

CAREER DEVELOPMENT AT SOUTHWEST “10 Steps to Success”



- Explore Your Options
- Get Prepared
- “Test-Drive” Your Career

While You Complete Your Education

CAREER SERVICES

www.southwest.tn.edu/career-services/

Welcome to Career Services!

Our goal is to empower students to proactively plan their futures by providing the resources and support needed to explore, choose, and develop their careers while gaining knowledge and skills in the classroom.

This guide reveals the competencies employers look for and 10 steps to help students master them!



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TIP:

Time Spent Planning Your Career Can Help You:

- Identify career options that match your interests and strengths
- Set clear career goals
- Stay motivated through tough times because you know the opportunities you'll have when you graduate

NOTE: The "TIPS" in this guide can help boost your success!

Are you “Career Ready”?

COMPETENCIES EMPLOYERS WANT

Employers are looking for students and graduates who are “**Career Ready**” and have competencies and strengths in the areas below.



As you complete the “**10 Career Development Steps to Success**” outlined on the next few pages, you’ll be building these competencies!

<p>CAREER & SELF DEVELOPMENT</p> <p>Proactively develop oneself and one’s career, have awareness of one’s strengths and weaknesses, able to navigate career opportunities and and networking.</p>	<p>COMMUNICATION</p> <p>Communicate ideas clearly, public speaking skills, able to express ideas to others, can write and edit letters and memos</p>	<p>CRITICAL THINKING</p> <p>Exercise sound reasoning to analyze issues, make decisions, overcome problems and obtain/interpret knowledge and facts</p>	<p>TECHNOLOGY</p> <p>Ethically leverage digital technologies to solve problems, demonstrate effective adaptability to new and emerging technologies</p>
<p>EQUITY & INCLUSION</p> <p>Respect and value diverse cultures and races, demonstrate openness and sensitivity with all people, understand differences</p>	<p>LEADERSHIP</p> <p>Leverage the strength of others to achieve common goals, use interpersonal skills to coach and develop others, able to manage Emotions and motivate others</p>	<p>PROFESSIONALISM</p> <p>Demonstrate accountability, punctuality, time workload management, demonstrate integrity and ethical behavior</p>	<p>TEAMWORK</p> <p>Build relationships with colleagues and customers, work within a team structure and manage conflict</p>

Adapted from the National Association of Colleges and Employers (NACE) Career Readiness Competencies

10 CAREER DEVELOPMENT STEPS TO SUCCESS

Steps 1-6

Each semester there are things you can do to prepare for your future career. We've identified "10 Career Development Steps to Success" to help keep you on track while you explore, choose, and prepare for a rewarding career!

Note: The timeline here is based on full-time enrollment; however, it can be adjusted for part-time students. The step order listed is a general guide, but can be adjusted to best fit your goal. It is more important to complete all steps than to do them in the order provided.

1-30 credit hours

1ST SEMESTER

Focus:
Career Choice & Exploration

Your journey starts here!



STEP #1

Know Yourself and Find Careers Best-Matched to Your Interests and Strengths; Take a Career Assessment

STEP #2

Get Professional Coaching; Discuss Your Ideas, Assessment Results, and Options with Career Services and Commit to Complete

STEP #3

Keep Track of Your College Accomplishments; Create an e-Portfolio

2ND SEMESTER

Focus:
Resume & Interview Preparation



STEP #4

Get "Career Ready"; Develop Your Professional Resume and Have it Reviewed by Career Services

STEP #5

Learn How to Market Yourself, Schedule a Practice Interview with Career Services

STEP #6

Build Your Communication Skills at the Career Fair While Engaging with Potential Employers

10 STEPS TO SUCCESS - CONTINUED

Steps 7-10

As you complete the “**10 Career Development Steps to Success**”, you’ll be developing your career PLUS building skills in competency areas that employers want, both of which will help you succeed after graduation!

The road to your future career starts here!

31-60 credit hours

3RD SEMESTER

Focus: Job Search & Finding Major-Related Work Experience



- Step #7**
Learn the Top Employers in Your Field & Develop Your Job Search Skills
- Step #8**
Practice Your Networking Skills at the Career Fair; Discover Internships & Jobs Related to Your Major
- Step #9**
“Test-Drive” Your Career; Complete an Internship, Clinical, Practicum, or Other Major-Related Work Experience

4TH SEMESTER

Focus: Bringing It All Together & Making Plans for After Graduation



- Step #10**
Make Plans for AFTER Graduation; Meet with Career Services for Resources, Guidance, and a “Career Check-Up”

NOTE: If you still have some “Steps to Success” to finish, plan to complete them this semester

**Congratulations!
You did it!**

STEP #1:

Know Yourself and Find Careers Best-Matched to Your Interests and Strengths; Take a Career Assessment

Some students start college with a specific career and major in mind, while others are undecided. Either way, it's a good idea to take a career assessment to identify your top matches PLUS learn important details about those of interest. We offer the free 5-minute **Career Coach assessment**.

