



*“A private college in the public service.”*

#### FIVE TOWNS COLLEGE

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FIVE TOWNS COLLEGE

## PARENT HANDBOOK

2009 – 2010

A BRIEF GUIDE TO CAMPUS  
SERVICES AND RESOURCES



#### INSIDE:

- Family Educational Rights and Privacy Act (FERPA)
- Opportunities for Student Involvement
- The Four-Year Plan for a Successful Career
- Campus Contacts



**Public Safety Office**  
(631) 656-2196  
publicsafety@ftc.edu

**Bookstore**  
Steven Wade, A.A.S., Manager  
SWade@ftc.edu

**Food Services**  
(631) 656-2125  
cafeteria@ftc.edu

**Residence Life Office**  
Angela Jasur, M.S., Director  
(631) 656-3127  
ResidentialLife@ftc.edu

**Student Activities Office**  
Thomas O’Boyle, M.B.A., Director  
thomas.oboyle@ftc.edu

**Bursar’s Office**  
(631) 656-2115  
bursar@ftc.edu

**Financial Aid Office**  
(631) 656-2164  
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**Registrar’s Office**  
(631) 656-2157  
registrar@ftc.edu

**Graduate Registrar/Academic Advisement**  
Mara Maltz, Director  
(631) 656-2131  
mmaltz@ftc.edu

**Career Services**  
Krysti O’Rourke, M.P.A., Director  
(631) 656-2163  
careerservices@ftc.edu

**College Counseling Services**  
(631) 656-2124  
counsel@ftc.edu

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*Dear Parent,*

*Welcome to Five Towns College. Your son or daughter is about to join a community that encourages exploration, values diversity, respects creative difference, and promotes a global perspective inside and outside of the classroom.*

*The staff, faculty and administration are dedicated to providing resources and services that will support the intellectual, emotional and social growth of students. However, your continued involvement in of your son or daughter's education will add to their academic success. Together we can help them to reach their dreams and goals for the future.*

*As Dean of Students, I am always available to address any questions or concerns you may have regarding the College experience. Should the need arise, please do not hesitate to contact this office.*

*I extend my best wishes, and look forward to working with you over the months and years ahead..*

*Sincerely yours,*

*Susan Barr, Ph.D.  
Dean of Students*

**Education Division**

Patricia Schmidt, Ed.D., Chair  
(631) 656-2174  
education@ftc.edu

**Film/Video Division**

Robert DiGiacomo, Chair  
(631) 656-2154  
video@ftc.edu

**Liberal Arts Division**

Richard Kelley, Ph.D., Chair  
(631) 656-2162  
liberalarts@ftc.edu

**Theatre Arts Division**

Jared Hershkowitz, M.S., Chair  
(631) 656-2176  
theatrearts@ftc.edu

**Audio Recording Technology Division**

John Machado, M.M. and Joseph Kuhl, M.M., Co-Chairs  
(631) 656-2178  
audio@ftc.edu

**Business Division**

Carolann Miller, M.B.A., Chair  
(631) 656-2134  
Business@ftc.edu

**Academic Support Services**

Susan Barr, M.S., Ph.D., Dean of Students  
Jennifer Albert, M.A., Associate Director  
(631) 656-2129  
jalbert@ftc.edu

Department of Education web site: <http://www.ope.ed.gov/security> or obtained from Public Safety upon request at (631) 656-2196.

Should you need to contact a student immediately due to a family emergency, please call Public Safety at (631) 656-2196.

## HEALTH SERVICES

The College does not provide on-campus medical services, but does maintain a relationship with the Dolan Health Center off campus for students. Should a student need non-emergency medical attention, the College will arrange for transportation to the Dolan Health Center. However, because the College is located in a region with a wide range of outstanding health care professionals and service providers, students may elect to use another health care provider of their choice.

To ensure access health services for all students, the College does require that students purchase mandatory health insurance through the College, unless they present proof of health insurance through their own provider at the time of registration or re-registration. Students who do not opt out of the health insurance program at the time of registration will be charged for this program even if they have third-party coverage.

Additional information about Student Health Insurance is available from the College Bursar.

## CAMPUS CONTACTS

### Provost & Dean of Academic Affairs

Roger H. Sherman, Ph.D.  
dean@ftc.edu

## Mission Statement

Five Towns College orchestrates a lifelong pursuit of learning that fosters a commitment to ethical, intellectual, and social values. Dedicated to excellence in learning, teaching, and scholarship, the College celebrates the worlds of music, media, business, teaching, the performing arts, and the entertainment industry. By integrating rigorous academic inquiry, research, and practical experience, the College prepares graduates to be articulate and imaginative participants in our democratic society.

