



**UndocuSpartan**  
Student Resource Center

# **UndocuSpartans Career Guide**

# UndocuSpartan Career Guide Index

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# Attaining Experience

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## What Experience Is

Experience is when you utilize a specific skill set for the benefit of others and/or greater cause. It is important to remember that experience is much more than paid jobs. Do not worry if you do not possess traditional forms of experience, because experience can include participation in a variety of settings. The following are examples of experiences you may be able to attain:

- [Build Experience Webpage](#)
- [SJSU Handshake](#): Jobs/Internship Database
- Fellowships. Below are a few examples:
  - [Dream Resource Center- UCLA Labor Center](#)
  - [Immigrants Rising](#)
  - [New American Fellowship](#)
- Workshops / Trainings
- [Leadership Roles](#)
- Academic/Personal Projects
- [Campus Club Participation](#)
- [Research](#)
- [Volunteering](#)

## Finding Experience

**Request a one on one Job Search appointment with a Career Counselor:** A Career Counselor is an expert at assisting you with finding opportunities to attain experience. Meeting with a counselor you can work out a career plan that includes your interests, goals, and specific circumstances.

**Personal, Academic and Career Exploration Course (EDCO 004):** This course explores the concepts and applications of personal decision-making. This course is an Introduction to life-span development concepts through the use of self-assessment instruments and procedures. GE Area: E

## Networking

**What is networking?** Networking is all about developing relationships. While it can often be intimidating at first, think about networking as building genuine connections with others.

**Why is networking important?** 70% of jobs are found through networking (Payscale, 2017), which explains the great value of networking in your job/internship search.

**Utilize your own network:** Take time to nurture the relationships you have created during your time here at Cal Poly Pomona by attending office visits, scheduling appointments, having lunch, sending e-mails, and assisting with events. Someone from your network may know someone, or a resource that can help you move forward toward your career goal.

- Friends
- Family
- Family Friends
- Faculty at SJSU and Previous Institutions
- Mentors
- Alumni
- Coworkers and Supervisors (current and previous)
- [Student Clubs \(SAHE\)](#)

**How to build your network?** Networking is a great way to gain industry knowledge, find mentors, and grow professionally. While getting a referral for a job/internship is certainly very helpful, it should not be your number one goal. So get out there and start networking! Here are some ways to build your network.

- Join a student organization
- Join a professional association
- Join industry-related groups on LinkedIn
- Create a LinkedIn account
- Attend info sessions and tech talks at SJSU
- Attend industry events/conferences
- Attend a professor's office hours
- Attend job/internship fairs at SJSU

*\*For more information and tips to assist with your search please check out our [Job/Internship Search Guide](#).*

## Ways to Supplement Unpaid Experience

### [Financial Aid and Scholarship Office:](#)

Scholarship Resources: Search a list of websites that post multiple scholarships.

[UndocuSpartan Resource Center Scholarships:](#) Scholarships that do not require a social security number, DACA, U.S. residency, or citizenship are available to undocumented students.

## Disclosing My Status

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### How do I disclose my status?

- As an undocumented student, it is a common stressor when to disclose your status to an employer. The first hurdle typically comes when filling out an application and you get to the question “Are you legally authorized to work in the United States?”
- If you currently have DACA status, you are able to answer that question with a simple “yes” and move through the traditional hiring process without ever needing to discuss your immigration status.
- If you do not currently have DACA status or any other work authorization status, it poses multiple areas in which your status may come into question. These situations are discussed below.

### When do I disclose my status?

- When answering questions on an application, the San Jose State Career Center advises all students in providing information that is true and honest. Forging documents or committing document fraud could have lasting effects. If you find yourself in this situation when applying to internships or career positions, meet with a Career Counselor to discuss different strategies to speak with employers. If comfortable, you could disclose early to an employer and create a discussion about how to fill out an application and be seen as a candidate without committing document fraud.
- Once all application materials are received and you move through the traditional hiring/interview process, the next time your status will need to be discussed is during offer acceptance.
- If you have an offer for an internship, you could ask the employer to not be paid for the internship and find other means of funding (see “Ways to Supplement Unpaid Experience” above).

