

Get Experience

FIND A PART-TIME JOB

Many students choose to work part-time while attending the College of Charleston. Since the College is located in a metropolitan area, a number of job opportunities exist within walking distance of the campus. Before you set out on the job-hunting trail, consider these helpful hints that will make your search easier and more profitable:

- 1. Determine Your Needs, Skills, and Interests.** Are you looking for a job during regular business hours, or would you rather work during nights and weekends? Are you looking for a job to help pay the bills, or do you want a position in a field of interest to you? Also consider any skills you would like to develop further.
- 2. Determine Your Employment Status.** If you decide to pursue employment on campus, you will need to determine whether you fall under the Federal Work Study or Non-Work Study category.
 - Federal Work Study (FWS) is available to those students receiving financial aid. A pre-set earning limit is awarded with the Federal Government paying 75% of your wages. Students falling under this category will receive an award letter from the Financial Aid office before school begins each semester.
 - Non-Work Study (NWS) is available to all students and there is no pre-set earning limit. The employing department is responsible for paying 100% of your wages.
- 3. Find A Job.** All jobs listed through our office may be found on CISTERNonline by visiting our web site at www.cofc.edu/~career. Contact the Career Center for login instructions.

WHY WORK ON CAMPUS? *FLEXIBILITY!*

Most College of Charleston departments operate 8:30 a.m. to 5:00 p.m. Monday through Friday, with a few exceptions such as the Library, Athletics, Campus Recreation Services, Residence Life, Student Life, and the Stern Center Pool. These departments operate independently and offer many work opportunities during evening and weekend hours.

Employers will work around your class, mid-term, and exam schedules as well. Many students work a few hours a day between classes and have flexibility during exam periods.

The average on-campus wage is \$7.50 per hour. However, student wages run from minimum wage to as high as \$15 per hour.

WHY WORK OFF CAMPUS? *MONEY!*

The average off-campus wage is approximately \$8-10 per hour. While the earning potential off-campus is much higher, employers may expect you to work most holidays and weekends, allowing little flexibility around your exams and break periods.

A major advantage to working off campus, aside from the salary, is the opportunity to gain valuable experience in organizations in which you may be interested. In addition, you will be given the chance to network with local employers.

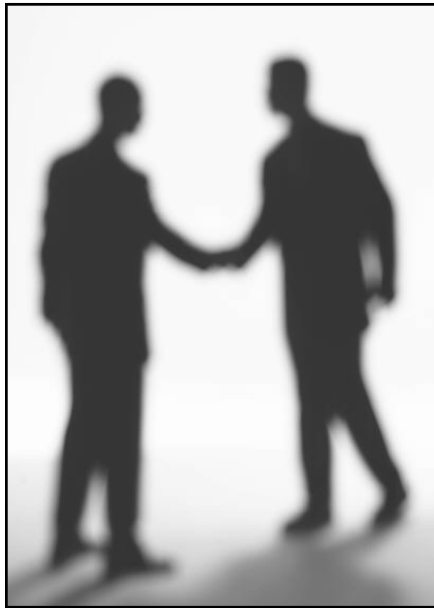
The Career Center posts a variety of part-time positions, from administrative to professional work to employment in retail and the food and beverage industry.

Get Experience

TALK WITH A MENTOR

The Career Center has compiled an extensive database of alumni who are willing to offer career assistance and advice to College of Charleston students. This information, the Career Mentor Network, is housed in CISTEROnline, along with numerous job and internship listings.

Students can search the Career Mentor Network on a variety of variables including industry, job function, city of current employment, major, and other fields. Perhaps you would like to talk with graduates who share your academic major to explore possible career options. Maybe you are interested in a specific



geographical area and would like to talk with someone living there. Perhaps you are interested in speaking with

graduates of professional/graduate programs to ask questions about required testing, applications, or other related issues. Or maybe you would like to ask about working for a specific company or organization where one of our mentors is working. Past mentors include alumni employed in a variety of settings.

Whether it's a phone call, an e-mail exchange, a shadowing experience, or a quick lunch, interacting with a Career Mentor can be an extremely valuable part of your personal career planning and exploration.

JOB SHADOW

When you job shadow, you spend a short period of time in the work site observing an employee on the job. Shadowing someone for a few hours or a few sessions over the course of a semester can be very valuable in helping you gather information about potential career fields of interest. Through shadowing, you can explore a specific environment, career path, organization, or geographical location.

You can arrange for shadowing experiences in a variety of ways. Your personal network, including family, friends, and professors, can often help connect you with a potential shadow host. In addition, the Career Center can help match you with a shadowing site.