How to take the **CAREER COACH** assessment:

- Visit: <https://southwest-tn.emsicc.com>
- Select the **blue** "sign up" link to create an account and save your results
- Select "Take the Assessment"
- View your results to see your work personality type (Holland Code) and top career matches described below.



Holland Code / Work Personality Type

Your Top Career Paths

Dr. John Holland believed that people are most likely to choose satisfying work if they do something that fits their personality type. He identified the six types below which include: **R**ealistic, **I**nvestigative, **A**rtistic, **S**ocial, **E**nterprising, and **C**onventional.

Your Career Coach results also identify the career groups or clusters best-suited for you.

See your Career Coach assessment results to learn YOUR top three types or "Holland Code".



16 MAJOR CAREER CLUSTERS

- Agriculture, Food & Natural Resources
- Architecture & Construction
- Arts, Audio/Video Technology & Communication
- Business, Management & Administration
- Education & Training
- Finance
- Government & Public Administration
- Information Technology
- Health Science
- Hospitality & Tourism
- Human Services
- Law, Public Safety, Corrections & Security
- Manufacturing
- Marketing, Sales & Service
- Science, Engineering, Technology & Math
- Transportation, Distribution & Logistics

TIPS:

On your Career Coach profile page, scroll down and select "View Career Matches" to see your top matches and learn about daily duties, required education, regional wages, outlook, prospective employers, live job listings and more! To log back into your account, go to: <https://southwest-tn.emsicc.com> and enter your username and password.

STEP #2

Get Professional Coaching to Discuss Your Career Options, Goals, and Future Plans

KNOWING
YOURSELF



KNOWING
CAREERS



INFORMED
DECISION

With so many options, choosing a career can be a challenge for some students. To simplify the process, all students are advised to meet with Career Services during their first term of enrollment. Career Services will review your assessment results, show you how to learn more about careers that interest you, share employer insights and more!

Schedule an Appointment with Career Services (3 Options):

- 1) Use the Navigate application at: <https://swtn.navigate.eab.com>. Once logged in, select "Career Services" as the care unit and follow the prompts to choose your appointment time.
- 2) Email Career Services at: careerservices@southwest.tn.edu
- 3) Call Career Services at: 901-333-4180

Appointment Formats:

Career Services can meet with you by phone, email, Microsoft Teams, Zoom, or on campus.

TIPS:

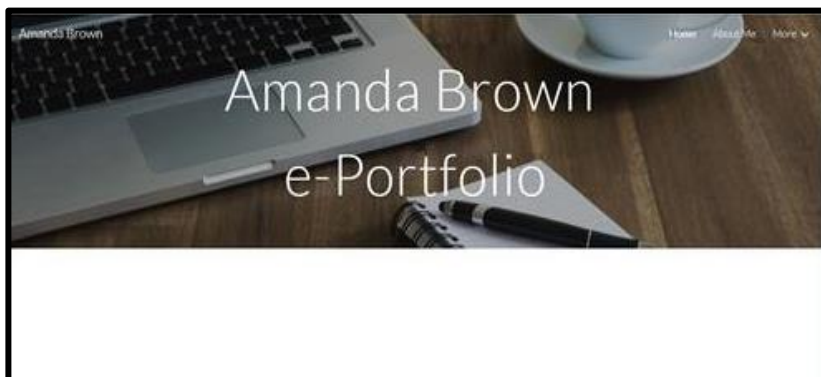
- In addition to Career Services, your Professional Academic Advisor and Faculty Mentor can provide career guidance.
- [Saluji Degree \(tn.edu\)](#) provides access to student's academic history and current degree program. **Students can view "What-If" audits** to see their academic history applied to different degrees.
- Your goals become more real when you put them in writing; <http://www.southwest.tn.edu/commit-to-complete/>
- When you spend time planning your career, you are investing in YOURSELF...and your future!

STEP #3

Keep Track of Your Accomplishments; Create an e-Portfolio

An electronic or **e-Portfolio** is a great way for students to keep track of academic achievements, club involvement, leadership experience, and volunteer activities while they are enrolled in college.

To start building your e-Portfolio using Google, visit: [e-portfolio.pdf \(tn.edu\)](#) for step-by-step instructions.



TIPS:

Your e-Portfolio should be built over time. Add new content each semester to record your new experiences, projects, and activities.

Some of the information you include in your e-Portfolio can also be used to build your resume when you get ready to apply for a job or internship.

STEP #4

Get "Career Ready"; Develop Your Professional Resume & Have it Reviewed by Career Services

Resume Basics & Samples

A resume is a one (preferred) or two-page document summarizing your **relevant** skills and qualifications that you share with an employer when applying for a job. A well written resume helps you to:

- create a positive first impression
- stand out from the crowd
- showcase your written communication skills
- get an interview!

SAMPLE RESUME: student applying for an internship

Shalonda Williams

297 Crossway Street, Apt. #18, Cordova, TN 38136
901-433-42219 swilliams@gmail.com
Linkedin.com/in/shalondawilliams

PROFILE

Detail-oriented Computer Information Technology major looking for an internship that utilizes my hardware and software skills and education.

