

**Syllabus Information**

Please consider including information about our office in your syllabus, so that students are aware that we are available to assist them:

**Career Development Center**

This office is available to help you explore majors and careers, develop effective resumes, prepare for interviews, navigate graduate school admissions, and search for internships and jobs. We offer assistance in-person, by phone or online via our Virtual Career Center. Use the Handshake job and internship database to search for and apply for positions. You can access your account at <https://uco.joinhandshake.com>. Visit us online at [careers.uco.edu](https://careers.uco.edu), in-person at the Nigh University Center, Room 338 (above the food court), by email at [careers@uco.edu](mailto:careers@uco.edu); or call (405) 974-3346.