

## Upcoming CDC Events

### Minnesota Private College (MPC) Job & Internship Fair

**Tue., February 28**

9:00 a.m.-5:00 p.m.  
Minneapolis Convention Center

### Minnesota Private College (MPC) Job & Internship Fair

**Wed., March 1**

9:00 a.m.-5:00 p.m.  
Minneapolis Convention Center

### Choosing a Major Wed., March 1

4:45 -5:45 p.m.  
Kagin 1st Floor

### Choosing a Major Wed., March 8

4:45 -5:45 p.m.  
Kagin 1st Floor



## Beyond the Piggy Bank

The Career Development Center and Financial Aid Office have teamed up to provide you with information on managing our personal finances. We hope you find the information useful. This newsletter's topic is:

***"The 401K (or 403b): The***

sets, the activities you engage in on campus, as well as the experiences you seek out through internships, part-time jobs, volunteer activities and study abroad. Therefore, choose a major that excites you. If you are passionate about what you are studying, you are more likely to get the most out of your education.

When pondering what major is right for you, consider asking yourself a few questions:

- Does this major match my abilities? My interests? My values?
- Does this major match my personality?
- Do I like the courses that are required for the major?
- Does the type of learning and assessment used fit with my personal style?
- Is there freedom for flexibility and creativity if I want it?
- Will I have freedom to take elective courses and do individual projects to build my skills and experience?
- Do I mesh well with the people in the department?

If you are still stuck, come participate in the Major Decision Workshop Series that the CDC is hosting every Wednesday from February 15-March 8th at 4:45 to 5:45 p.m. on the first floor of Kagin Commons. Or, make an appointment to meet with a career counselor one-on-one to talk further about your options. And remember, no decision is set in stone. Majors, like careers, can always be changed.

## Junior Jumpstart

### IT'S NEVER TOO EARLY TO...

- Get a good version of your resume set up.
- Explore grad/professional schools that you might apply to next year - research!
- Start networking with alumni -

## for students deciding what to do after graduation?

**AD:** I'm going to reiterate the point about relaxing and, if grad school's not your thing right now, maybe starting small with some bill-paying employment (which probably won't be your dream-job) and evening/weekend extra-curriculars that help you explore other possibilities. I feel like the two most common complaints among recent graduates (myself included) are that of feeling lost/aimless and that of having a hard time meeting new people. This can actually be pretty difficult to do outside of an academic setting, which is how most of us have made friends our entire lives. I've been very grateful for the theatre and dance activities that have helped me to make new social contacts. Some regular weekly activity where you're forced to interact with strangers, be it volunteering or a class or workshop or club, will help you feel more connected and less aimless after graduation. Because although I still regularly check out Facebook (and I say that in full confidence that I am NOT alone), it really only provokes wistful reminiscence.

## CDC: Where would you like to see yourself ten years from now?

**AD:** By that time, I'd love to have completed an MFA in acting at one of my top school-picks. I'd like to have performed at a few of the theatres I really admire, as well as have a handful of film and commercial credits under my belt. I also have a 10-year playwrighting plan that I mostly keep to myself. I could see myself working part-time at an arts non-profit while performing. Whatever happens, I guess it's most important to me that I'm still finding ways to be creative on a regular basis.

## The Bookshelf

**Greatest Perk "**

**Suggestion Box**



**THE VERY BEST QUESTION TO ASK BEFORE YOU START WORK**

Want to really impress your new employer? Ask if there are any materials that you can read or study before you start work. Not only will it give you a jump start on the work at hand, it will place you very favorably with your future employer as the kind of person who truly has "the kind of attitude that will go far in the company."

Even if you will be part of a formal training program, just the fact that you requested to go above and beyond will place you in good standing. And if they don't have any work-related materials, you might ask for a recommendation of outside reading (books, articles, etc.). It will be duly noted that you are a potential superstar in the making.

Source: CollegeGrad.com)

**What is the CDC?**

The [Career Development Center](#) is here to assist students in planning, articulating and applying their educational experience to meet their future goals. The office is located on the first floor in Kagin Commons, and offers [individual counseling sessions](#) with a career counselor, an extensive [career resource library](#), [job/internship listings](#) and opportunities from around the globe. The CDC resource library features: Information

do informational interviewing.