QUALIFICATIONS

- PC Hardware/Software Troubleshooting & Repair
- Dependable, Quick Learner, Critical Thinker
- Basic Network Security, Unix/Linux OS, HTML & CSS Skills

EDUCATION

Southwest Tennessee Community College, Memphis, TN
Pursuing A.A.S. Computer Information Technology
Networking concentration; GPA: 3.5

Related coursework completed:

Computer Applications	A+ Hardware & Software
CCNA I & II	Network Security
Unix/Linux Operating Systems	Beginning HTML & CSS

WORK EXPERIENCE

Target, Bartlett, TN

Lead Stocker (March 2018 to present)
Provided leadership to team of 5 associates in restocking merchandise for the electronics department. Assists with inventory tracking and theft prevention.

VOLUNTEER EXPERIENCE

Provide Technical Support to patrons at the Main Library

REFERENCES

Provided upon request.

SAMPLE RESUME: new graduate looking for a full-time job

ANDRE JACKSON

2241 Blue Sky Lane • Memphis, TN 38000 • 901-123-4567
ajackson@yahoo.com
Linkedin.com/in/andrejackson

PROFILE

Compassionate, resourceful Physical Therapy Assistant graduate seeking a position that utilizes my education and clinical experience.

SKILLS SUMMARY

- Experience Using a Variety of Physical Therapy Techniques
- Strong Patient Care, Communication, and Teamwork Skills
- Ability to Safely Lift, Transfer, and Position Patients

WORK EXPERIENCE

Baptist Healthcare Rehabilitation Associates, Memphis, TN

PTA Intern (10/2019 – present)

Assist in patient treatment through prescribed exercise regimens and strength training programs. Document patient progress and make observations on range of mobility. Communicate with physicians, nurses, related therapy providers, and case managers to provide total patient care.

Hanson Physical Therapy Services, Memphis, TN PTA Intern (8/2018-12/2018)

Prepared patients and treatment rooms for physical therapist. Demonstrated correct usage of equipment and exercise routines as part of patient instruction.

EDUCATION

Southwest Tennessee Community College, Memphis, TN

A.A.S. Physical Therapist Assistant, May 2020
Cumulative GPA: 3.6

University of Tennessee, Knoxville, TN

Completed 30 credit hours toward B.S. degree in Biology

VOLUNTEER EXPERIENCE

St. Jude Marathon, First Aid Volunteer

REFERENCES

References and portfolio provided upon the reviewer's request.

TIPS:

To help your resume get noticed by Human Resources and electronic **applicant tracking systems (ATS)**, tailor it to each position you apply for. Do this by printing the job description and **highlighting** key requirements and skills, also known as **"keywords"**. Be sure to include the **"keywords"** and any other **relevant** information on your resume. Keep your resume one to two pages in length and use an easy-to-read font like Arial, Tahoma, or Times New Roman in size 11 or 12 font.

STEP #4 (continued):

Get "Career Ready"; Develop Your Professional Resume & Have it Reviewed by Career Services

Create Your Resume



Use [Optimal Resume™](#), a free online resume-builder to see samples and create your custom resume.

- Visit <https://southwest-tn.optimalresume.com/>
- Select "NEW USER"
- Enter **your southwest email address** to request a system password
- Use the password sent to your Southwest email to create your Optimal Resume account
- Browse resume samples by industry and get started creating your own custom resume

Cover Letters

A cover letter is sometimes requested by employers along with your resume and job application. In your cover letter, include the position you are interested in, how you learned about it, and your skills/qualifications/experience highlights that are *relevant to the position*. If you are transitioning into a new career, a cover letter is a great place to explain this.

SAMPLE COVER LETTER

MARKUS RANCH

224 Hwy 9 South, Byhalia, MS 38611 • 123.456.7890 or 901.333.1234 • mbranch3415@yahoo.com

November 12, 2021

Mr. Juan Jimenez,
Human Resource Director
Clifton College
5983 Tall Oaks Blvd.
Memphis, TN 38134

Dear Mr. Jimenez,

It is with great interest that I reply to your advertisement with Southwest Career Services for a Transcript Analyst. I believe that both my experience and skills are a perfect match for the position as highlighted below and on the enclosed resume:

- 3 Years' Experience Assisting the Registrar as a Student Worker
- A.A.S. Degree in Administrative Professional Technology
- Strong Microsoft Word, Banner, and Office Organization Skills
- Dedicated, Detail-Oriented, Problem Solver Who Enjoys Helping Others

I look forward to the opportunity to meet with you to discuss how my previous experience, strong organization and communication skills could benefit your organization.

Thank you for your time and consideration.

Respectfully,

Markus Ranch

Attachment

TIPS:

Before you send your resume and/or cover letter to an employer, have Career Services proofread it for you!

Career Services can meet with you via phone, email, Microsoft Teams or Zoom.

STEP #5

Learn How to Market Yourself; Schedule a Practice Interview with Career Services

The saying that “you only have one chance to make a good first impression” is especially true during an interview. Whether it’s your first interview or your twenty-fifth, Career Services is here to help you get prepared and feel more confident with the process. The goal is to present a professional image while communicating to potential employers the skills, education, and experiences you’ve worked so hard to gain.

