Part 1: ATTAINING EXPERIENCE

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:

- Internships
- Research
- Volunteering
- Academic Projects
- Personal Projects
- Part-Time Positions
- Leadership Roles
- Workshops / Trainings
- Campus Club Participation / Leadership
- Service Learning

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. Co-advising appointments are also available with the Undocumented Student Services Coordinator and the Career Counselor who is the Liaison to the Bronco Dreamers Resource Center to assist with finding experiences within your industry.

Take the “Career and Personal Exploration” (CPU100) Course: CPU 100 is offered each semester and is facilitated by a Career Counselor. The course provides students with career and personal exploration strategies that facilitate the process of choosing a college major, and career path. Students will be able to understand how their personal traits relate to the career planning strategy, and analyze career paths.

Build & 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 CPP and Previous Institutions
- Mentors
- Alumni
- Coworkers and Supervisors (current and previous)
- Student Clubs

Ways to Supplement Unpaid Experience

CPP Office of Financial Aid & Scholarships: Go to (https://csupomona.academicworks.com/opportunities) to look into multiple scholarships offered by the university. Type “*” in the keyword button to filter scholarship that don’t require citizenship status.

Broncos Dreamers Resource Center: Log onto (https://www.cpp.edu/ab540/scholarships.shtml) to view DREAM Scholarships available through the Broncos Dreamers webpage. Students may also be eligible for Research and Leadership scholarships for those involved in or seeking participation in research and or leadership opportunities both on and off-campus.

Some of the opportunities include:

- Emergency Funding
- Compensated Internships
Part 2: PURSuing INDUSTRY CAREERS

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,” in most cases. And then you move through the traditional hiring process without ever needing to discuss your immigration status. The exception is federally funded organizations. If you have any further questions regarding this exception please see a Career Counselor or the Undocumented Student Services Coordinator.

◆ As a reminder you do not need to disclose your 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 Cal Poly Pomona 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 or Bronco Dreamers Resource Center Coordinator and/or staff, 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 section above). It is important that your work is compensated. Please contact the Bronco Dreamers Resource Center for possible funding opportunities.

If you have an offer for a post-graduation full-time position, you could discuss the potential of being hired as an independent contractor (see more information below). Some employers may be unfamiliar with hiring independent contractors; when having these discussions be sure to do your own research into the process and consult with an employment lawyer if necessary. Please contact the Bronco Dreamers Resource Center for a list employment specialists.

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 status and seek support during this process, please talk with a Career Counselor and the Undocumented Students Services Coordinator. Both are committed to support students during
stressful and uncomfortable conversations.

Although your status should not determine your career choices, you must be aware of some limitations that exist in your career. Although opening up about your status is important, be strategic about who you open up too. If you need assistance with developing relationships with administrators, faculty and or staff, Career Center Counselors and Undocumented Student Services Staff can assist you with developing strategic partnerships.

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 (ITIN), 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

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

For more information about independent contracting, see the Life after College: A Guide for Undocumented Students published by Immigrants Rising. Immigrants Rising Website: https://immigrantsrising.org/.

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. Lastly, check with the Bronco Dreamers Resource Center Staff to schedule an appointment with the
Part 3: PREPARING FOR GRADUATE SCHOOL

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.

◆ **Ally 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 School Planning webpage: [http://www.cpp.edu/~career/student/graduate-school-planning.shtml](http://www.cpp.edu/~career/student/graduate-school-planning.shtml). The national UndocuScholars project is also a resource for undocumented students conducting research at the graduate level: [http://www.undocuscholars.org/](http://www.undocuscholars.org/)

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. Educators for Fair Consideration have also published a list of scholarships and fellowships from 2014 that do not require proof of U.S. citizenship or legal residency. Fellowships may have restrictions in regards to immigration status.

  * [https://immigrantsrising.org/resource/list-of-graduate-scholarships/](https://immigrantsrising.org/resource/list-of-graduate-scholarships/)
  * Useful tool: Dreamers Road Map App which is available on Apple and Google Store.

◆ **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.

