



University of Houston-Downtown

Your Guide to Succeeding in the MSPWTC Program



**Master of Science in Professional Writing &
Technical Communication Handbook**

A Guide to Succeeding in the MSPWTC Program

University of Houston-Downtown

The official, up-to-date version of documentation, schedules, directives, and the like is available on the MSPWTC page of the UHD website.

This guide not an official or university-produced document. It was produced by MSPWTC Program students in the Spring 2008 ENG 5340 Project Management course and subsequently updated by the following students in the Spring 2009 Project Management course:

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Introduction

Welcome to the Master of Science in Professional Writing and Technical Communication (MSPWTC) program! This handbook was designed to help guide you through the graduate student experience. It was written and designed by graduate students in the MSPWTC program to help answer your questions and share students' experiences.

In this guide, you will find beneficial information on theses and capstones, library and student resources, links to faculty bios, tips for getting through the program, and MSPWTC program requirements.

The graduate student experience can be somewhat overwhelming. Please remember that the faculty wants you to succeed, so if you don't find what you need in this handbook, do not hesitate to ask any of the professors or your fellow graduate students.

Financial Aid

Attending college requires students to have the necessary financial resources. For many, financial aid assistance is the only way to secure such resources. The UHD Office of Scholarships and Financial Aid works with students to help them secure funding for their UHD education. The Financial Aid office is located at: One Main Street, Suite S330, Houston, TX 77002. Office hours are Monday through Thursday, 8:00 AM–6:00 PM and Friday, 8:00 AM–5:00 PM.

Additionally, the following information is available on the UHD Financial Aid website:

- financial aid counseling;
- information for prospective and current students;
- details about the financial aid toolbox;
- how to maintain awarded financial aid;
- HB1403/SB1528 matters;
- important dates; and
- information for parents.

Scholarships and Financial Aid

School Code: 003612

uhdfinaid@uhd.edu

713-221-8041 (office)

713-221-8648 (fax)

Parking

All UHD Parking is coordinated by University Police. The Parking and Transportation Services Office is located in Suite 354-North in the One Main Building. Hours of operations are Monday – Thursday, 7:00 AM–6:00 PM and Friday, 7:00 AM–5:00 PM.

UHD operates six different parking lots designated for faculty and students at the following locations:

- Daly Street
- Naylor Street (disabled parking available)
- Washington Street
- Wood Street
- UH-Downtown Faculty/Staff Parking Garage (disabled parking available)
- Commerce Street

The City of Houston provides metered parking spaces in areas around the campus. Call 713-247-5100 for problems with metered parking spaces.

Visitor parking is located beneath the Academic Building. The UHD Police Department manages the shuttle bus service. Shuttles operate between the Daly Street Parking Lot at 500 North Main and the One Main building. For more information about parking, citations, towing, and rules, please see the [Parking & Transportation Services Office](#) website.

Blackboard Vista

[Blackboard Vista](#) is a learning management system that UHD uses to facilitate online courses and class communication. Courses that are available through Blackboard Vista require a user ID and password. You will receive a user ID and a temporary password in your graduate acceptance package.

Degree Requirements

MSPWTC Degree Requirements

Dr. Ann Jennings, Degree Coordinator (S1045)

mspwtc@uhd.edu

713-221-8453

The MSPWTC degree requires a minimum of 36 hours, including thesis or capstone project. All students must complete a graduation portfolio.