Interview Formats

Phone Interviews

Prior to scheduling an interview with job candidates many companies hold a phone or “screening” interview. Prepare for your call by watching [5 Phone Interview Tips to Master](#) from Monster.com.



Virtual or Online Interviews

With an increasing number of employers conducting virtual or online video interviews, it’s important to be prepared for this format. Some of the more common virtual platforms that are being used are Zoom, Skype, Go-To-My-Meeting, and Microsoft Teams. It’s a good idea to familiarize yourself with both the technical aspects of the platform along with some considerations that are unique to online interviewing as mentioned here: [Video Interview Tips for Job Seekers](#).

One-Way Video Interviews

One-way video interviews are increasingly popular with employers as an efficient way to screen job candidates. They consist of a short video recording of your answers to a few interview questions. Unlike a standard interview where you receive immediate feedback, you are only talking to your camera. This format takes a little getting used to, but one advantage is that you can rerecord your answers. For helpful tips, watch: [One-Way Video Interview Tips! - YouTube](#)

In Person Interviews

A little preparation can go a long way toward reducing interview day stress and ensuring that you come across in a professional manner. For practical and helpful tips from Indeed, watch: [Top Interview Tips](#).

Practice Interviews

If the thought of interviewing makes you nervous, you’re not alone. To help students feel more comfortable with the process and provide helpful feedback, Career Services offers “mock” or practice interviews in person and online. Visit <https://swtn.navigate.eab.com>, select “Career Services” as the care unit and follow prompts to choose your preferred day and time.

To make your mock interview as real as possible, we recommend that you arrive 15 minutes early, wear your interview outfit, and bring the following items:

- Printed copy of the job description that you are interested in applying for (or one that is similar) so we can customize your interview questions
- Printed copy of your resume

TIPS:

Do a practice run the day before your interview to make sure you know where you are going and how long it will take; plan to arrive at least 20 minutes early.

Interview like an All Star! Use your story telling skills and the **S.T.A.R.** (**S**ituation, **T**ask, **A**ction, **R**esult) method to answer behavioral questions during your interview. Visit: <https://youtu.be/mH3DaeJSwy4> for details.

STEP #6:

Build Your Communication Skills at the Career Fair While Engaging with Potential Employers



All students are welcome and encouraged to attend a Career Fair, even if they aren't currently looking for a job. Career Fairs are a great place to build your communication skills while learning about positions with a variety of companies all in one location! Events may be held on campus, online, or both.

Benefits of Attending a Career Fair:

- Meet with recruiters without the pressure of a formal interview
- Practice building communication skills in a positive and upbeat environment
- Learn information about employers and jobs related to your major
- Find an internship or job related to your career goal

To Maximize your Career Fair Participation:

- Get a good night's rest
- Dress in business attire
[\(Women\) From class to Career Fair outfit in 60 seconds-YouTube](#)
[\(Men\) From class to Career Fair outfit in 60 seconds-YouTube](#)
- Silence and put up your cell phone to avoid distractions
- Have a copy of your updated resume available to share with employers and a pen/paper to jot down notes
- Get a list of participating employers and the positions that they are looking to fill; circle those that you want to visit
- Get business cards (in person event) or email addresses (virtual event) from any employers you want to follow-up with and send them an email within two days
- Relax, smile, bring a positive attitude and some patience!



Do You Have “Soft Skills” and “Hard Skills”? Both are Needed to Perform and Advance in Most Jobs

	SOFT SKILLS	HARD SKILLS
What are they?	personal attributes and Interpersonal abilities	practical abilities and skills usually learned through practice and education
What are some examples?	communication, professionalism, teamwork, problem-solving, respect for others, leadership	computer repair, accounting, Excel, Python, AutoCAD, social media marketing, graphics manufacturing, CPR, rescue equipment
Why are they important?	helps you get the job	helps you get an interview
How can I develop them?	By completing the 10 Steps to Success in this guide along with your coursework.	

TIPS:

Highlight your **soft AND hard skills** in your resume, cover letter, and during your interview. Before the Career Fair, visit the website of companies you're interested in and jot down a few facts (products, locations, recent news) to include during your conversations with recruiters...they will be impressed!

STEP #7:

Learn the TOP Employers in Your Field and Develop Your Job Search Skills



FINDING TOP EMPLOYERS IN YOUR FIELD:

- A quick **Google search** for “logistics companies in Memphis, TN” or “hospitals in Olive Branch, MS” will produce a list of potential employers to work from.
- Visit **Career Coach** at: <https://southwest-tn.emsicc.com/> and type the title of the position you are preparing for, such as Paralegal or Nurse in the “search for careers” box. From the related positions that are shown, select the one closest to your career goal. Select the “employment” link underneath the title and scroll down the page to see a list of regional “companies posting jobs”. Visit the website of companies of interest.