VOLUNTEER

Volunteering provides an opportunity for you to explore potential career opportunities and settings while improving the quality of life in a community. Located in the Lightsey Center adjacent to the Career Center, the CHEC Community Service Center works to link students, faculty, and staff with community needs and volunteer placements.

In addition to the resources provided by CHEC, you can find valuable information in the Career Resource Center at the Career Center, including the "Go Volunteer" Directory published by the Charleston Post and Courier and several print resources with information about national and international philanthropy.

Get Experience

GET INVOLVED WITH STUDENT ACTIVITIES

In the 2005 edition of "Job Choices," the National Association of Colleges and Employers identified communication skills, interpersonal skills, motivation/initiative, and teamwork among the most sought-after skills in job seekers. Getting involved in on-campus activities is a great way to develop these traits.

Check the College of Charleston Student Life website for a current listing of the academic, social, and professional organizations on campus.

STUDY ABROAD

Did you know that more people speak Chinese than any other language? 885 million people! Spanish speakers total 332 million, while English (as a first language) comes in third at 322 million.



There are a number of important reasons to consider including a study-abroad experience in your academic plan. In addition to the fun of travel, studying abroad can help you learn about other cultures; develop or enhance foreign language skills; and teach you to become more independent, self-reliant, and self-confident.

The College offers several study abroad options, listed below:

*CofC Semester Programs
Bilateral Programs*

*CofC Summer Programs
Independent Programs*

For details on each of these programs, visit the Office of International Education and Programs at 207 Calhoun Street (in the Multicultural Center) or at <http://www.cofc.edu/international/>.

UNDERGRADUATE RESEARCH AND CREATIVE ACTIVITIES

Undergraduate Research and Creative Activities includes "any creative effort undertaken by the undergraduate student that advances the knowledge of the student in an academic discipline and leads to new scholarly insights or the creation of new works that add to the wealth of the discipline."

Students may apply for funding to support research and creative activities through several grants provided by the Office of Undergraduate Research and Creative Activities. Undergraduate Research/Creative Activities are not just for science majors. Students in liberal arts areas such as theater, sociology, and Spanish routinely participate, as well.

For more information, visit <http://www.cofc.edu/ur/>.



Get Experience

COOPERATIVE EDUCATION

Cooperative Education (co-op) is a program in which a student works full time or part time in a field related to either the student's major or career area of interest. It can be done either on an alternating basis (a period of study followed by a period of work) or a parallel basis (work and classes at the same time). Cooperative Education allows students to retain their full-time status while working and taking a reduced course load (or no courses at all) during a given semester.

(Note: If a student drops below a full-time course load to work without participating in co-op, there are a variety of possible negative impacts to financial aid, scholarship, and insurance eligibility.)

The cooperative education program covers all disciplines in the curriculum. It is open to students who have completed at least one semester at the College and are in good academic standing. No academic credit is awarded to participants.

RECENT CO-OP EMPLOYERS INCLUDE

*Alcoa
Bayer
BMW
CIA
Commissioner of Public Works
FBI
Internal Revenue Service
Norfolk Southern
"O" Magazine
Social Security Administration
SPAWAR*

INTERN

What is an Internship?

An internship is a learning experience specifically designed to allow a student to explore a career field and gain work-related skills under supervision in a professional environment.

Internships come in all shapes and sizes! Some students are eligible to receive academic credit for their internship experience. Others are not based on a variety of factors, including their academic major, class standing, and GPA. In addition, some internships are paid, and some internships are unpaid.

Why Intern?

Internships allow you to:

- Explore what you can do with a given major
- Make professional contacts in your field
- Test drive your career choices
- Add career-related experience to your resume
- Distinguish yourself from the competition
- Possibly make money, get academic credit, or a certificate

The National Association of Colleges and Employers reported that in 2006, 36% of interns surveyed went on to full-time jobs with their internship employers.

Who can intern?

Anyone! Freshmen, sophomores, juniors, seniors, and graduate students all participate in internships. Whether or not you can get credit for an internship will vary based on your major. Check with your department in advance!

When should I intern?

Anytime! Students do internships over the summer and during the fall and spring semesters. During the summer, students work either part-time or full-time hours. In the academic year, most students work 10-15 hours per week.