Required Core Courses: 12 Hours

- ENG 5304: Pro-Seminar in Professional & Technical Communication
- ENG 5317: Rhetorical Theory & Criticism
- ENG 5330: Visual Design Theory
- ENG 5340: Project Management

Elective Courses: 18 Hours

(Recommended for Careers in Marketing, Public Relations, Law, and Business)

- ENG 6303: Public Relations & Media Management
- ENG 6310: Intercultural & World Communication
- ENG 6312: Ethical and Legal Dimensions of Communication
- ENG 6322: Instructional Design
- ENG 6324: Writing in the Professions
- ENG 6328: Hypermedia Theory & Design
- ENG 6330: Usability Research

(Recommended for Careers in Medical, Scientific, Engineering, and Computer Fields)

- ENG 5325: Advanced Medical Writing
- ENG 6324: Writing in the Professions
- ENG 6318: Stylistics & Editing
- ENG 6322: Instructional Design
- ENG 6323: Communications and Technology
- ENG 6328: Hypermedia Theory & Design
- ENG 6330: Usability Research
- ENG 6360: Special Topics in Technical and Professional Communication
(e.g., Medical Writing, Proposal Writing)

Six hours of additional electives from outside the UHD program may be counted towards the degree at the discretion of the Graduate Coordinator. Possible options include:

- ENG 6301: Composition Pedagogy
- CJ 6321: Quantitative Analysis in Criminal Justice
- Math 5305: Advanced Business Statistics

Thesis or Capstone Project: 6 Hours

Visit the thesis or capstone project section of the MSPWTC manual for more information.

Course Options

Enrollment for summer course options for students in the MSPWTC is limited. However, the students may select up to six hours of discretionary electives from the following sources:

- Distance Learning
- Undergraduate courses from the Bachelor of Science in Professional Writing

Before attempting to register for any of the above options, consult the MSPWTC Graduate Coordinator to determine whether the desired courses fulfill the requirements of the program. You must acquire approval before registering.

Tip:

"Realize that even if you are a working adult, you still have a lot to learn."

- *Dr. Ann Jennings,
Coordinator of
MSPWTC Program*

Distance Learning

Per MSPWTC policy, transferred coursework must earn a grade of B or higher. The following university websites offer distance-learning courses, which may fulfill the requirements of the MSPWTC program:

- [Texas Tech University](#) in Lubbock, Texas
- [Texas State University](#) in San Marcos, Texas

Upon receiving permission from the MSPWTC Graduate Coordinator to register for the course, you should contact the university's graduate college and/or department offering the course to discuss any admission requirements necessary for enrollment.

You should be aware that distance learning does not always refer to a purely online or "virtual" learning environment. Courses from other programs may contain a partial residency requirement.

Undergraduate Courses in Professional Writing

You may take any professional writing course higher than ENG 3302 if the MSPWTC Graduate Coordinator determines that the course fulfills the requirements of the program and is suitable for your career goals. Consult UHD's [Professional Writing](#) website for a complete list of possible courses. Students are strongly encouraged to take any qualifying undergraduate courses at UHD.

Courses from Other UHD Colleges or UH Campuses

You are allowed to take graduate or undergraduate courses from another UHD college or UH campus if the MSPWTC Graduate Coordinator determines that the course fulfills the requirements of the program and is suitable for your career goals.

Possible options include the following:

- ENG 6301: Composition Pedagogy
- ENG 6319: Language Development and Variation: Implications for Educators
- CJ 6320: Research Design and Methods
- CJ 6321: Quantitative Analysis in Criminal Justice

Consult the current class schedule to discuss possible course options with the MSPWTC Graduate Coordinator.

Remember, you are limited to a total of six hours from these alternative options.

Tip:

"When it comes to grades, feedback, etc., don't take any of it personally. Take it as a learning opportunity."

- *Dr. Ann Jennings,
Coordinator of
MSPWTC Program*

Graduate Portfolio Requirements

In your graduating semester, you must register for ENG 6099: Professional Writing Graduate Portfolio, a non-credit, no-fee course. The portfolio is a portion of the MSPWTC degree requirement.

The MSPWTC program coordinator will provide you with instructions and selection criteria applicable during your graduating semester.

The [graduate portfolio](#) is often very beneficial when seeking employment or applying to doctorate programs. The portfolio will not be returned to the student.

