

About

Career Services

Our purpose at ASUCQ Career Services is to help both current students and graduates in pursuing their professional aspirations. We aim to do this by encouraging them to participate in different activities and experiences that will allow them to acquire new skills as well as to strengthen those they already have. The ultimate goal is for them to enter the professional world in a successful way.

Core Services:

Scholarships and Financial Support
Internships and Social Service
Professional Orientation
Job Search
CV Writing Advise
Job Interview Trainings
Organization of Job Fairs
Alumni Association follow-up

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Internships

The main objective of the Internship program is to enhance the students' theoretical skills and knowledge acquired throughout their academic development. In turn, the students will have the **opportunity to observe and work in their professional field.** Internships are temporary activities related to a professional field that ASUCQ students perform in some organization. **It is an experience that strengthens the students' knowledge acquired throughout their academic career at the University.**

Social Service

The main objective of the Social Service program at ASUCQ is to **promote skills and competences that lead our students to generate a social conscience** and thus, become **leading professionals committed to the community** that surrounds them.

The Social Service program is required for all students who aspire to a professional degree, which is established in article 24 of the General Education.

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- 1 Students must perform **240 Internship hours** throughout their time at ASUCQ.
- 2 Companies are not obligated to pay wages, compensations, or other benefits as stipulated in labor laws.
- 3 The activities carried out shall be aligned to contribute to the vocational development of students.
- 4 The Career Services Department is the authority responsible for monitoring the issues related to internships.
- 5 To carry out their an internship program, the student must meet the following requirements:
 - a. To have completed at least **60 academic credits (fourth semester completed)**.
 - b. **Meet the profile** requested by the company or organization.
 - d. Deliver the **accreditation letter** at Career Services.

—○ Process

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Students will receive an invitation from Career Services to attend the **Informative Workshop**.

2

Students must **apply** to the Internship Opportunities that are shared with them, or they can look for options themselves.

3

Deliver the **Acceptance Letter** at Career Services.

4

Perform and achieve the **240 hours** within the set time.

5

Students will be **supervised** by an employee designated by the company, who will report any incidents or issues that might jeopardize the completion of the Internship Program.

6

The company will issue a **Letter of Accreditation** for the time worked at the organization. Said letter must be delivered at Career Services.

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—○ Social Service Guidelines

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- 1 Students must perform **480 hours** throughout their time at ASUCQ in a time frame of minimum 6 months and 12 months maximum.
- 2 Students need to register to a Social Service Program during the **first week of classes**.
- 3 The Social Service shall be carried out in an **uninterrupted basis**. Social Service activities are carried out during the academic periods of **Spring, Fall and Summer**.
- 4 The Career Services Department is the authority responsible for monitoring the issues related to Social Service.
- 5 To carry out their a Social Service program, the student must meet the following requirements:
 - a. To have completed at least **60 academic credits (fourth semester completed)**.
 - b. **Sign up** for a Social Service Program.
 - c. Deliver the **accreditation letter** at Career Services.

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Students will receive an invitation from Career Services to attend the **Informative Workshop**.

2

Students should check the Social **Service Directory** which can be found in the WebPage.

3

Students should **contact the organizations** to request further information about the projects they are interested in.

4

Organizations will provide students with a **Social Service Unique Number (SSUN)**.

5

Students will use the SSUN to **register** in the project of their interest through a **form** provided by Career Services.

6

Students will receive a **confirmation email** once they have successfully registered to a program.

7

Perform and achieve the **project or activities** within the set time.

8

The organization will issue a **Letter of Accreditation** for the hours that were successfully completed. Said letter must be delivered at Career Services.

Accreditation

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