DEVELOPING YOUR JOB SEARCH SKILLS:

- Customize your resume and cover letter for *each position* that you apply for
- Improve your marketing skills through a practice interview with Career Services
- Create a professional profile on **LinkedIn** <https://www.linkedin.com> and other networking sites to connect with recruiters. As your network grows, use your connections to help with your job search. [How to Make a Great LinkedIn Profile - 6 LinkedIn Profile Tips - YouTube](#)

JOB SEARCH SITES:

- **Handshake** – Visit www.joinhandshake.com and activate your account by logging in with your Southwest password. View jobs, internships, Career Fairs, and more!
- **Indeed:** <https://www.indeed.com/>
- **Jobs at Southwest:** <https://tbr.csod.com/ux/ats/careersite/12/home?c=tbr>
- **Jobs for TN:** JOBS4TN.GOV
- **USA Jobs:** <https://www.usajobs.gov/>



TIPS:

When creating your social media profile, be sure to select a photo that reflects a professional image, use good grammar, and check your spelling.

For an “insiders” look at businesses, **Glassdoor** <https://www.glassdoor.com/index.htm> has salary information and company reviews posted anonymously by employees and job seekers.

View Major Memphis Employers at: <https://memphischamber.com/welcome-to-memphis/work/major-employers/>

STEP #8:

Practice Your Networking Skills at the Career Fair; Discover Internships & Jobs Related to Your Major

Learn About Upcoming Career Fairs & Hiring Events: [Jobs and Career Fairs \(tn.edu\)](http://Jobs and Career Fairs (tn.edu))

Now that you've completed several courses in your major, it's a good time to find a position to use your new skills. If you previously attended a Career Fair, you know they are a great place to learn about internships and jobs related to your major and career goal. You can also practice your communication skills while networking with company recruiters interested in Southwest talent.



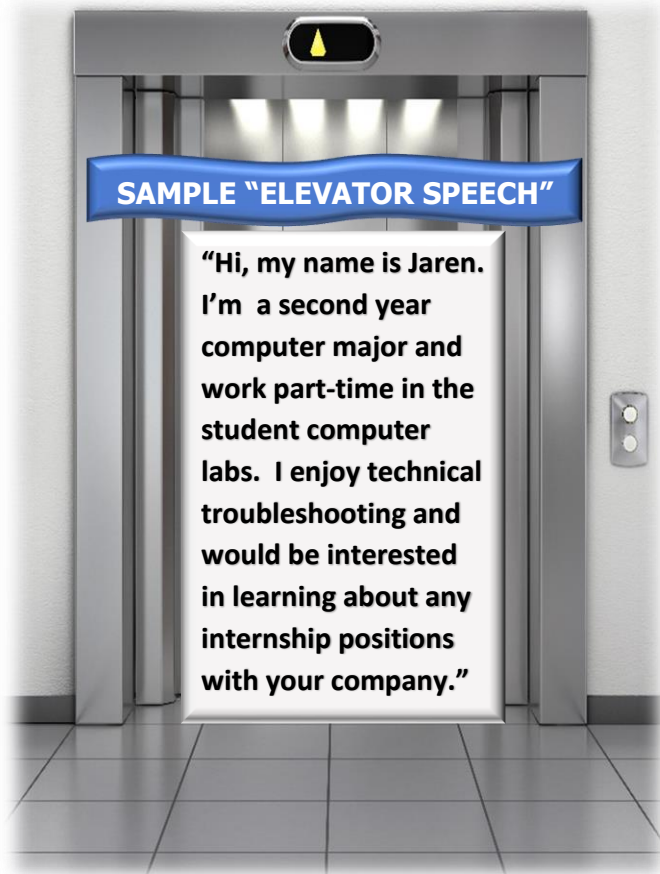
Making a Positive Impression:

- Bring several copies of your updated resume (see pg. 9)
- Dress in a business outfit

[How to dress for a Job Fair \(Women\)-Bing video](#)

[How to dress for a job fair \(MEN\)-YouTube](#) | [How to Tie a Tie-Full Windsor Knot-YouTube](#)

- Give employers your full attention by silencing your phone and removing your earbuds
- Practice how you'll introduce yourself using your 30-second elevator speech" which is a brief message or "commercial" about who you are, what you're looking for and how you can benefit an employer. [How to Describe Yourself in One Sentence](#)



"Thank you for the opportunity!"
"It was very informative, and I learned a lot"
"This was an amazing experience"

Would you recommend the Career Fair to others?
Yes = 99.21% No = 0.79%

TIP:

If you are getting ready to complete an Associate of Applied Science degree or Technical Certificate, Career Fairs are a great place to find jobs and internships related to your major!

STEP #9

"Test-Drive" Your Career; Complete an Internship, Clinical, Practicum, or Other Major-Related Work Experience



Gaining Work Experience BEFORE You Graduate

Students can gain real-world experience related to their intended career field, make valuable connections, develop professional skills, and build workplace confidence through the following options:

Practicum and Clinical experiences vary by academic program, but generally involve students applying theory and developing skills in the workplace under the supervision of practitioners and professors. These work experiences are required in many medical-related A.A.S. degree and Certificate programs and are usually not paid. Some programs require multiple clinical and practicum experiences. For more information, look at your degree requirements and contact the Department Chairperson.