### Do I have to disclose my status?

- In any of these situations, you are never mandated to discuss your status. To discuss strategies around disclosing your status and to seek support during this process, please talk with a Career Counselor and the UndocuSpartan Program Coordinator. Both are committed to support students during stressful and uncomfortable conversations.

# Pursuing Industry Careers

## What is Independent Contracting?

According to the IRS, an independent contractor is a self-employed person who produces a specific type of work product in a determined amount of time where the payer (or employing agency) has the right to control or direct only the result of the work and not what will be done or how it will be done. Independent contractors typically do the same type of work multiple times for different clients, rather than working continually for one employer. When filing for employment with a company, an independent contractor can use a Social Security Number or an Independent Taxpayer Identification Number which can be obtained regardless of immigration status. Some examples include tutoring, promotions, child-care, and construction.

## Employees vs. Independent Contractors: Main Differences

From "Employee or Independent Contractor? The \$1,000,000 Question," *InsureEvents*, <http://www.insurevents.com/Articles/Employee%20Or%20IC.htm>

Employee	Independent Contractor
has a continuing relationship with an employer	Does the same work for multiple client
Normally is furnished significant tools, materials, etc. by the employer	Has own tools and equipment and can hire, supervise and pay assistants
Can quit at any time without incurring liability	Receives all profits and is held liable for all losses and debts
Must comply with instructions about when, where and how to work	Sets his or her own hours and work schedule
Is trained by the employer	Uses his or her own methods

For more information about independent contracting, see [A Guide to Working for Yourself](#) published by Immigrants Rising.

## What if I want to start my own business?

If you have an entrepreneurial spirit, you can start your own Limited Liability Company (LLC) as a worker cooperative of individuals who are both workers and owners of the business. There are additional fees and taxes associated with an LLC. For more information about LLC's, see the [Life after College: A Guide for Undocumented Students](#) published by Immigrants Rising. Also check with the UndocuSpartan Resource Center for their scheduled semester legal clinic events.

# Preparing For Graduate School

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## What kind of graduate school is right for me?

When considering attending graduate school, there are many factors that affect which school is the right fit for you. For instance, what type of degree do you want to receive?

- Master's programs are typically a 2-3 year commitment geared toward increasing your knowledge and experience in a certain area (i.e. counseling, education, and business).
- Doctor of Philosophy (Ph.D.) programs range between 5-7 years and are focused on deeply increasing your knowledge in one area to research and teach in academia (at a university-level) or to perform a specific task in an industry environment.
- Professional school programs help prepare students for careers in specific fields and can range from 1-5 years. Examples include medical school, law school, and education programs.

Determining which type of program best suits you is your first step in finding the best graduate school. Below are some additional questions to ask yourself regarding other factors:

- **Academic requirements:** What is the GPA requirement? What is the program's average GPA? Does my GPA meet the requirement or is it close to their average? Have I completed all of the prerequisites required for the program? Do you need to take the GRE, MCAT, LSAT, or any other entrance exam?
- **Experience requirements:** What are the experience requirements for the program? Have I completed and documented those experiences? If your academic history doesn't qualify you as a strong candidate, taking some time to gain experience in the field could boost your application.
- **Allly communities:** Does this university have resources for undocumented students? How easy is it to find support on campus through a form of an Undocumented Student Services office? What student organizations are available to find support? Some examples include [Pre-Health Dreamers](#), Dream Bar Association, and Graduates Reaching a Dream Deferred.
- **Cost:** What types of financial aid are available to me? Does this program or university offer scholarships and/or assistantships to offset the cost of graduate school? Do they provide a full-ride offer for undocumented students?
- **Licensure:** Many fields require certification or licensure at the completion of an advanced program, i.e. Teacher Credential, Law School. Check with the schools you are considering to see how your status could impact the licensure process for your chosen field.

Additional resources can be found on the [Career Center's Graduate/Professional School Options](#) webpage. The national [UndocuScholars](#) project is also a resource for undocumented students conducting research at the graduate level.

## How do I pay for graduate school?

Paying for graduate school could be the greatest stressor when deciding or accepting to go graduate school. Funding from the program may depend on which type of program you apply to. For instance, Ph.D. programs oftentimes are fully funded by the institution since they are a longer commitment of time, while Master's programs are rarely fully funded. However, there are additional sources of funding that could help alleviate or satisfy the cost of graduate school.