Five Towns College nourishes in its students a global perspective through distinctive curricula that combine content expertise with a general education program. By bringing students and faculty together in a creative community, the College facilitates an environment that respects both individuality and diversity, while challenging students to expand their unique talents to the fullest.

## Goals of the College

- To foster a learning environment that encourages individual and collaborative creativity and respects the differences of others.
- To develop in undergraduate students college-level proficiencies in general education.
- To develop in undergraduate students content expertise consistent with their career objectives.
- To strengthen graduate students' professional-level proficiencies in content-specific areas.
- To promote a lifelong commitment to learning and professional development through curricular and extracurricular offerings that nourish a community of artist and scholars.

## Family Educational Rights and Privacy Act (FERPA)

The Family Education Rights and Privacy Act of 1974, commonly known as FERPA, is a federal law that protects the privacy of student education records. Students have specific, protected rights regarding the release of such records and FERPA requires that institutions adhere strictly to these guidelines. Therefore, it is imperative that the faculty, staff, students and parents/guardians have a working knowledge of FERPA guidelines before requesting or releasing educational records.

Parents are sometimes surprised to learn that they do not have the right either to receive copies of student transcripts or grade mailers, or to discuss the academic progress of their student with faculty members, without first obtaining the consent of their child. The College recommends that parents discuss this issue with their child prior to the start of beginning college, they and their child complete a FERPA waiver when they agree that the parent(s) or guardian are to have unimpeded access to these educational records.

### *Educational Records*

With regard to educational records, FERPA gives students the right to:

- access many of the educational records kept by the school;
- demand that educational records be disclosed only with student consent;
- amend educational records in appropriate circumstances; and
- file complaints against the school for disclosing educational records in violation of FERPA.

### *Directory Information*

Some information in a student's educational record is defined as directory information under FERPA. The school may

health and safety. Resident Assistants are students assigned to a wing of each Hall and has responsibility for approximately 15 students. Resident Assistants function as facilitators for the Residence Hall community, by facilitating the social, educational, intellectual, and overall well-being of their residents.

### *Living/Learning Communities*

It is our belief that fundamental learning occurs not only in the classroom but also in the Residence Halls. Our mission is to help shape a learning environment that supports students' academic, personal, and interpersonal growth and development. As a member of the Living/Learning Center community, resident students will be required to attend educational seminars on various topics.

### *Mandatory Meal Plan:*

All students who reside in the Living/Learning Center are required to take the minimum mandatory meal plan. Under this Plan A dinner meal is provided seven-days-a-week. In addition, a declining fund balance in the amount of \$950 is provided. Students may use these funds purchases breakfast, lunch and snacks. The hours of operation for the Upbeat Café and the Downbeat Lounge are posted in each facility. The cost of the Meal Plan is \$1,950 and is billed directly to resident students accounts when they receive a housing assignment.

## CAMPUS SAFETY AND SECURITY

**Director:** Henry Sawicki (631) 656-2196;  
publicsafety@ftc.edu

The Public Safety Office is responsible for campus safety and security. Students are advised about security matters and procedures at orientation sessions. In accordance with the Crime Awareness and Campus Security Act of 1990, the College collects information regarding campus security and alcohol and drug abuse. This information is available to all current students and employees. Campus crime statistics may be accessed at the U.S.

## RESIDENCE LIFE

**Director:** Angela Jasur (631) 656-3127  
residentiallife@ftc.edu

### *Living Options*

Opened in the fall of 2001, the Living Learning Center is a complex of four residence halls: Harmony, Symphony, Melody, and Rhapsody Halls. The Residence Halls offer spacious single and double occupancy rooms and handicapped accessibility. They are equipped with private bathrooms, high-speed internet access, satellite television, climate control systems, and individual telephone connections. Each room comes with a bed, dresser, desk and chair. Laundry facilities are also available for student use at a minimal charge. The availability of washers and dryers for each building can be checked by accessing the Laundry View website.

To ensure safety, Residence Halls are secured at all times and require a key card for access.

The Five Towns College Residence Halls are far more than places to live, eat, sleep and study. They provide an opportunity to:

- live with people representing diverse cultures, degree program majors, and academic class standing;
- create new friendships and build professional relationships;
- participate in various social, academic, spiritual, and physical programs in the Living/Learning Center; and
- develop leadership skills through the Resident Hall Council/Association.