This assembly of **five projects** will

- Help you assess your own progress as a writer, designer, and editor, and it may help you decide on a career direction.
- Provide a model for the type of job-hunting portfolio expected by many employers; thus, you may wish to choose projects that demonstrate marketable skills or identifiable subject matter areas such as software documentation or medical writing.
- Enable the graduate faculty to assess how well the MSPWTC program is fulfilling its educational goals.

Format

You can submit your portfolio in hard copy or as an e-portfolio. For hard copy portfolios, place all documents in a 3-ring binder and include a title page (the title page may be part of the binder's front cover). Include an electronic copy of each of the projects in the portfolio (CD or DVD). For e-portfolios, submit all of the required components below on a CD or DVD. These components can consist of Word or PDF files, websites, and other media appropriate to the documentation project.

Submission Deadline

Verify the deadlines with the English Department. Deliver your portfolio to the English Department in S1045.

Grading/Assessment

The portfolio is assessed on a satisfactory/unsatisfactory basis by the graduate faculty. A grade of unsatisfactory will prevent you from earning your degree and will entail a revision and resubmission process.

Portfolio components

- Current résumé
- A table of contents
- Five projects, each of which must demonstrate one of the following learning objectives:
 - **Documentation production and project management:** writing, editing, and delivering documents in the various print and electronic genres of professional communication.
 - **Rhetorical analysis:** identifying, assessing, and articulating the theoretical principles that underlie rhetorical choices in professional writing.
 - **Ethical and global awareness:** analyzing the ethical and global implications of professional communication.
 - **Research methodologies:** conducting research in technical and professional communication, including audience analysis and usability testing.
- A separate cover statement or memo for each project indicating the following:
 - Title of the project
 - Course name and semester in which you developed the project
 - Audience or client for whom you developed the project
 - Achieved learning objectives
 - Audience or client need fulfilled by the project

Tips for compiling the graduate portfolio:

- Begin electronically compiling finished works upon entrance into the program. Keep final, unmarked documents to include in your portfolio.
- Keep both the original and edited documents.
- Request the criteria (from the program coordinator) and begin work on the portfolio at the beginning of your last semester of enrollment.
- Allow enough time to complete the portfolio and concentrate on your capstone or thesis.
- Choose a combination of works from both core and elective courses.
- Choose documents that satisfy the goals identified by the coordinator's guideline memo.

Tip:

Editing entries should include the "before" and "after" versions of the project.

For collaborative projects, explain your role in the project.

Thesis or Capstone Project

Before graduating, students must complete either a thesis or capstone project, depending on their career objectives. Most thesis or capstone projects are completed during the last two semesters of the MSPWTC Program.

A research thesis serves as an investigation of a problem in professional writing or technical communication. It provides new information that leads to greater understanding of, or a solution to, the problem. A research thesis is aimed at an academic audience and is often used for application into a doctoral degree program.

The thesis should:

- Showcase your ability to analyze, interpret, and synthesize information;
- Demonstrate knowledge of relevant literature or prior scholarship from which the project has evolved;
- Illustrate methodologies and procedures; and
- Exhibit your ability to discuss the project completely and clearly.

Tip:

“Do your thesis or capstone on a subject you truly enjoy.”

- *Trazanna Moreno,*
2007 graduate

Generally, a thesis should not exceed 100 pages. The UHD Library provides databases for writing a thesis, and you may borrow a copy of a thesis for review. See the library for examples of [theses and dissertations](#) and for more information and tips on how to write a thesis.

Thesis

Ideally, the thesis is a two-semester undertaking. Please see the MSPWTC web pages for additional information.

Semester 1

1. Decide on a general project topic.
2. Discuss topic with MSPWTC Graduate Coordinator.
3. Choose a committee chair and second committee member.
4. Finalize specific project.
5. Register for ENG 6390: Directed Research.
6. Conduct background research, gather data, and begin documentation and writing.