Internships allow students to gain work experience related to their major and can be paid or unpaid. For more information, look at your degree map for requirements and contact Career Services or the Department Chairperson. You can also visit: [Internship Benefits, Requirements & Application \(tn.edu\)](#)

Federal Work-Study (FWS) positions provide students with financial support, contribute to the student's general educational and employment experiences, and help carry out the day-to-day operations of the College. Job opportunities are varied. Eligibility for a Federal Work-Study award is determined from your completion of the [Free Application for Federal Student Aid](#) (FAFSA). Learn more at: [Financial Aid: Federal Work-Study \(FWS\) Program \(tn.edu\)](#).

Volunteer Experience through the Southwest Center for Service-Learning & Civic Engagement allows students to use their skills and training to help meet local community needs. Learn more at: [Service Learning and Community Service \(tn.edu\)](#).

Job Shadow Experiences allow students to observe or "shadow" an individual who's already performing in a position that they are interested in learning more about. Contact Career Services for more information.

TIP:

Visit Handshake (www.joinhandshake.com) and sign in with your Southwest password to view internships, full-time and part-time jobs, hiring events, and more!

STEP #10:

Make Plans for AFTER Graduation – Meet with Career Services for Resources, Guidance, and a “Career Check Up”



“The beautiful thing about learning is that no one can take it away from you.”

B.B. King

If you are completing an Associate of Arts (A.A.) or an Associate of Science (A.S.) degree designed for *TRANSFER to a university*, have you:

- Attended Southwest Transfer Days to meet with representatives from a variety of universities?
- Researched and applied to universities with bachelor’s degrees that will prepare you for your chosen career?
- Applied for transfer scholarships at the college(s) you’d like to attend?
- Met with Career Services to discuss your next steps?

TIPS:

Career Services can help you with the letter of interest (why you want to attend) and resume most universities require as part of their application process.

Universities have Career Services centers, too! Be sure to visit them for information and access to internships, employer visits, and other career-related resources.

If you are completing an Associate of Applied Science (A.A.S.) degree or Certificate designed for *ENTRY into the workforce*, have you:

- Attended Southwest Career Fairs?
- Created your resume and had it reviewed by Career Services?
- Scheduled a mock interview to practice your interview skills?
- Started your job search?
- Met with Career Services for assistance in finding employment related to your major?

TIPS:

Career Services continually receives new full and part-time job listings available at: [Jobs and Career Fairs \(tn.edu\)](http://Jobs and Career Fairs (tn.edu))
Congratulations! In addition to the degree or certificate you’ve earned at Southwest, you’ve learned valuable “Career-Readiness” skills that will help you *throughout your lifetime!*

Getting Involved: Student Engagement Opportunities

There are a variety of honors, leadership, and academic-related organizations, mentoring programs, and special interest groups that foster student success at Southwest! Your participation is encouraged and can contribute to your **career development**. Visit: [Student Clubs and Organizations \(tn.edu\)](http://tn.edu) for a list.



Student Clubs, Organizations, & Special Interest Groups

Addiction Professionals of Tomorrow	Math Club
Alpha Beta Gamma (ABG)	Medical Lab Technology (MLT Mu Alpha Theta)
Alpha Sigma Lambda (ASL)	MOMS Achievement Center
Ambassadors	NAACP College Chapter
American Criminal Justice Association (Xi Omicron Xi Chapter)	Pep Club
American Institute of Architectural Students (AIAS)	Pharmacy Tech Elites
Baptist Student Union (BSU)	Phi Theta Kappa
Biotech Club	Pierian Society
Bowling Club	Psi Beta
Brother 2 Brother (B2B) (Student African American Brotherhood)	Radiology Club
Campus Activity Board (CAB)	Ragtime Players
Cheerleaders	Robotics Club
Chess Club	Science Club
Club of the Arts	Service–Learning & Civic Engagement
Dietetic Association	Sigma Kappa Delta, Chi Epsilon Chapter
Diversity Club	Society of Manufacturing Engineers (SME)
Gospel Choir	Southwest Mentors Advancing Retention, Teamwork, & Success (SMARTS)
Graphic Arts Technology (GART) Club	Southwest Pride
Hispanic/Latino Society	Student Government Association (SGA)
Honors Program	Student Newspaper – The Southwest Source
Hospitality Management Society (HMS)	Student Nursing Government Association
Information Technology Club.	Substance Abuse Professionals of Tomorrow
International Student Club (ISC)	United Christian Association (UCA)
Lambda Epsilon Chi (LEX) National Paralegal Honor Society	Student Veterans Organization (SVO)
Men on the Verge of Excellence (MOVE)	Women of Worth (WOW)

Did you know...Southwest has an office dedicated to **High Impact Practices (HIPs)** that contribute toward students' personal development and educational growth? They include: Advising, Certifications, First Year Seminars, Honors Education, Learning Communities, Mindset, Mentoring, Service Learning, Study Abroad, Technology Enhanced Learning, Undergraduate Research, and Work Based Learning. Learn more about Southwest HIPs at: [High Impact Practices for Students \(tn.edu\)](http://tn.edu)