### *Residence Life Staff*

Each Hall is supervised by an Area Director and several Resident Assistants. The Area Director is a professional staff member who lives in a Residence Hall and supervises the Resident Assistants. The Area Director monitors all activities in the building to ensure

disclose this type of information without the written consent of the student. However, the student can exercise the option to restrict the release of directory information by submitting a formal request to the school to limit disclosure.

Five Towns College defines directory information as:

- |                       |                        |
|-----------------------|------------------------|
| - Name                | - Local School Address |
| - Phone number        | - Email address        |
| - Dates of attendance | - Major field of study |
| - Enrollment status   | - Degree(s) awarded    |

Though it is not specifically required by FERPA, institutions should always disclose to the student that such information is considered by the school to be directory information and, as such, may be disclosed to a third party upon request. Five Towns College errs on the side of caution and does not publish directory information routinely, or without a written request. You should know, however, that the Sherman Act specifically exempts the United States Department of Defense and its military branches from various FERPA restrictions. The College, receives regular requests from the these governmental agencies for directory information and it routinely complies with those requests.

### *Non-directory Information*

Non-directory information is any educational record not considered directory information. Non-directory information may not be released to anyone, including parents of the student, without the prior written consent of the student.

Transcripts and grade mailers are non-directory information and are protected educational records under FERPA. Students have a right to privacy regarding transcripts held by the school where third parties seek transcript copies.

### *Prior Written Consent*

In general, a student's prior written consent is always required

before institutions can legitimately disclose non-directory information. Prior written consent must:

- specify the records to be disclosed;
- state the purpose of the disclosure;
- identify the party or class of parties to whom the disclosure is to be made;
- Include the date;
- contain the signature of the student whose record is to be disclosed; and
- contain signature of the custodian of the educational record.

Prior written consent is not required when disclosure is made directly to the student or to other school officials within the same institution where there is a legitimate educational interest. A legitimate educational interest may include enrollment or transfer matters, financial aid issues, student learning assessment and course monitoring needs, or information requested by regional accrediting organizations.

Institutions do **not** need prior written consent to disclose non-directory information where the health and safety of the student is at issue, when complying with a judicial order or subpoena, or where, as a result of a crime of violence, a disciplinary hearing was conducted by the school, a final decision was recorded, and the alleged victim seeks disclosure.

### **Summary**

The Family Education and Privacy Act was enacted by Congress to protect the privacy of student educational records. This privacy right is a right vested in the student. Generally, institutions:

- must have written permission from the student in order to release any information from a student's educational record;
- may disclose directory information in the student's educational record without the student's consent;

### ***Guitar Club***

#### Mission:

To promote excellence in both guitar and bass performance and to promote the growth and recognition of the guitar at Five Towns College and in the community.

### ***“Life is What You Make it” Club***

#### Mission:

To increase involvement of the student body by providing activities that uplift them socially, educationally, and emotionally.

### ***Audio Club***

#### Mission:

To broaden the knowledge of Audio for each member of the club, through ways of lecture, hands-on experience, and educational trips.

### ***Baseball Club***

#### Mission:

To play baseball in a friendly environment and to enrich Five Towns College students with activities centered around one of America's favorite pastimes.

### ***Yearbook Club***

#### Mission:

To promote awareness of the Five Towns College Yearbook and to provide the college community with a quality yearbook that exemplifies the entire school year.

### ***FTC Planeteers Club***

#### Mission:

To establish, implicate, and maintain an environmental awareness and achievement program in order to help limit global warming and environmental issues.

student life.

### ***Student Media***

Keynotes (College Yearbook)  
The Record (Student Newspaper)  
WFTU (College Radio Station)

### ***Student Government Association***

#### Mission:

The Student Government Association acts as a liaison between the student body of Five Towns College and faculty and administration to help voice the concerns of the student body. The Student Government works with the administration of Five Towns College to further improve student life. The Student Government manages and allocates Student Activities funding for club budgets and campus activities.

### ***Music Education Club***

Mission: To afford students, both in their major area of study as well as in the entire school, an opportunity for professional orientation and development as well as the understanding of truths and principles underlying music in life; the philosophy and function of music education and the knowledge and practices of professional music educators. To gain this knowledge, the Music Education Club organizes lectures, roundtable discussions, community service projects, and other informal opportunities for professional development.

### ***Music Business Club***

#### Mission:

To unite students through music and to expose students to all aspects of the music industry. By working together, students can utilize their skills to acquire new information, create new friends, participate in networking opportunities, and expand their studies beyond the classroom.