Tip:

“During your first 15 graduate hours, develop an idea for a thesis, in consultation with a faculty member. Also, begin background work (reading, gathering of documents, getting approvals from workplace, etc).”

- *Graduate Advisory*
Committee

Semester 1 Checklist

- Register for ENG 6390.
- Conduct background research on topic.
- Prepare thesis proposal.

- Complete thesis proposal form (see MSPWTC Student Handbook).
- Submit proposal with any Committee for the Protection of Human Subjects approval forms and workplace releases.
- Continue to conduct research while waiting for project approval.
- Begin writing thesis once approval is given.
- Provide committee with updates.

Semester 2

1. Register for ENG 6391: Thesis.
2. Complete the final version of your thesis and defend it.

Semester 2 Checklist

- Register for ENG 6391: Thesis.
- Continue researching and writing.
- Submit material to the committee when they request it.
- Make suggested changes to drafts.
- Create final version.
- Print final version.
- Write abstract.
- Schedule a thesis defense two weeks in advance.
- Provide committee with copies of thesis.
- Defend thesis.
- Revise content as needed.
- Once approved, obtain signatures from committee members.
- Submit three copies to the UHD library for binding.

Note: If you need additional semesters to complete the thesis, continue to register for ENG 6391. You must be enrolled in ENG 6391 until you complete your thesis and receive acceptance of your oral defense.

Final Project

- Complete 15 semester hours prior to ENG 6390 Directed Research.
- Satisfactorily pass ENG 6390 prior to ENG 6391 Thesis.

Capstone

Candidates opting for the capstone project must complete three hours of a directed research practicum or an internship and three hours of capstone project credit as well as oral defenses of the capstone project. This option allows a student to gain practical experience with the design, management, and completion of a professional writing project such as the production of a useful manual, public relations materials, a website, a usability assessment, or other document for a workplace. A rationale report must accompany the document; this report explains how the document applies and reflects the scholarly principles which underlie or support the production of the deliverable for the workplace.

The capstone project, or applied thesis, is a substantial document for a real-world audience. The project involves the collection, analysis, and interpretation of data to address a literary issue. It could be a user's manual, proposal, hypertext tutorial, or other application. The project includes a description and analysis of research related to the project. The research project should be appropriate for students engaged in substantial professional writing or technical communication.

Options for a Capstone

You can approach the capstone through ENG 6380: Field Experience or ENG 6390: Directed Research.

Apply through the Graduate Advisory Council (GAC) for an internship within or outside the university. If you chose an internship, you are still required to submit a capstone proposal and project to the GAC.

Tip:

"Back up your files on multiple hard drives, file servers, online storage, and e-mail accounts. Nothing is worse than [losing] all of your hard work."

- *Trazanna Moreno,*
2007 graduate

During Field Experience or Directed Research, submit the capstone proposal on the 4th Monday of the semester.

The capstone should:

- Provide clear information on the research method(s) that you will apply to the project
- Articulate your research questions
- Demonstrate how the bibliography relates to proposed capstone.

Capstone Production Requirements

You are required to provide the following:

- Three unbound original versions of your capstone rationale paper to the UHD Library (each must contain a signature page with original signatures)
- A Thesis/Capstone Binding Request form accompanying the three originals
- One copy of the actual capstone project with all proprietary and privileged information issues addressed

Capstone Checklist

Please see the MSPWTC web pages for additional information.

Semester 1

1. Decide on a general project topic.
2. Discuss topic with MSPWTC Graduate Coordinator.
3. Choose a committee chair and second committee member.
4. Finalize specific project topic.
5. Register for ENG 6390: Directed Research.
6. Conduct background research, gather data, and begin documentation and writing.

Tip:

"Love why you are there and what you have chosen to do."

