



## UNIVERSITY OF NOTRE DAME

### COLLEGE OF ARTS AND LETTERS

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Dear Students,

Welcome to your junior or sophomore year in the College of Arts and Letters. I am writing you at this important stage in your undergraduate career to encourage you to make the most of your experience as a student at Notre Dame—and to start work *now* on achieving your post-graduation goals.

The most useful advice I can offer about college is simple. Study something you love. College is short; life is (hopefully) long. Don't waste this remarkable opportunity, provided by your family and Notre Dame's benefactors, on a subject that doesn't fascinate you, that doesn't lure you to spend late nights in the library, studio or lab.

The next most useful advice I can offer is also simple. Think about your future today. As an Arts and Letters student, you are already developing the analytical, creative, and communication skills sought by employers in the academy, the arts, business, government, industry, law, medicine, and non-profit organizations. The ability to communicate clearly, think critically, and solve complex problems, the capacity to draw on a breadth of knowledge while also focusing on the details, the savvy to appreciate difference, complexity, and even ambiguity and the desire to continue learning are intellectual habits integral to the life of the mind and essential to any successful career.

I am confident that when you compete for employment or post-graduate positions, you will demonstrate that you are as capable as any other student in the country. **But you must plan ahead.** If students in Arts and Letters make one mistake about career development, it consists in not giving enough attention while still in school to the many opportunities they have to continue their studies or gain employment after college.

**Talk to your professors and advisors.** Ask them not only about course selections but also about internships and post-graduate opportunities. Your professors have office hours. Visit them. Regularly.

**Visit the Career Center in Flanner Hall *as soon as possible*.** Call (574) 631-5200 for an appointment. Researching career choices takes much longer than most students think—and interviews, much like demanding classes, require careful preparation.

**Research graduate, law, business, and medical schools.** Discuss your ideas and questions with professors, advisors, and the staff of the Career Center.

**Think about service options after graduation.** Staff at the Center for Social Concerns are ready to help you explore the possibilities. Call (574) 631-5293 or go to [socialconcerns.nd.edu](http://socialconcerns.nd.edu).

**Investigate summer internships.** These internships, as well as career-related summer jobs, are increasingly advantageous in qualifying for better post-graduate positions. They also represent an ideal bridge between the intrinsic value of a liberal arts education and the importance of finding a meaningful vocation. To support summer work experiences, the College is inaugurating the Rogers Summer Internship Program to provide stipends that can cover expenses incurred during the summer. For information, go to <http://careercenter.nd.edu/for-undergrads/internships/funding-and-housing/global-internship-initiative/rogers-summer-internship-program>.

**Learn and practice proper interviewing techniques.** To distinguish yourself among similarly qualified applicants, go to [careercenter.nd.edu](http://careercenter.nd.edu) to take advantage of the center's interview resources. You can even have yourself taped doing a practice interview. Over the past three summers, Arts and Letters students received more than 500 internships, many of which were paid internships and more than 40 were international.

**Conduct independent research.** Use the resources of the Undergraduate Research Opportunity Program (UROP), which is administered by the Institute for Scholarship in the Liberal Arts (ISLA) in 101 O'Shaughnessy Hall. Students at any level—not just seniors—may apply for funding once they develop a project for independent research under the guidance of a faculty member. Did you know that each summer, the College provides fellowships for a select number of undergraduate students to pursue research? Go to [isla.nd.edu/undergraduate-research/about](http://isla.nd.edu/undergraduate-research/about) for more information.

**Advance your foreign language study.** One characteristic of many successful students—and one mark of a cosmopolitan citizen—is the ability to read and speak a foreign language. To take your language and cultural competency to the next level, apply for a Summer Language Abroad (SLA) Grant administered by the Center for the Study of Languages and Cultures. The center provides up to \$5,500 for foreign language study abroad or, when appropriate, intensive language study in a program within the United States. Go to <http://cslc.nd.edu/grants> for more details.

**Cap your undergraduate studies with a culminating project.** Now is the time to begin contemplating what topic you might want to research as a senior thesis—and working with your faculty advisor to apply for funding from UROP. If appropriate, explore ways to publish your work. And certainly consider participating in the Undergraduate Scholars Conference, a year-end research conference where students from across the University—approximately 90 from the College—present their work.

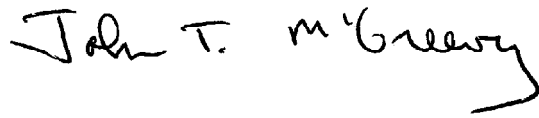
**Consider applying for national and international scholarships,** such as the Fulbright, Marshall, Rhodes, or Truman scholarships. The best time to ask the Office of Undergraduate and Post-Baccalaureate Fellowships about these programs is during your sophomore or junior years. The office is in 346 O'Shaughnessy Hall and you can call (574) 631-0372 or go online to [nd.edu/~fellows/newindex.html](http://nd.edu/~fellows/newindex.html).

**Finally, attend “What’s Next? Week” this November 16-19.** This series of events—all of which start at 6:30 pm in LaFortune Ballroom—will feature information on getting into graduate and professional schools; on the kinds of contributions Arts and Letters graduates make in the world; on finding internships, fellowships, research opportunities, and funding; and on landing a job or internship. You can get more information in the Career Center or the Office of Undergraduate Studies on the first floor of O'Shaughnessy.

I encourage you to take advantage of all these ideas—and everything offered by this College and this University. I promise to work with the University, the Career Center, the Arts and Letters Advisory Council, and the Alumni Association to help provide you with excellent opportunities for internships, jobs, and scholarships, but I cannot emphasize enough that you must prepare for, and work toward, these goals.

Pursue your highest aspirations. You can, and you will, achieve much if you plan purposefully and proceed confidently.

Sincerely,

A handwritten signature in black ink that reads "John T. McGreevy". The signature is written in a cursive style with a long, sweeping tail on the final letter of the last name.

John T. McGreevy  
I.A. O'Shaughnessy Dean

JTM:mcz