- should notify the student about such disclosure and to seek the written permission of the student to allow disclosure of any educational records including directory information;
- should give the student ample opportunity to submit a written request that the school refrain from disclosing directory information about them; and
- may not disclose non-directory information about students without written consent except as permitted by law.

## **ACADEMIC CALENDAR 2009-2010**

### ***Fall Semester 2009***

#### **AUGUST 26 Wednesday**

Residence Halls Open – New Students

#### **AUGUST 27-28 Thursday – Friday**

Orientation – New and Transfer Students

#### **AUGUST 30 Sunday**

Residence Halls Open – Continuing Students

#### **AUGUST 31 Monday**

Classes Begin

#### **SEPTEMBER 4 Friday**

Last day for Program Changes/December Graduation Application

#### **SEPTEMBER 7 Monday**

Labor Day, No Classes

#### **SEPTEMBER 19 Saturday**

Rosh Hashanah – No Classes

#### **SEPTEMBER 28 Monday**

Yom Kippur – No Classes

#### **OCTOBER 12 Monday**

Columbus Day – Classes in Session

#### **NOVEMBER 2–30 Monday – Monday**

Registration Spring 2010/Graduate Survey

**NOVEMBER 3 Tuesday**

Election Day – Classes in Session

**November 6 Friday**

Last Day to Remove Incomplete (“I”) Grades

**NOVEMBER 11 Wednesday**

Veteran's Day - No Classes

**NOVEMBER 24 Tuesday**

Residence Halls Close 3 p.m.

**NOVEMBER 25–29 Wednesday–Sunday**

Thanksgiving Recess – No Classes

**NOVEMBER 29 Sunday**

Residence Halls Reopen 12 pm

**DECEMBER 1 Tuesday**

Late Registration

**DECEMBER 15 Tuesday**

Last Day to Withdraw from Classes with Grade of “W”

**DECEMBER 16–21 Wednesday – Monday**

Final Examinations

**DECEMBER 21 Monday**

Residence Halls Close

**JANUARY 1 Friday**

New Year's Day- College Closed

***January Intersession 2010***

January 4-15 Monday-Friday

***Spring Semester 2010***

**JANUARY 19 Tuesday**

Orientation - New Students 9:00 AM

Residence Halls Reopen - All Residents

**JANUARY 20 Wednesday**

staged opera, theatrical musicals, straight plays, feature-length films, and educational/instructional video recordings.

The Media Room also contains turntables, compact disc players, DVD players, and audio and video cassette players and keyboards. Students may listen to up to five recordings at a time, and borrow up to two pairs of headphones for shared listening. Students may use recordings and headphones inside the Library only.

## CAMPUS ACTIVITIES

**Director:** Thomas O'Boyle (631) 656-2126;  
thomas.oboyle@ftc.edu

Student clubs and organizations support the mission of the College by continuing the learning experience outside of the classroom. These groups provide opportunities for students with similar academic interests to meet and plan campus activities. Clubs and organizations also provide a forum where students can develop an appreciation for diversity in all its forms, while also enhancing their organizational, communication and leadership skills. Indeed, campus activities help forge a well-rounded education and act as a means to learn, share and socialize.

The Student Activities Office contributes to a well-rounded education by facilitating programs, groups, and organizations that advance these objectives and thereby enhance the educational program and campus life.

### ***The Student Government Association (SGA)***

The Student Government Association (SGA) serves as a voice of the students to the faculty and administration. All recognized clubs and organizations fall under the jurisdiction of the Student Government Association. The SGA is the elected representative student body of the campus and is responsible for creating many of the policy-making decisions that affect clubs, organizations and

- Prepare cover letters and keep resumes updated.

## LIBRARY and INFORMATION SERVICES

**Director:** Heidi Sanchez (631) 656-2138  
library@ftc.edu

The Library performs an important role in the educational mission of the College by offering students and faculty the information resources they require to pursue their learning and teaching objectives at Five Towns College.

The Library collects print and non-print resources, and provides connections to global information networks to anticipate and enhance the curriculum. The Library provides a basis for open inquiry and research, and teaches students how to use the tools of scholarship honestly and efficiently. As a locus where information is gathered, organized, and prepared for redistribution, the Library provides the College community with a place for interaction, consultation, study, and reflection.

The Five Towns College Library is an outstanding resource for students and faculty alike. It is utilized by other libraries and researchers from around the world seeking information on various disciplines for which it holds specialized collections. Staffed by professional librarians, the Library is a major resource for curriculum and instruction at the College. To help more students become aware of the Library's holdings and more competent in using its research data sources, an Information Literacy Course is required of all students. In addition, orientation visits are scheduled for many classes.