Degrees and Certificates at Southwest

KEY

A.A. & A.S. Associate degrees designed for transfer to a university

A.A.S. Associate degrees that prepare you for employment

Technical Certificates (shorter programs) that prepare you for employment

Associate of Arts (A.A.) and Associate of Science (A.S.) Degrees; 60 credit hours

These programs are designed for *transfer to a university* upon graduation from Southwest

TENNESSEE TRANSFER PATHWAY DEGREES

Associate of Science (A.S.) Degrees:

Accounting Emphasis
 Biology Emphasis
 Business Administration Emphasis
 Chemistry Emphasis
 Criminal Justice Emphasis
 Economics Emphasis
 History Emphasis
 Information Systems Emphasis
 Mathematics Emphasis
 Nutrition & Food Science Emphasis
 Physics Emphasis
 Political Science Emphasis
 Social Work Emphasis
 Sociology Emphasis
 Teaching K-5
 Teaching Pre-K-3

Associate of Arts (A.A.) Degrees:

Criminal Justice Emphasis
 Economics Emphasis
 English Emphasis
 Foreign Language Emphasis
 History Emphasis
 Political Science Emphasis
 Social Work Emphasis
 Sociology Emphasis

Associate of Fine Arts Degrees:

Theatre Arts, Design-Tech Concentration
 Theatre Arts, Performance Concentration

UNIVERSITY PARALLEL TRANSFER DEGREES

Associate of Science (A.S.) Degrees:

Allied Health Science Emphasis
 Communication Emphasis
 Early Childhood Education Emphasis
 Engineering Emphasis
 General Studies Emphasis
 Health and Physical Education Emphasis
 Human Services Emphasis
 Music Emphasis
 Philosophy Emphasis
 Pre-Law Emphasis
 Psychology Emphasis
 Public Administration Emphasis

Associate of Arts (A.A.) Degrees

Art Emphasis
 Communication Emphasis
 Education Emphasis
 General Studies Emphasis
 Philosophy Emphasis
 Pre-Law Emphasis
 Psychology Emphasis
 Public Administration Emphasis
 Speech and Theater Emphasis

TN e-Campus (all classes online)

Associate of Science (A.S.) Degrees

Criminal Justice
 Teaching, A.S.T. (Associate of Science in Teaching)
 University Parallel, General Studies
 University Parallel, Teacher Aides/Paraprofessionals Preparation

Associate of Arts (A.A.) Degrees

Criminal Justice
 University Parallel, General Studies

Degrees & Certificates at Southwest - continued

Associate of *Applied Science* (A.A.S.) Degrees; 60 credit hours
 Technical Certificates; 16-43 credit hours

These programs are designed to *prepare you for employment* upon graduation from Southwest

Associate of Applied Science (A.A.S.) Degrees

Accounting

Administrative Professional Technology

- Business Office Concentration
- Legal Office Concentration
- Medical Office Concentration

Allied Health

Architectural Design Technology

- Architectural Design Concentration
- Civil/Construction Concentration

Automotive Service Technology

Biotechnology Technician

Biotechnology Technician, Forensic Science Technician Concentration

Business

- Banking and Finance Concentration
- Entrepreneurship & Small Business Mgmt. Concentration
- Human Resource Management Concentration
- Logistics/Transportation Management Concentration
- Quality and Productivity Concentration
- Business, Management Concentration

Computer Engineering Technology

Computer Information Technology

- Cyber Defense Concentration
- Networking Concentration
- Programming Concentration
- Systems Administration and Management Concentration

Criminal Justice

Early Childhood Education

Electrical Engineering Technology

Electronic Technology

Emergency Medical Services - Paramedic

Fire Science

Funeral Service Education

General Technology, Business Emphasis

General Technology, Technology Emphasis

Graphic Arts Technology

- Graphic Arts Production Concentration
- Interactive Multimedia Production Concentration

Hospitality Management

- Culinary Arts Concentration
- Food and Beverage Management Concentration
- Hotel Management Concentration

Industrial Process Control Technology

- Maintenance Technology Concentration
- Process Technology Concentration

A.A.S. Degrees continued

Mechanical Engineering Technology

- Manufacturing Concentration
- Mechanical Design Concentration

Mechatronics Technology

Medical Laboratory Technician

Mid-Management

Nursing

- Nursing Generic Track
- LPN Mobility Track

Paralegal Studies

Physical Therapist Assistant

Radiologic Technology

TN e-Campus (all classes online)

Associate of Applied Science (A.A.S.) Degrees

Early Childhood Education

Technical Certificates

Accounting

Advanced Machining

Architectural/Construction Fundamentals

Basic Electronics Technician

Computer Software Specialist

Early Childhood Education

Electrical/Electronic Fundamentals

Emergency Medical Technician - Advanced

Emergency Medical Technician

Entrepreneurship/Small Business Management

Industrial Computer Fundamentals

Laboratory Phlebotomy Technician

Logistics/Transportation Management

Machining Fundamentals

Mechanical/Manufacturing CAD

Mechatronics Technology

Paramedic

PC and Networking Technician

Pharmacy Technician

Process Control Fundamentals

Quality Assurance Supervision

Quality Assurance

Substance Abuse Counseling

Tax Preparer

Meet Your Career Services Team

Our team is here to assist you in exploring, choosing, and preparing for your future career. Contact us to learn more about our services designed for your success!