- *Shawn Harris,
2007 graduate*

Semester 1 Checklist

- Register for ENG 6390: Directed Research.
- Conduct background research on topic.
- Prepare capstone proposal.
- Complete capstone proposal form.
- Submit proposal and applicable Committee for the Protection of Human Subjects approval forms and workplace releases.
- Continue conducting research while waiting for project approval.
- Begin writing once approval is given.
- Provide committee with updates.

Semester 2

- Register for ENG 6392: Capstone Project.
- Provide one hard copy and one digital version of capstone proposal to the Graduate Coordinator.
- Submit material to committee as requested.
- Use research prepared during directed research or internship to complete capstone project.
- Schedule practice sessions with committee chair.
- Revise content as needed.
- Create final version.
- Print final version.
- Write abstract.

Prior to graduation

1. Schedule project defense (two weeks in advance).
2. Provide copies of project to committee.

Arrange several practice sessions with committee chair to prepare for the capstone defense. Provide one hard copy of the capstone project and a digital version to the Graduate Advisory Committee.

- Defend capstone project.
- Make revisions, as needed.
- Obtain signatures of capstone committee.

Submit to UHD library for binding (specific requirements determined on a case-by-case basis).

Additional Resources

Please see the MSPWTC web pages for additional information.

Selecting Committee Members for Your Thesis or Capstone Project

When you are enrolled in ENG 6390: Directed Research, you will need to spend your first few weeks looking for two professors who will guide you through your thesis or capstone project. These professors will serve as your chair and second committee member for the duration of your project. A third committee member or instructor of record will be appointed by the MSPWTC program. This third committee member will read your work and handle administrative functions, such as entering grades.

Your chair and second committee member will advise you on selecting a project or thesis, navigating through the research process, and developing documentation.

Selecting Committee Members

The most important consideration in selecting committee members is to find professors who have expertise in the area you wish to study. This expertise can be industry experience, scholarly research, or both. The [biographies of MSPWTC faculty](#) may found on the UHD website. Some students have even selected faculty they have never had as teachers. You want and need someone with expertise in your area.

The final decisions on committee members are determined by faculty availability and the input of the Coordinator of the MSPWTC and sometimes the Graduate Advisory Committee.

Tip:

Keep all your books and notes, no matter what the course.

- *Dr. Ann Jennings,
Coordinator of
MSPWTC Program*

Approaching Prospective Committee Members

After choosing professors with the necessary expertise, approach prospective committee members. Be prepared with a good description of your project, including research questions and what you wish to accomplish. Careful preparation will give faculty members useful information on how they may be of help to you.

Elements of Thesis and Capstone Documents

The theses and capstone documents produced by former MSPWTC graduates are located in the UHD library. You can view sample pages from a graduate thesis or capstone [here](#). They are available for checkout, and it is highly recommended that you examine these documents prior to beginning your project.

Thesis Production Requirements

Follow these precise steps to ensure that your thesis is properly bound:

Margins

For binding purposes, the mandatory margin settings are 1.5 inches on the left and 1 inch on the top, bottom, and right.

Paper Quality

Final copies must be printed on 24 lb., 100% cotton, acid-free, archival quality paper to ensure your final project does not deteriorate. You can purchase this paper at any office supply store.

Tip:

Use previous graduates' theses and capstone documents as a guide when you begin researching and planning your own document.

Printing

Print your document on a laser printer.

Binding

The final project will be bound in a blue cover with white lettering. The library binds two copies: one for library use and another for circulation purposes. The library will not pay to have personal copies bound, but will provide the binding company's name.

Number of Copies to Submit to the UHD Library

Submit three copies of your final project to the UHD Serials Librarian. Also submit three original copies of your signature sheet; no photocopies will be accepted. If the project contains sections or items that are digital, three CDs must also be submitted.