- Purchase a good, leather portfolio (you know, the folder kind of thing that has a pad of paper on one side and a pocket for papers on the other) - good professional look for any kind of interview or meeting.
- Shop for suits (both men and women) - now is a great time to get a winter suit on sale. Trust us, you *will* need one for something this next year.
- Research scholarships and fellowships - see Dean Ellen Guyer for some of the major ones (Carnegie, Watson, Rhodes, etc.)
- Set up an email address on Gmail or similar vendor with a simple address...time to let go of "lovedrminnesota" or something equally as clever. If you can do it, use your name. Example: [JohnPaulJones@vendor.com](mailto:JohnPaulJones@vendor.com). Easy to remember, clean, not embarrassing to have people send things to.
- Similarly, take the loud screaming music off of your voicemail on your cell phone... Keep it simple, easy to understand - you know, kind of boring (sorry).
- Start saving a little money for travel that you may want to do to check out grad schools, explore new communities, job search (news flash...not all employers will fly you in for interviews!). Also, GREs, GMATs, etc. are costly!
- Start talking to faculty/others about letters of recommendation for grad schools, employment, etc. Look into online services (we have a list) that manage these for you at a minimal price OR plan on keeping copies yourself. See us if you have questions.
- Software to master before you graduate - if you haven't already, learn PowerPoint and Excel. Secondly, something like Dreamweaver at a basic level for web page development. If you



**"How to Get Any Job With Any Major" by Donald Asher; Ten Speed Press, Berkeley, CA, 2004.**

One of the most difficult aspects of choosing a major is the commitment it implies. Once you've majored in the sciences, for example, is it possible to have a career in any other arena? How can you have as many options as possible for a career while at the same time choosing an area of study and sticking to it? In Donald Asher's "How to Get Any Job With Any Major," post-college issues such as these are discussed in a way that attempts to live up to the book's admittedly daunting title.

Asher's claim that "you can get any job with any major" is substantiated by stories, surveys, tips, strategies, and numerous useful tidbits that all point to one comforting idea: when you graduate from college, no job is sealed off to you forever just because of your major.

Along with several chapters of career-counselor advice to help readers find the major and career that would best fit their interests, Asher includes deeper and truly relevant ways to decide which kinds of occupational values, co-workers, and types of on-the-job satisfaction a recent graduate would seek out. Once a target job is chosen, tactics for realistically networking, job-searching, and interviewing are outlined in a way that actually reflects the employment market college graduates face after they're on their own.

The part of book that most reflects its title, though, are the dozens of true stories of graduates whose careers have little or nothing to do with their chosen major. Asher explains along the way that it is how you market yourself and your skills,

about Fellowships, [Internships](#) and [Job Postings](#); information on Companies and [Government Opportunities](#); pamphlets and materials on [resume](#) and [cover letter](#) writing; books on etiquette, [interviewing](#), [grad school](#) and the [job search process](#); and an extensive [alumni directory](#), sorted by career.

**Hours: 8 a.m.-4:30 p.m.  
Monday through Friday  
(Daily Drop-ins: 2-4 p.m.)**

**Macalester College  
Career Development  
Center  
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1600 Grand Avenue  
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E-mail:  
cdc@macalester.edu  
www.macalester.edu/cdc**

know these, you will never go hungry! And you'll use them in grad school, too.

- Take some time to reflect on where you've been, who's been there with you, and where you want to go. Carving out time to "make meaning" is essential both for learning and in creating a strong sense of self. Do it for you!

### Senior S.L.A.M.

#### CLEARNESS COMMITTEE - A DECISION-MAKING TOOL

Many seniors struggle with creating a focus for their planning of life after graduation. What kind of job/career, geographic location, grad school now or later, travel... There are all sorts of strategies for making the hard decisions that individuals face in times of transitions. One for consideration that you might not have heard of is a "clearness committee".

Clearness committee comes from the Quaker tradition. When one is faced with a decision, you pull together a half a dozen (or less) trusted friends to help you. This group of friends comes together as a group and, instead of giving you advice, spends an hour or two asking you honest, open questions to help you discover your own inner truth. "Why do you want to move to San Francisco?". "How would you feel if you didn't take a year off to travel?". "What are the three things that are most important for you to have in a career?" Questions are obviously specific to you and your decision but should be positive and probing and ask you to be truthful in your response.

Parker Palmer, educator and theologian, describes a personal clearness committee experience in his book, *Let Your Life Speak: Listening for the Voice of Vocation*, pages 44-46. (An amazing small book to read, BTW. Copies available to read in the CDC). It may provide a snapshot of the process. Lucy Forster-Smith, Chaplain, is also

regardless of what your resumé says, that will win you the career you want (or didn't even know you wanted) in the end.

A typical career takes up 100,000 hours of our lives. According to Asher, "that's a long time to be miserable." His conclusion is that you are never just stuck with a choice you made as an undergraduate; your opportunities in the job market are limited only to the number of career ideas you can come up with.

(Book reviewed by Katie Harger, CDC Student Staff. )

*(This book can be found in the Kagin Resource Center, Majors Section of the CDC resource library.)*

### Featured Article

#### "BUSINESS CASUAL" - DRESSING DOWN FOR SUCCESS

According to Kristen Kaleal, an image consultant who helps college students create a visual message that is consistent with who they are, what they do, and where they want to go in life, it can be very tricky interpreting the "business casual" workplace.

