

THE CAREER CENTER INTERNSHIP AWARD 2018-2019 Syllabus

PURPOSE

The Career Center Internship Award program introduces talented, motivated students to the College of Charleston network of alumni, parents and supporters of the College. Students in this program will receive personal attention and concentrated assistance, directly from Career Center staff. The program helps identify and create internship opportunities and supports students seeking to apply classroom learning to real-world work environments.

COMPONENTS

The largest component of this initiative entails regular group meetings to help students improve their resumes, professional development skills and application materials. The program concludes with students applying to, and accepting, internships or similar experiential opportunities or jobs in their chosen field of interest. Throughout the entire process students will be required to attend a variety of professional development events.

SCHEDULE

Dates, location, and time will be confirmed by email.

AGENDA

Date	Topic	Assignments
Week of Sept. 3: advisor	CC Award Program Overview	Schedule resume appt with
Week of Sept. 10:	Resume Critique with Your Advisor	Submit updated resume
Week of Sept. 17:	Cover Letter Peer Resume Reviews	Submit targeted cover letter
Week of Sept. 24:	Elevator Pitch & Info Interviewing	Submit elevator pitch
Week of Oct. 1:	LinkedIn Resources and Profile Updates	Attend October 3 Career Fair
Week of Oct. 15 (mid-terms):	Networking in Action	Submit Info. Interview Plans
Week of Oct. 22:	Networking in Action	Attend Networking Event TBD
Week of Nov. 5:	Advanced Interviewing Workshop	*Schedule mock interview
Week of Nov. 12	Attend Alumni Weekend Event	Informational interviews due
Weeks of Nov. 19 & Nov. 26	Advisor Check In Appointment	Schedule with your advisor
Spring 2019	Leadership Style Workshop	Contribute to Discussion Questions
Spring 2019	Salary Negotiation Workshop	
Spring 2019	Participate in Employer in Residence	Schedule with the Career Center
Spring 2019	ATTEND German American Business Summit, February 5, 2019	
Spring 2019	ATTEND Hospitality Opportunity Fair, TBD	
Spring 2019	ATTEND Spring Career Fair TBD	
Spring 2019	ATTEND Parent Advisory Council Networking Event TBD	
April 15, 2019	Deadline to submit a letter of acceptance/offer letter to your advisor	

**Mock interview should be completed once you secure an internship interview. (You may need to schedule it before the "Advanced Interviewing Workshop".)*

Dates in **BOLD** indicate in-person, cohort sessions.

REQUIRED ASSIGNMENTS and EVENT ATTENDANCE

- All assignments above.
- One **mock interview** session with CC staff - see your Career Center advisor
- Attend Fall CofC **Career and Graduate School Fair**; October 3, 12pm-3pm; TD Arena
- Conduct 1 **informational interview** and submit notes, post-interview, to your Career Center advisor
- Attend 1 of the following 2 Professional Development Workshop/Events:
 - **German American Business Summit** - February 5, 2019
 - **Hospitality and Tourism Management Opportunities Fair** - TBD
- Attend Spring **Career Fair** - date TBD

SECURING YOUR INTERNSHIP

The Career Center will assist you beyond this program, to secure an internship for summer, 2019. Please note: when you have been accepted for your internship, you will be required to provide your Career Center advisor a letter (email) of acceptance/proof by **April 15, 2019**, prior to receiving your Career Center internship award.

FOR-ACADEMIC-CREDIT INTERNSHIPS

These can take longer to set up, and please contact your faculty advisor or the chair of your major department *early in the fall semester* to discuss any for-academic-credit internships. Research any associated forms to be completed.

TRAVEL, SERVICE, RESEARCH OR OTHER SUMMER OPPORTUNITIES

Please see your Career Center advisor to discuss this and how this may or may not be suitable for this award.

GROUP MEETINGS (required to secure award unless special arrangements made): attend all group meetings in fall and spring - must alert your assigned Career Center advisor in advance if you will miss a meeting.

- Maximum number of absences: 2

STUDY ABROAD IN FALL OR SPRING

See or speak to your Career Center advisor as soon as possible to discuss options and program requirements.

OTHER/POLICY: You will be asked to meet additional deadlines (via email); read and respond to email; attend meetings; utilize Google Classroom; and participate in mock interviews, employment interviews and any other scheduled events/RSVP events that is a requirement of this program - in order to receive the award. Any award eligibility judgements will be made by you Career Center advisor.

CAREER CENTER CONTACT INFORMATION:

843-953-5692

careercenter.cofc.edu

CAREER CENTER AWARD ADVISORS:

Kristin Wichmann, Experiential Learning Coordinator

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Erin Halford, Employer Relations Manager

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