



Career & Academic Resource Center

www.extension.harvard.edu/carc

Visit the website in September for a complete list of CARC workshops.

Open to students and alumni, the Career and Academic Resource Center (CARC) offers a range of skill building and preparatory services to help students improve their study habits, investigate graduate schools, and employ effective job-search strategies.

Reference Library

Among the many CARC benefits is a reference library with hundreds of books on study-skills, career exploration, study abroad programs, and application to graduate school. Visit the Grossman Library, 3rd Floor, Sever Hall for more information.

Tutoring

The Extension School offers the services of writing and math tutors through the Writing Center and Math Question Center. For hours and scheduling, visit www.extension.harvard.edu/carc. For other subjects, contact your teaching fellow or instructor.

Study and Academic Counseling

CARC offers the services of individual study/academic counseling that addresses issues related to your academic performance or progress, such as time management, procrastination, examination anxiety, or difficulties in reading strategies, concentration, attention, organization, or productivity. Please note, our study/academic counselor does not offer subject matter tutoring or academic advising on course selection or degree programs. Appointments are available every Monday afternoon from 1 pm to 5 pm, September 14 to May 10, in-person, by phone, or by video chat, and must be scheduled in advanced. See the website for more information.

Reading and study strategies. The Bureau of Study Counsel (BSC) offers a reading and study strategies course that allows students to explore skills to help them read with increased speed and comprehension. There are four sessions, and each includes 14 class meetings. The fee is \$150. For more information, call (617) 495-2581.

The Extension School offers a noncredit study-skills course, STSK E-105 Learning Styles and Compensatory Strategies, designed to build your competence and confidence as a learner.

Career Counseling

CARC offers individual drop-in career counseling to answer quick questions about career options, résumés, cover letters, and job search and interview skills. Bring your résumé to the appointment or e-mail it ahead of time for feedback. Appointments are available every Friday, from 10 am to 12:45 pm, September 18 to May 14, at 51 Brattle Street, Room 501. No preregistration is necessary. Distance education students may also set up phone or video chat appointments.

Workshops

Throughout the year CARC offers more than 60 free academic, graduate school, and career workshops. Harvard's Bureau of Study Counsel (BSC) and Office of Career Services (OCS) sponsor many of the workshops, which meet for just under two hours (unless otherwise noted) in the afternoons and evenings at 51 Brattle Street. You can register for workshops via online services. See reverse for a sample list.

CARC

Reference Library

Grossman Library

(617) 495-4163

Monday–Thursday

10 am–10 pm

Friday, Saturday

10 am–6 pm

Sunday

Noon–8 pm

Workshops and Counseling Services

Undergraduate Degree Program Office

51 Brattle Street

5th Floor

(617) 496-8750

Monday–Friday

9 am–5 pm

carc@dcemail.harvard.edu



CARC Workshops

The following is a list of CARC workshops that are ordinarily held each academic year. Visit the CARC website, www.extension.harvard.edu/carc, in September for the complete 2009–10 schedule. Most events are held at 51 Brattle Street and meet for just under two hours (unless otherwise noted) in the afternoons and evenings. Room locations are e-mailed to registered students and posted on the day of the event. All workshops are wheelchair accessible. Students who need other accommodations should call the Disability Services Coordinator, (617) 495-0977, in advance.

Sample Workshop Titles

Academic

Fatal Sentence Flaws: Punctuation and Grammar Mistakes
Getting the Main Point of Expository Texts (BSC)
How to Start an Essay: Strategies for Developing Ideas and Breaking Through Writer's Block
Improving Reading Strategies (BSC)
Moving from Interesting Idea to Research Question
Preparing for and Taking Exams (BSC)
Revise Your Work
Speaking Up in Class (BSC)
Stress Management
Taking Effective Notes
Time Management (BSC)
Using the Harvard Libraries and the Internet for Research
Writing Winning Arguments

Graduate School

Applying to Law School
Earning a PhD
Graduate School Application Essays and Personal Statements
MBA Admissions Seminar

Career

Charting a New Course: Advice for the Career Changer
Innovative Job Hunt Tools and Strategies
Interviewing: How to Hire Your Next Employer (OCS)
Is the Peace Corps Right for You?
Job Search Strategies: Networking and More (OCS)
Still Looking for the Right Career?
The Art of Answering Interview Questions
The Importance of Internships
The Nuts and Bolts of Résumés and Cover Letters (OCS)
Wanted: Liberal Arts Majors for Jobs in Corporate America