- **Fellowships/scholarships:** Private and institutional scholarships could be available for undocumented students. Some are even exclusively open to undocumented students. Be sure to check with your institution about what may be available to you. Immigrants Rising have also published a list of [Graduate Scholarships](#) and fellowships that do not require proof of U.S. citizenship or legal residency. Fellowships may have restrictions in regards to immigration status.
- **Assistantships:** Many graduate programs will offer assistantships which allow students to work on-campus as research assistants (RAs) or teaching assistants (TAs). You've probably worked with these graduate assistants in your course labs or lectures. If you have DACA status, you qualify to work as graduate assistant where you are paid and could also receive a stipend to cover the cost of tuition. This gives you experience in that field while also being able to financially support yourself.
- **Private loans:** Depending on restrictions with each banking institution, you may be able to receive private loans. Large student loan amounts could require a co-signer, however, some banks may allow a small private loan without one.

## Graduate School Resources

- [Career Center's Graduate/Professional School Options webpage:](#) Information on types of graduate programs, how to choose a school, application requirements, and information of applying to medical school.
- [McNair Scholars Program:](#) A TRiO program that helps first generation and low income or underrepresented undergraduate students apply to doctoral programs and assists them with doing a research project. The overall goal of the program is to diversify the professoriate.
- [California Forum for Diversity in Graduate Education:](#) Meet the needs of advanced undergraduates and master's candidates who belong to groups that are currently underrepresented in doctoral-level programs.
- [Pre-Health Dreamers:](#) Support undocumented pre-health students by offering resources, peer support, and professional development.
- [My Undocumented Life:](#) Learn about stories from former and current undocumented grad students.
- [Navigating Graduate School: Resource Guide for Undocumented Students](#) (from Santa Clara Law Digital Commons) Information on terminology, applying to graduate school, financial issues, employment, and resources for academic success and support. For information on ID Requirements for Entrance Exams (See [Page 11](#))

# Career Center: Overview of Services

## Have more questions?

San Jose State University's Career Center can assist you with our variety of services towards achieving your goals. Whether its exploring majors, job searching, graduate school applications, or anything career related, we are here for you. Come visit a Career Counselor to discuss your career goals and create a plan to achieve those goals.

## Mission

We inspire, empower, and connect students, educators, and employers to build the workforce of the future.

## Services

[Handshake](#) – Handshake is San Jose State's career management software where students can utilize various resources.

- [Focus 2](#)
- Vmock (Resume Tool- Coming Soon)
- On / Off Campus Jobs
- SJSU<sup>2</sup>
- Workshops
- Job/Internship Fairs
- [Spring 2019 Program & Event Calendar](#)
- Employer Information Sessions

To activate your Handshake account log onto (<https://sjsu.joinhandshake.com/login>)

## 1 on 1 Career Counseling Appointments:

Schedule a 30-minute appointment with a career counselor on SJSU Handshake. Career counseling sessions cover all career related topics.

- Exploring Majors/Careers
- Job/Internship Search Strategies
- Resume/Cover Letter
- Interviewing
- Exploring Graduate School
- Online Profiles (Handshake, LinkedIn, and Portfolium profiles)
- Considering an Offer
- Interacting with Employers

## Drop-in Advising in the Career Center

Spring Semester Hours: 1:30-3:30 Tuesday/Wednesday/Thursday

- 15 minute appointments
- Resume advising
- Cover letter advising
- Brief career exploration

## Drop-in Career Advising at Specific College Locations

<b>Business Student Success Center, BBC 008</b> (by appt. only)	Tuesdays	2:30pm–4:00pm
<b>Engineering Success Center, ENGR 344</b>	Wednesdays	3:30pm–5:00pm
<b>Graduate Engineering Student Success Center, ENG 247</b>	Thursdays	11:00am–12:00pm
<b>Health &amp; Human Sciences Success Center, MQH 533</b>	Wednesdays	1:30pm–3:30pm
<b>International Students, ISSS Main Office</b>	Thursdays	12:30pm–1:30pm
<b>Science Success Center, DH 212</b>	Fridays	1:00pm–3:00pm
<b>EOP Students, Clark Hall Lounge</b>	Thursdays	1:30pm–3:30pm
<b>Chicanx/Latinx Student Success Center, SU 1340</b>	Every other Tuesday	1:30pm–2:30pm
	Wednesdays	11:00am–12:00pm



## Spartan Career Closet

The Spartan Career Closet provides students with free professional clothing attire needed for an interview, a career fair, a conference, or for the first week of work. Email [careerhelp@sjsu.edu](mailto:careerhelp@sjsu.edu) to schedule an appointment.