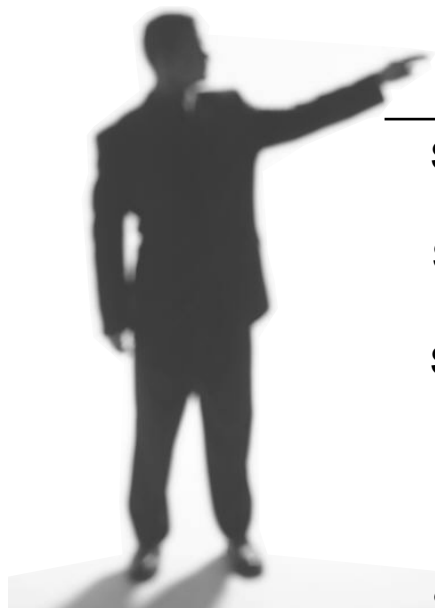
Where can I intern?

Anywhere! Many organizations within walking distance of campus host College of Charleston interns. Students intern in their hometowns, in other states, and even overseas. Based on your interests, you can target opportunities in a specific geographical area.

Internships

HOW DO I PREPARE TO APPLY?

When applying to internships through CISTEROnline, you will find application instructions specific to each position. You will need to develop a professional resume and cover letter. In addition, you should prepare for a personal interview. The Career Center can be extremely helpful in these tasks.



DON'T FORGET THESE IMPORTANT STEPS FOR A SUCCESSFUL INTERNSHIP SEARCH:

- STEP 1** *Develop a polished, error-free resume and cover letter*
- STEP 2** Follow up with employers if you have not heard from them 1-2 weeks after you applied
- STEP 3** *Prepare for your interview.*
- Practice answering typical interview questions
 - Research the organization and prepare to ask questions about them in the interview
 - Prepare to dress professionally
- STEP 4** Always write a thank-you note immediately after an interview. Collect the business cards of each person you meet at the interview so that you can write individualized notes. E-mails are okay!

AFTER I'VE FOUND AN INTERNSHIP

- Determine whether an internship-for-credit is an option for you. See your academic department.
- Consider participating in the Certificate Internship Program.
- Clarify expectations with your employer for start date, hours, schedule, etc.
- Make sure you are on time and dressed appropriately your first day and thereafter.
- On the job, maximize your experience! Make sure you take initiative and ask questions. Network within the company. Take jobs no one else is willing to do. Be resourceful in keeping busy on slow days.
- Expect to do some “grunt work” – it’s a fact of life in the world of work.
- If problems arise – talk with your supervisor and/or seek help from your internship advisor or the Career Center.
- Value lessons learned – finding out an organization, geographical area, or type of work is NOT for you can be extremely valuable in helping you choose your career path.

Internships

CAREER CENTER CERTIFICATE INTERNSHIP PROGRAM

Internship-for-credit not for you?

Consider the CERTIFICATE INTERNSHIP PROGRAM!

The Certificate Internship Program (CIP) offers you the ability to have your internship officially recognized by the College of Charleston's Career Center. With successful completion of the program, you will receive a certificate for your professional portfolio.

What are some reasons students do CIP?

- Internship-for-credit is not offered in their major.
- It's summer, and they don't want to pay tuition in order to get credit for an internship.
- They don't meet the requirements (GPA, class standing, etc.) for their major.
- They have a full load of classes they must take in order to graduate and no room in their schedules to register for an internship for credit.
- The employer requires the internship to be "officially recognized" by the College, and they don't want to or can't do the internship for credit.
- They want the internship to be closely supervised by someone at the College and assistance in reflecting on the value of the experience.

What are the requirements of CIP?

- ☑ CIP is open to all students in good standing with the College.
- ☑ CIP requires a minimum of 120 hours of field experience.
- ☑ Student must complete a Learning Contract prior to beginning the internship.
- ☑ Student must complete a mid-term evaluation OR have a mid-term on-site visit with the Supervisor and Internship Coordinator.
- ☑ A final project (portfolio, paper, journal, etc. -- agreed upon with Coordinator at the start of the Internship) will be due upon completion of the internship.
- ☑ Student must meet with Internship Coordinator at the beginning and at the end of the internship.
- ☑ Student must complete a career assessment and final resume critique with the Internship Coordinator at the close of their internship.



"My internship helped me in defining my career path. I was able to build upon my interpersonal and communication skills. I took advantage of what I learned in the classroom and applied it toward the daily tasks I was assigned."

~2007 CofC Intern

"My experience reinforced that I want to be in this industry, but not in this particular position."

~2008 CofC Intern

"Interning at the Center was an amazing experience for my future and me. The experience that I gained and the time I spent there was priceless."

~2008 CofC Intern