Thesis Components and Sample Pages

The thesis must include the following components:

- Title page
- Signature page
 - Title
 - Author’s name
 - Three signature lines (with original signatures of three committee members)
- Copyright page
- Table of contents
- Body of text and non-text elements

The thesis may also include the following optional components:

- List of figures or illustrations
- List of tables
- Abstract
- Preface
- Acknowledgements
- Dedication
- Appendix/Appendices
- Autobiographical Statement/VITA

Graduation

Congratulations! Your thesis/capstone project and portfolio have been approved. It is now time to don your cap and gown. To successfully navigate the graduation maze, contact the English Department’s office by calling 713-221-8013 or by visiting 1045S.

Library Resources

The W.I. Dykes library is located on the 5th floor of the Main building.

The library contains “more than 240,000 books and 37,000 periodical volumes, plus a growing collection of CDs, DVDs, and videos. Special collections include juvenile literature, textbooks from Houston ISD, and a substantial number of reference materials, such as dictionaries, encyclopedias, and statistical resources. Online collections include over 10,000 electronic books and several million electronic articles.”¹

The library also has copies of former students’ theses and capstone projects. These documents are located near the information desk.

The library home index offers research information and general information. More specifically, the library website offers a subject guide for professional writing.

<http://www.uhd.edu/library/index.html>

You can review theses completed by previous student at:

<http://www.uhd.edu/library/guides/theses.html>

¹ University of Houston-Downtown. (2000). *W. I. Dykes Library*. Retrieved from www.uhd.edu/library

Other UHD Resources

UHD offers a number of resources and services that range from the Academic Computing Lab to the Jesse H. Jones Student Life Center. Below is a list of UHD's common campus resources. You can find a complete list in the [UHD Student Handbook](#).

University Copy Center
One Main building, N351
(located in the back of the UHD Bookstore)
713-221-8155
[Copy Center website](#)

Registrar's Office
One Main building, N330
713-221-8999
[Registrar's Office website](#)

Financial Aid
One Main building, S330
713-221-8041
[Financial Aid website](#)

UHD Bookstore
One Main building, N351
713-221-8025
[Student Bookstore website](#)

Graduate Admissions
One Main building, N325
713-221-8522
[Graduate Admissions website](#)

Jesse H. Jones Student Life Center
713-221-8225
[Student Life Center website](#)

MSPWTC Usability and Accessibility Research Lab
One Main building, S1097
713-226-5254
[Usability and Accessibility Research Lab website](#)

Parking Office
One Main building, N354
713-221-8127
[Parking Office website](#)

Documents for the MSPWTC Program

Documents you may need during your participation in the MSPWTC program include:

- Capstone or thesis formatting guidelines
- Degree plan
- Thesis or capstone defense request form
- Thesis, capstone, or field experience document schedule
- Graduation portfolio guidelines
- Application for graduation
- Thesis or capstone proposal guidelines
- Binding request form

Researching with Human Subjects

The Committee for the Protection of Human Subjects (CPHS) approves the use of human subjects for research conducted at the University of Houston–Downtown. The committee ensures university compliance with the ethical principles established by the Belmont Report along with federal regulations and 45 CFR 16. The purpose is to protect individuals engaged in research and training projects conducted within the university. Although this approval might seem most pertinent to studies within the health or legal sciences departments, the MSPWTC is also a venue for research requiring human subjects (e.g., usability research).

How do I know if I need CPHS approval?

The [CPHS website](#) is a good starting point for gathering information on whether your research warrants CPHS approval. However, it can be easy to get lost in the mental jumble because of the many categories as well as the exemption and expedited options available. Make sure to contact the CPHS during your application process to confirm the requirements for your specific research. Use the contact information listed on the CPHS website and be prepared to ask many questions.

The approval process does not have to be difficult, but it can be confusing. It is better for you to ask questions up front than miss a deadline or dismiss your need for approval altogether since this can be costly both for your research and for the university's reputation.