"Image yourself working in a 'business casual' environment. The guy in the cubicle next to you is dressed in old khaki pants, a sweatshirt, and old sneakers you'd wear on Saturday afternoon to do yard work. The young woman on the other side is wearing a sheer top, short skirt and looks like she belongs in a nightclub. It's another day in the land of the casually confused.

You've heard about business casual, but do you REALLY know what it means? If you don't, you're in the majority. It's definition is "a relaxed rendition of business dress." The tricky part is translating this to reality. A classic business suit brings

familiar with this tool.

So, if you get stuck while making a big decision, consider having your own "clearness committee" or at very least, remember that you have others around you who can help.



## Web Watch

### GRADUATE SCHOOL PLANNING TIMELINE

[www.Petersons.com](http://www.Petersons.com)

Whether you're in college or a working professional, finding the right grad program takes planning! Priority number one is that you stay organized. The more energy you invest now, the happier you'll be later.

To give yourself enough time, you'll want to start at least a year before you go. It's even better to give yourself two years! Check out the Peterson's web site at:

<http://www.petersons.com/gradchannel/file.asp?id=910&path=gr.gs.planning&sponsor=1>

### Featured Fellowship



[The Benjamin A. Gilman International Scholarship](#) was created in 2001. This congressionally funded program is offered through the Bureau of Educational and Cultural Affairs of the U.S. Department of State and is administered by the Institute of International Education. This program offers a competition for awards to defray the cost of studying abroad, for US citizen students who are receiving federal Pell Grant funding.

instant credibility and authority to the wearer. In a more relaxed business casual environment, you certainly want to convey those same qualities, but it becomes a little more complicated.

The business casual phenomenon started in the early 1990's when employers began to forego the standard shirt and tie opting for 'Casual Fridays' allowing employees to wear slacks and a dress shirt, minus the tie. The company's idea was that this would lead to improved morale, increased productivity, and greater job satisfaction. Within the decade, many companies were abandoning a formal dress code altogether in favor of business casual every day of the week.

In reality, this confusion can foster some negative effects, such as an overly relaxed attitude toward work and decreased productivity. Add to this the fact that no one seems to know exactly what clothing is appropriate for a business casual environment.

A dress code usually covers all the things you are not permitted to wear to work. While every company's standards differ, there are some perennial list-makers like shorts, athletic wear, spandex, tennis shoes, jeans, and anything stained, soiled, or torn.

If the rules for office dress aren't well defined, each individual tends to interpret them in his or her own way. People tend to get lazy and begin dressing at the lowest common denominator. If your goal is career advancement, you can rise above the mediocre by dressing at least one level above your current position. If your boss wears a jacket, you should wear one too, even if you choose to take it off and hang it behind your chair as soon as you walk into the office. You'll have it in case you need it. If your boss is a slob, find someone else in a position of authority whose style you can

Number of Awards:Varies  
 Length of Award: Semester or Academic year; preference given to academic year participants. Eligibility: U.S. Citizenship; Good academic standing; recipient of the federal Pell Grant funding during the academic term of application; Multi-country tours and programs are not eligible. Value of Award: Up to \$5,000.

Application Process: Complete application (including both financial aid and study abroad advisor portions) and current official transcript sent to the Institute of International Education (IIE). Application form and instructions available online on the IIE web site:  
<http://www.iie.org/programs/gilman/overview/overview.html>

For a complete list of all scholarship opportunities go to:  
<http://www.macalester.edu/academicprograms/scholar.html>. The Dean of Academic Programs, [Ellen Guyer](#), (651) 696-6036, coordinates the Macalester application process. Be sure to talk with her if you are interested in applying for the scholarships.

emulate.

In the workplace, what you wear can either build your credibility or take it from you. Credibility builders include long sleeved shirts, blazers, sport coats, and wool slacks, which are a more elegant choice over khakis. And don't forget the details! Keep your shoes in good shape, tuck your shirt in, and if your pants have belt loops, by all means wear a nice belt! Socks and hosiery are also expected attire in a biz casual workplace. And, always iron your clothes!

Credibility robbers include, but are not limited to, wrinkled clothing and showing too much skin. The more skin you show, the less credibility you have. This includes tank tops, spaghetti straps, low-cut tops, and very short skirts.

To prevent business casualties, start by placing more emphasis on the "business" and less on the "casual." Ask yourself if each article of clothing you wear brands you as a credible professional ready to move up the ladder of success. If not, save it for evenings and weekends."

(Source: JobPostings, February 2006, p. 24.)

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February 27, 2006