*Some Cal States may qualify you for financial aid upon meeting eligibility and completing the California Dream Act by March 2nd.*

**CAREER SERVICES OVERVIEW**

**Have more questions?**
Cal Poly Pomona Career Center can assist you with our variety of services towards achieving your goals. Whether it is needing help on 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**
Empower students and alumni to identify their skills, interests and values; make informed educational decisions; and discover meaningful career opportunities.

**Services**
**Handshake** – Handshake is Cal Poly Pomona’s career management software where students can utilize various resources.

* On / Off Campus Jobs
* Internships
* Workshops
* Employer Information Sessions
* Career Center Event Date Information
* Upload Your Resume
* Request a Career Counseling Appointment
* Connect With CPP Students / Alumni

To activate your Handshake account log onto [http://www.cpp.edu/~career/handshake.shtml](http://www.cpp.edu/~career/handshake.shtml).

**1 on 1 Career Counseling Appointments** – Career counseling appointments can be scheduled on Handshake. Career counseling session last 50 minutes to an hour and cover all career related topics.
• Career and Major Exploration, Graduate School, Personal Statements, Mock Interviews, Job Search Assessment intakes and interpretations (Strong Interest Inventory, MBTI, StrengthsQuest)

**Drop-in Advising in the Career Center**
Fall & Winter Semester Hours: 11:00am - 3:00pm Monday - Friday
Summer Hours: 1:00pm - 4:00pm Monday - Thursday
• 15 minute session
• Resume advising
• Cover letter advising
• Brief career exploration

**Drop-in Career Advising at Specific College Locations**
College of Agriculture, Student Success Center (Building 94, Room 271)
Wednesdays 8:00am – 5:00pm

College of Business, Student Success Center (Building 163, Room 1024)
Tuesdays, 1:00pm-4:00pm, Wednesdays 2:00pm-4:00pm

College of Education and Integrative Studies, Advising Center (Building 94, Room 291)
Thursdays, 11:00am-12:00pm & 3:00pm-5:00pm

College of Engineering (Bldg. 9, Room 155E)
Mondays 8:30am-12:00pm, Wednesdays 1:30pm-5:00pm

College of Environmental Design, Advising Center (Building 7, Room 200)
Mondays 2:00pm-5:00pm, Tuesdays 9:00am-12:00pm

College of Letters Arts and Social Sciences, Student Success Center (Building 5, Room 228)
Thursdays 10:00am-12:00pm

Collins College of Hospitality Management, (Building 79B, Room 2210B)
Mondays 10:30am-12:00pm

College of Science and Pre-Professional, College of Science Advising Center (Building 3, Room 1645)
Tuesdays, Thursdays 2:00pm – 4:00pm

**Clothes Closet**
• The Career Clothes Closet provides students with free professional clothing attire needed for an interview, a career fair, a conference, or for the first week of work.

**Career Events**
• Career Fairs
• Employer Info Sessions
• Employer Public Relation Tables
• Targeted Workshops
• Resumaniac

**Alumni Services**
• Congratulations on graduating! Alumni are able to use Career Center services for 12 months post-graduation. Services are available after 12 months for a fee. Please contact the Career Center for more information.
**UNDOCUMENTED STUDENT SERVICES OVERVIEW**

**Mission Statement**
Undocumented Students Services supports the holistic success (academic, personal, professional) of undocumented students at Cal Poly Pomona. Our purpose is to educate the community about current issues and to convene campus allies in a dialogue of student success.

**Services**

**Scholarships, Grants, & Research Opportunities**
Log onto [https://www.cpp.edu/ab540/scholarships.shtml](https://www.cpp.edu/ab540/scholarships.shtml) to view DREAM Scholarships.

**UndocuAlumni Dinner**
Cal Poly Pomona alumni are invited to share their post-grad experience to the upcoming generation. The alumni come from various backgrounds (with DACA or without DACA) and share their undocu-stories to empower others to keep moving forward. The dinner brings together the community and helps address the concerns many students have: *What are my options after graduation?*

**Bronco Dreamers Resource Center (BDRC)**
A safe space on campus for undocumented students to gather, study, eat, and relax. Services and meetings with Undocumented Students Services staff are located here as well.

