

CAREER CENTER INTERNSHIP AWARD

The Career Center at the College of Charleston is pleased to announce the continuation of the Career Center Internship Award. This award will be used to support undergraduate students, specifically rising sophomores, juniors, or seniors, seeking a summer internship, co-op or applied learning opportunity. In addition to regular professional development trainings, monetary stipends will be awarded to this select group of students. Students will be required to complete an application process during the summer prior to the start of the fall program. The Career Center Executive Director will then lead a review committee and make final selections in early August, with a target cohort of twelve.

This cohort-style learning environment will provide an educational framework which strengthens the student experience through a series of professional development trainings intended to help students plan for, engage in, and reflect upon their experiences. The goal of this award is to assist students with professional development while helping to eliminate potential financial barriers for those who otherwise may not be able to pursue an internship or similar experience.

APPLICATION PROCESS

- Open to all majors. Students must be currently enrolled and in good standing at the College of Charleston.
 - GPA required to apply: 2.8 overall or higher.
- Students must submit an application consisting of a résumé, short answer essays, and an outline of their proposed use of the award funds.
- **Application deadline:** August 4, 2017. Please see attached document with application requirements.

EDUCATION & IMPLEMENTATION

Pre- Internship

- Meet with internship cohort twice a month to network and prepare for internship opportunities, beginning in the fall semester, with occasional follow up in the spring. Complete resume, cover letter and associated documents.
- Attend required one-on-one appointments with designated Career Center staff.
- Attend 2 required career workshops and 1 designated recruiting event (e.g. Career Fair) in the fall semester.
- Complete one job shadowing opportunity (1-4 hours) in the fall semester or during winter break.
- Conduct one informational interview in the fall, winter or spring semester with a local or regional employer.

During Internship

- Complete a learning agreement with the on-site supervisor. This serves as a formal relationship between the site supervisor, student, and internship coordinator.
- Complete an evaluation of the internship site and on-site supervisor evaluation of student.
- Potentially, a final reflection paper (2-3 pages) or final presentation amongst peers.
- Be willing to present at Family Weekend or other future campus marketing or poster-style sessions and events.

OUTCOMES

Student recipients receive:

- One-on-one and group professional development support from the Career Center to help with securing an internship, job shadowing, informational interviewing, and networking opportunities.
- Coaching on lifelong career development skills.
- Financial support up to \$1,750 per student (amount will be finalized each fall semester) once the Career Center has received proof of secured experiential learning opportunity, preferably as a summer internship.