### *Media Center*

The Media Center contains a diverse selection of audio and video recordings that represent the depth and breadth of the curriculum offered by the College. Nearly every style, genre and medium of music is represented. There is a wide array of digital recordings stored on various media, including concerts of popular music,

Spring 2010 Classes Begin

### **JANUARY 26 Tuesday**

Last Day for Program Changes and  
Application for May Graduation

### **FEBRUARY 15 Monday**

President's Day - No Classes

### **MARCH 15-APRIL 16 Monday-Friday**

Registration Starts for Fall/Summer 2010

### **MARCH 17 Wednesday**

Faculty Development Day - No Classes

Long Island Media Arts Show

### **MARCH 26 Friday**

Residence Halls Close

### **MARCH 27-APRIL 4 Saturday – Sunday**

Spring Recess – No Classes

### **APRIL 4 Sunday**

Residence Halls Reopen

### **APRIL 6 Tuesday**

Last Day to Remove Incomplete (“I”) Grades

### **MAY 6 Thursday**

Last Day to Withdraw from Classes with a Grade of “W”

### **MAY 7–12 Friday-Wednesday**

Final Examinations

### **MAY 13 Thursday**

Spring Picnic

Residence Halls Close – Except Graduates

### **MAY 14 Friday**

Graduation Commencement Rehearsal 10 AM

### **May 15 Saturday**

Commencement Exercises 9:30 AM

Residence Halls Close - Graduates

## ACADEMIC SUPPORT SERVICES

**Director:** Susan Barr (631) 656-2129, sbarr@ftc.edu

The **Academic Support Services** staff at Five Towns College is dedicated to promoting a fulfilling and successful academic experience for all students. Specialized programs are designed specifically for students who meet requirements respective to each program. Faculty and peer tutoring services are provided for all Five Towns College students.

The **Academic Support Center (ASC)** offers tutoring assistance to all Five Towns College students to promote optimal academic performance. Faculty and peer tutors are available to help students reach their academic potential, in terms of improved course grades or higher overall GPAs. Academic support is provided in all subject areas, on all levels. Sessions are conveniently arranged according to students' schedules, by appointment.

The **Higher Education Opportunity Program (HEOP)** is a New York State sponsored program. It is designed to provide support services for prospective college students who meet strict guidelines for academic and financial eligibility. HEOP participants are required to attend a pre-freshman program during the summer preceding fall entry. Advising, counseling, tutoring and financial assistance are provided to HEOP students for the duration of their degree programs if eligibility requirements are continuously met.

The **Promoting Academic Success for Students (PASS) Program** is an ancillary program created for those students who meet the academic requirements for HEOP but do not qualify for financial assistance. PASS participants have access to the same advising, counseling, and tutoring services that are essential to the success of HEOP students, but they do not receive they same financial support.

- Keep a résumé updated, and have it periodically critiqued by the Career Services staff.

### Junior Year:

- Correlate personal values, interests, and abilities with two or three tentative career choices.
- Begin to refine career goals by meeting at least once a semester with the Career Center staff.
- Research more thoroughly the occupations under consideration.
- Continue developing knowledge, skills, and dispositions for a specific career by participating in meaningful extracurricular activities, internships, and work.
- Identify trade or professional organizations related to the top career choices and consider attending annual conferences. (Student rates are usually available.)
- Build relationships with faculty and professionals who will serve as references, particularly those already working in the top career choice.
- Design a cover letter and attend the Annual Career Fair.

### Senior Year:

- Sharpen job search skills early in the fall semester through workshops/programs, particularly those focusing on effective interviewing techniques. Participate in mock interviews several times and as needed.
- Begin circulating resumes to potential employers and network colleagues.
- Make regular visits to the Career Services Office to stay current on career opportunities, trends, and job postings.
- Sign up for all relevant on-campus and off-campus recruitment programs.
- Complete one to two Internships during the school year to gain relevant experience, make professional contacts, and strengthen resumes.
- Engage Internet search engines, job sites and listings. Post resumes in appropriate forums and respected sites.

**WORK STUDY**

The Federal College Work Study program offers students the opportunity to work in many different areas on campus. Once eligibility for this program is determined by the Financial Aid Office, the Center provides placement assistance to those students seeking to avail themselves of this opportunity. A limited number of on campus positions are available without regard to financial eligibility. Students seeking a part-time job on campus are encouraged to discuss their needs with the Center staff.