General Tips

- All research projects that involve the use of human subjects require CPHS approval. Human subjects are individuals whose physiologic or behavioral characteristics and responses are the object of study in a research project.
- CPHS meets once a month and applications are due two weeks prior to the meeting. Check meeting dates and times on their website.
- Some applications are exempt and some are expedited. Exemptions are only applicable for annually reviewed applications and not for the general requirements of informed consent and the protection of subjects.
- Expedited applications use research that poses minimal risks to the subject.

Professional and Technical Writing Resources

Explore career possibilities with an advanced degree in English:

<http://www.uhd.edu/career/majors/html/english.htm>

Take a career quiz to help focus your job search at:

<http://resources.monster.com/tools/quizzes/perfectcareer/>

Additional Job Search Resources:

Résumés, Interviewing, (behavioral interviewing) other job search issues:

www.quintcareers.com

www.jobweb.com

Professional dress: Choose sharp, conservative, and professional clothes that make the best first impression possible.

www.symsdress.com

Masters Degrees

GradSchools.com

education.yahoo.com

Compensation

www.salary.com

www.jobweb.com

www.realitycheck.com

General Search Engines

www.Monster.com - **Job Search Engine with Lots of Extras**

With Monster, you can narrow your search by location, keywords, and employer; plus, Monster has plenty of job search extras: networking boards, job search alerts, and online résumé posting.

www.CareerBuilder.com - **One of the Largest Job Search Engines**

CareerBuilder offers job searchers the ability to find a job, post a résumé, create job alerts, get job advice and job resources, look up job fairs, and much more.

www.YahooHotJobs.com - A Personalized Job Search Engine

Yahoo Hot Jobs is linked to your Yahoo ID (if you have one), so once you're signed into Yahoo, you're signed into Hot Jobs. You can search by location with Hot Jobs.

wwwSimplyHired.com - Simple Job Search Engine

The SimplyHired user "trains" the job search engine by rating jobs he or she is interested in. SimplyHired also gives you the ability to research salaries, add jobs to a job map, and view profiles of companies

Company Search Engines

www.Hound.com

This search engine displays jobs posted on employer career pages. This is valuable because the openings on company websites are updated more often than listings on some search engines.

www.Jobcentral.com

This website also directly searches listings posted on individual company websites to connect you directly with companies who are hiring.

Tip:

Don't forget the importance of a Google Search! Google specific terms for professional fields, job titles or functions, industries, locations and combine with the words "job," "professional organization," "career."

Not-for-profits

wwwIndeed.com

Indeed.com is a meta search engine of many major job search engines and job search boards. You cannot submit your résumé from Indeed.com, but Indeed uncovers a lot of jobs you wouldn't normally find on most job search sites.

Government

www.FedWorld.org

Find a Federal Government Job

Think of FedWorld as your gateway into the huge world of US government jobs.

www.twc.state.tx.us

Texas Workforce – jobs in the State of Texas. Click "Job Seekers & Employers." Click "Search for Jobs."

www.hctx.net/hrm

Harris County's Employment Website

agency.governmentjobs.com/houston/default.cfm

City of Houston jobs

Technology

www.Dice.com -Technology Job Search Engine

Dice.com is a job search engine dedicated to only finding technology jobs. Dice also offers those job searchers with a security clearance the ability to search on ClearanceJobs.com.

Internships

www.cbCampus.com

This is CareerBuilder's University version. Here you can search for jobs or internships by skills rather than job title. There are also good resources for job seekers here.

Something a Little Different

www.CreativeJobsCentral.com

This page is specifically for students interested in Creative fields such as Fashion, Photography, Music, Interior Design, Event Planning, Modeling and Makeup.

www.Linkedin.com

A Professional/Social Networking Job Search Engine

LinkedIn.com combines the best of two worlds: its job search engine and the opportunity to network with friends and individuals to deepen your job search.

www.Craigslist.com

Community Classifieds Job Search

Technically, craigslist.com is not a job search engine, but there is a place to look for jobs. Find your community and find jobs - and the jobs posted on Craigslist tend to be some of the most eclectic, truly interesting jobs on the Web.