**UndocuAmbassador Mentorship Program: STEM² Dream and Mt. SAC Partnership**
- One-on-one peer mentoring – mentees are matched with a mentor in their field of study
- UndocuAmbassador Workshops – Personal, professional, and academic workshops for mentors and mentees.
  - Topics vary and are based on necessity of the mentors and mentees.
  - Undocu Self-Care – mentors share their own ways of practicing well-being
  - UndocuAlumni Dinner – For more information, please refer to the section above in *UndocuAlumni Dinner*. Required for mentors to attend, highly recommended for mentees
  - Liaison Meet and Greets – required for mentors
  - UndocuSTEM Conference – Hosted by a university to help undocumented students in STEM fields find ways of exercising their major while in school or not with DACA or without DACA. Mentors and mentees are given priority to attend the conference if traveling is required.
Legal Team – CARECEN

About Us
The state of California gave a grant to the California State University System to provide free immigration services to students, staff, and faculty. CARECEN was contracted to provide those services to 8 CSUs. At the moment, each campus has a team of legal staff providing free consultations and other immigration related relief. Currently the San Bernardino team is comprised of one staff attorney, Elda Rosales, and one legal assistant, Andrea Garcia, and are being supervised by attorney Sabrina Rivera. They are serving Cal State San Bernardino and Cal Poly Pomona.

CARECEN itself is a non-profit based out of LA, however they have offices in other areas like Van Nuys and San Bernardino. They were created in 1983 by Salvadoran refugees and have been providing access to legal services. They not only have legal services, but also are in advocacy as well as organizing. For a more in depth background of the organization, please visit their website or contact them at [https://www.carecen-la.org/](https://www.carecen-la.org/)

Mission Statement
CARECEN empowers Central Americans and all immigrants by defending human and civil rights, working for social and economic justice and promoting cultural diversity.

Services Offered
- General Consultation
- DACA Renewals
- Citizenship Family Petitions
- Adjustment of Status
- Special Immigration
- Juvenile Status
- U Visa/ T Visa, and other matters

Making an Appointment
Meet with the Staff Attorney: [https://usscpplegal.youcanbook.me/](https://usscpplegal.youcanbook.me/)
Meet with the Legal Assistant: [https://usscpplegal2.youcanbook.me/](https://usscpplegal2.youcanbook.me/)
OR Contact the Bronco Dreamers Resource Center

CARECEN Contact Information
Elda Rosales
CARECEN – Staff Attorney
ERosales@CARECEN-LA.org

Andrea Garcia
CARECEN – Legal Assistant
AndGarcia@CARECEN-LA.ORG

Hours, Location, & Contact Information

Office Location
Bronco Dreamers Resource Center
(909) 869-2728
Bldg 26, Room 101
3801 W. Temple Ave
Pomona, CA 91768

Main Contact
Mecir A. Ureta Rivera
Coordinator
muretarivera@cpp.edu
(909) 869-6986

Office Hours
Monday - Friday
8 am - 5 pm
Finals Week Extended Hours TBD
THE CLOTHES CLOSET
10 YEAR ANNIVERSARY!

ABOUT THE CLOSET
The Career Center presents the Clothes Closet as a place where students can obtain free proper and professional clothing attire needed for an interview, career fair, or first week of work. All of the clothing in the closet are donation based by faculty, staff, alumni, and employers to help students succeed.

DONATIONS
If your company or organization would like to donate to the Clothes Closet, we ask that the professional clothing donations be ready to wear with no stains, odors, tears, or missing buttons. We also accept accessories such as ties, scarves, purses, shoes, and jewelry. All donations can be directed to the Career Center by drop off or contacting us at (909) 869-2342 or career@cpp.edu.

HOW IT WORKS
1. Stop by the Career Center and request to shop in the closet.
2. A Clothes Closet team member will then come to assist you.
3. Take a look around! Each CPP student is allowed up to 6 items per semester.
4. Once you have chosen your items, check-out with a Clothes Closet team member or at the front desk.

The Clothes Closet Hours:
M to F 8 AM to 5 PM
Located in Building 97-100 Inside the Career Center

#LETSHANDSHAKE
ACTIVATE YOUR ACCOUNT
http://www.cpp.edu/~career/handshake.shtml

FIND YOUR JOB
handshake