**THE ACADEMIC/CAREER GUIDELINE**

Preparing for the future is a very detailed process, and making wise career choices takes time. Students are encouraged to start their career planning during their first year of college. The following guidelines are discussion points for students and their parents.

**Freshman Year:**

- Identify interests, abilities, and values. Meet with Career Services staff to discuss and clarify career goals.
- Clarify interests and skills through classes, student organizations, part-time jobs, and community service.
- Attend career workshops and events such as résumé writing workshops and interviewing seminars. Attend the Career Fair.
- Create a career profile folder, keep it current, and maintain it with relevant information through each year of college.
- Prepare a résumé and update it regularly.

**Sophomore Year:**

- Attend Career Services workshops and related events.
- Obtain relevant work experiences through summer jobs, part-time employment and volunteer work.
- Begin to identify the three to five career values which are most important.
- Develop some short-term and long-range educational goals by meeting with the career counselor each semester.

**Serving Opportunity Program Students Educationally (SCOPE) Program** addresses the challenges faced by the growing population of international students at the College. SCOPE students receive advisement, counseling and tutoring services geared toward their specific needs, which often includes: strengthening English language, reading comprehension and writing skills; processing immigration documentation; and navigating the collegiate experience.

**MORE (Motivated, Organized, Realistic and Enthusiastic) Program** provides support to students with certifiable learning disabilities, and is structured to parallel the proven successful strategies of the HEOP Program. Students are provided with advising, counseling and tutoring services, as well as access to reasonable accommodations based upon a student's individual needs..

**American's with Disabilities Act (ADA)**

Five Towns College endeavors to provide reasonable accommodations to students with documented disabilities, learning or otherwise. While the College does not require that students disclose disabilities, the ADA, does not require that services be provided or that accommodation be made to students unless they self-declare the need for such accommodations in a timely manner.

If your son or daughter requires reasonable accommodations in order to participate in the programs and services offered by the College, we encourage you to have their disabilities documented and declared.

## COUNSELING SERVICES

**Counselors:** Sue Rosenman (631) 656-2124  
Carolyn Newman (631) 656-3191  
counsel@ftc.edu

The College Counseling Office provides confidential counseling services to any student needing to discuss issues that may interfere their academic progress. Speaking with a trained professional often helps to make situations manageable and the College Counseling Office seeks to support students in this manner

Any student or parent/guardian who wishes to speak with a counselor is encouraged to do so. There is never a fee for this service and meeting may be scheduled at convenient times.

## CAREER SERVICES and EXPERIENTIAL LEARNING CENTER

**Director:** Krysti O'Rourke (631) 656-2163  
careerservices@ftc.edu

The Career Services and Experiential Learning Center helps students become aware of career opportunities and acquire the skills necessary to search for jobs, develop résumés and cover letters, and prepare job interviews. It also provides internship and cooperative education placements, study abroad and visiting student programs, and other experiential learning opportunities.

### **INTERNSHIPS**

Internships are a vital part of the curriculum at Five Towns College. The entertainment industry is constantly changing, and Five Towns College has adapted to these changes. Because many entertainment companies now hire internally, the faculty has

added internship requirements to many degree programs. Internships help students to gain valuable experience in a

particular industry by working inside of a reputable organization. To assure that Five Towns students are benefiting from the internship experience, Internships are conducted as a college course with weekly seminars required of all program participants.

Depending upon the degree program, students may be required to register for one or two semesters of internship. Other students may register for the internship class as an elective. Five Towns College students routinely internship at some of the most exciting companies. In recent semesters, Five Towns College students have interned at Sony, Def Jam, Cablevision, MTV Networks, Disney, Viacom, Madison Square Garden and many more top-rated recording and post-production studios. Annually the Center hosts an on-campus Career Fair, which provides students with the opportunity to meet and network with representatives from these and other professional organizations.

### **JOB PLACEMENT**

It is a priority of the Center to help students identify and obtain jobs that suit their particular interests and skills. Students and alumni alike are welcome to peruse the library of contacts and job postings on file in the Center and which are also available on a Blackboard Job Opportunities site once a student is registered with the Center. Center staff help students and alumni prepare résumés, cover letters, and other materials related to a specific job search.

### **COMMUNITY SERVICE**

All students receiving scholarships from the College are required to perform a minimum of 10 hours of community service per semester. The Center provides a list of community service positions that are available on campus and with non-profit organizations off-campus. It also certifies the completion of this community service requirement by students.