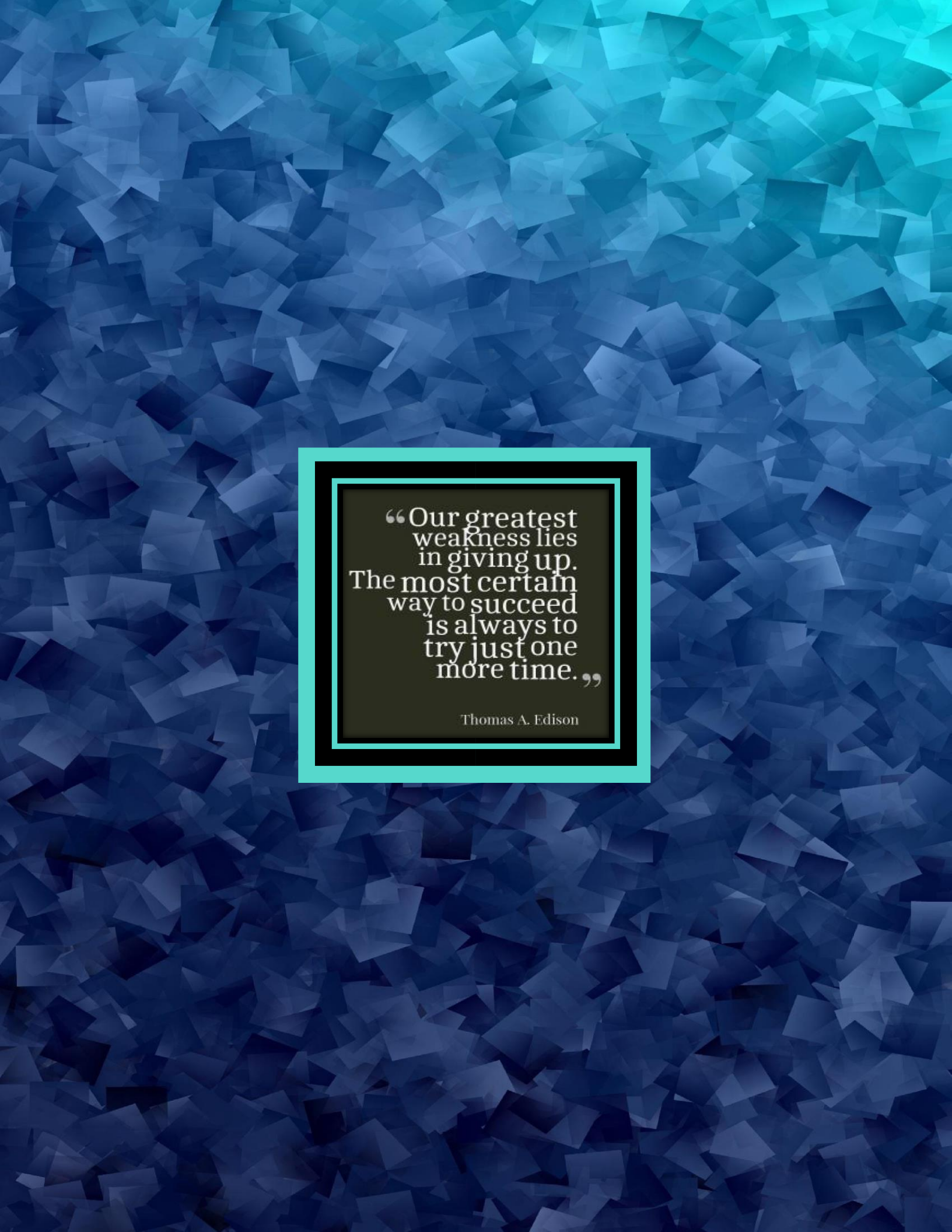
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901-333-4180 Macon	901-333-5511 Union	901-333-4789 Macon 901-333-5570 Union	901-333-4180 Macon
AREAS OF SPECIALTY			
General Career Services Information Full & Part-Time Job Listings Employer Recruiting	e-Portfolios Resumes Career Fairs TN-Reconnect Liaison	Internships Interview Preparation TN-Promise Liaison M.O.S.T. Liaison	Career Assessments & Exploration Career & Major Selection Employer Relations

Schedule an Appointment with Career Services:

- Go to: <https://swtn.navigate.eab.com>
- Select "Career Services" as the care unit
- Follow the system prompts to choose your preferred day and time

Contact Us:

- Macon Cove campus: Farris Building, Suite 2160
- Union Avenue campus: M Building, Room 112-A
- Department Email: careerservices@southwest.tn.edu
- Website: www.southwest.tn.edu/career-services/
- Follow us on Instagram & twitter: [@SouthwestCareer](https://www.instagram.com/SouthwestCareer)



“Our greatest
weakness lies
in giving up.
The most certain
way to succeed
is always to
try just one
more time.”

Thomas A. Edison