## Career Resources Online

### [Job/Internship Search Guide](#)

This guide covers: Starting Your Search | Networking with Employers | Preparing a Conversation Starter | Attending Job/Internship Fairs & Info Sessions | Utilizing LinkedIn | Conducting an Informational Interview

### [Resume/Cover Letter Guide](#)

This guide covers: Resume Basics | Resume Samples (By Interest Area) | Writing Accomplishment Statements | Using Action Verbs | Identifying Transferable Skills | Applicant Tracking Systems | CV vs. Resume | Cover Letter Basics | Cover Letter Sample | Reference List Basics

### [Interviewing Guide](#)

This guide covers: Interviewing Basics | Big Interview | Types of Interviews | Common Interview Questions | Behavioral, Situational, and Difficult Questions | Interview Attire | Interview Etiquette | Thank You Notes | Negotiating an Offer

### [Alumni Services](#)

Recent graduates have access to basic services, including SJSU Handshake and online career education, for a year after graduation. Career coaching drop-ins, appointments, and career education workshops are available through one month after graduation. Continued access to on-campus recruiting, including career fairs and employer information sessions, requires a current Career Center Alumni Membership or Alumni Association Membership.

## Hours, Location, & Contact Information

### **Hours Academic Year:**

Monday-Thursday: 8:30 am - 4:30 pm

Friday: 8:30 am - 12:00 pm, 1:00 pm - 4:30 pm

### **Location:**

[Administration Building](#)

Entrance: Rm 154/255

### **Contact Information:**

Phone: 408.924.6031

Fax: 408.924.6099

[careerhelp@sjsu.edu](mailto:careerhelp@sjsu.edu)

### **Address:**

San Jose State University

Career Center

One Washington Square

San Jose, CA 95192

# UndocuSpartan Student Resource Center

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The UndocuSpartan Student Resource Center (USRC) is invested in creating educational opportunities that will further the success of UndocuSpartans at SJSU. The USRC uses a cross-cultural and social justice lens to provide holistic support and resources to undocumented students and the campus community.

## Services

- Personal and Academic Support
- Legal Aid Referrals
- Navigating SJSU and Campus Resources
- Budgeting/Financial Aid/Scholarships
- Ally Trainings
- Advocacy
- Workshops
  - Rapid Response/Know Your Rights
  - Life After College and more

## Community Resources

- [Immigrants Rising](#): Offer information on graduate school resources, pay for college, independent contracting/entrepreneurship, etc.
- [PARS Equality Center](#): Provide assistance with tax filing, legal services, and social services.
- [National Immigration Law Center](#): Dedicated to defending and advancing the rights of immigrants with low income.
- [Office of Immigration Relations in Santa Clara County](#): Provide government, community-based, legal, and housing resources.
- [My Documented Life](#): Provides up-to-date information and resources to undocumented immigrants. Post scholarship opportunities open to undocumented students, strategies for navigating the educational system, information on how to apply for DACA, and news on immigration policies.

\*For more community resources please visit the [UndocuSpartan Resource Center](#).

## Hours, Location, & Contact Information

### Hours:

Monday-Thursday: 9am-5pm,  
Friday: 9am-4pm

### Location:

Clark Hall 100G and 100F  
(1st floor to your left)

### Contact Information:

Phone: (408) 924-2762  
[undocuspartan@sjsu.edu](mailto:undocuspartan@sjsu.edu)

Students can also contact the Program Coordinator,  
**Ana Navarrete**: [ana.navarrete@sjsu.edu](mailto:ana.navarrete@sjsu.edu) or (408) 924-3677.