

## THE CAREER CENTER INTERNSHIP AWARD 2020-2021 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 and time will be confirmed through email. Due to COVID-19, all meetings and appointments will take place virtually until further notice.

### AGENDA

Date	Topic	Assignments
Friday, Sept. 11 (3:00pm):	CC Award Program Overview	Schedule resume appt with advisor
Week of Sept. 13:	Resume Critique with Your Advisor	Submit updated resume
Friday, Sept. 18 (3:00pm):	Elevator Pitch + Job Fair Preparation	Submit elevator pitch
Friday, Sept. 25 (3:00pm):	LinkedIn + Networking	Submit LinkedIn URL
Late Sept. through Oct.	Attend Virtual Career Fairs (Date/times TBD)	
Friday, Oct. 9 (3:00pm)	Cover Letter Workshop	Submit cover letter
Friday, Oct. 16 (3:00pm):	Advanced Interview Workshop	Submit STAR stories
Week of Oct. 26	Advisor Check-In Appointment	
Week of Nov. 9	Mock Interview with Advisor	
Spring 2021	Meetings + Events TBD	
April 15, 2021	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".)*

## **REQUIRED ASSIGNMENTS and EVENT ATTENDANCE**

- All assignments listed above
- Thank you letter to donors
- 1 picture at summer internship site to be shared on Career Center's social media platforms
- Summary of summer internship experience

## **SECURING YOUR INTERNSHIP**

The Career Center will assist you beyond this program, to secure an internship for summer 2021. 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, 2021**, 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

843-953-5692 or wichmannkm@cofc.edu

Erin Halford, Employer Relations Manager

843-953-5692 or odeae@cofc.edu