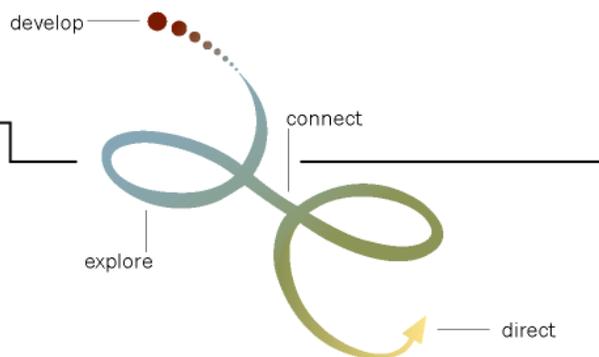


10 Ways the CDC Can Help You

Career Planning Series #4

1. Choosing or Changing Your Major
Exploration of Jobs Related to Your Major
2. Career Assessments and Career Counseling
3. Internship Services
4. Access to part-time and full-time Job Listings
5. Job Search Strategies
6. Resume and Cover Letter Critiques
7. Interview Techniques (Schedule a Mock Interview)
8. Career Fairs
9. Applying to Graduate School
10. Career Resource Library; Handouts



Developing Your 4 Year Career Plan

Career Planning Series #2

Listed below are basic guidelines to help you make the most of your time at Chapman in preparing for your future. Students will go through the phases of career development at different paces; this timeline is an optimal one. Working with the Career Development Center will ensure that you set career goals and adjust them as necessary, as well as significantly increase the odds of reaching your goals.

Freshman Year: Become Aware – Find Resources

- Visit the Career Development Center (CDC) and check out our resources.
 - Make an appointment to talk with a CDC staff member to discuss your academic and career goals and find out about career assessments.
 - Read about careers in our career resource library.
- Draft a resume and have a career counselor critique it. Pick up resume writing handouts in the CDC.
- Talk with parents, professors, CDC staff, professionals and alumni about careers that interest you.
- Gain experience and new skills through part-time jobs.
 - On-campus positions: Go to <http://www.chapman.edu/HR/SEO/>. Visit Employment Services located at 410 Glassell; call (714) 997-6674.
 - Off-campus positions: Go to www.chapman.edu/cdc/students/default.asp > Get a Job or visit the CDC.
- Take a range of GE courses to learn about different subjects and help you choose a major.
- Develop skills in word processing, databases, spreadsheets, presentation software, desktop publishing and using the Internet.
- Begin considering internships in your major or area of interest. Completing two or three internships during college is ideal. For information: <http://www.chapman.edu/CDC/students/intern/default.asp>.
- Visit the Study Abroad office to begin researching countries and programs.

Sophomore Year: Assess and Explore

- Continue to explore career options. Make a tentative decision about your career direction. If possible, declare your major. Meet with a career counselor for assistance.
- Get an on or off-campus part-time job to continue developing career-related skills.
- Participate in career workshops, events and graduate school advising in the CDC. For information, visit our Web site at www.chapman.edu/cdc.
- Develop leadership skills through clubs, student government, Greek life and volunteer opportunities.
- Apply to study abroad during your junior year. Talk with a faculty advisor and evaluator to enroll in courses abroad that meet your academic requirements, and if possible, compliment your career exploration. Second semester sophomores are eligible to study abroad on a space available basis.
- Begin in early spring to find a summer job or internship in a career field that interests you.

Junior Year: Test Career Decisions

- If you have not yet done so, declare a major.
- Narrow down your choices and make more definite career and/or graduate school decisions.
- Do an internship in your major.
- Update your resume and get it critiqued by a career counselor.
- Participate in career workshops, graduate school advising and career fairs. For information, visit our Web site at www.chapman.edu/cdc.
- Continue to develop leadership skills. Visit the Student LEAD Web site at www.chapman.edu/lead.
- Continue networking. Pick up a CDC handout on setting up an informational interview with professionals in your fields of interest.
- Plan your graduate school or job search campaign. Meet again with the CDC staff for assistance.
- If you are considering graduate school:
 - Look into post-graduate fellowship opportunities.
 - Research graduate and professional schools.
 - Talk to faculty to identify strong programs.
 - Prepare to take the appropriate graduate admissions exam (GRE, LSAT, GMAT, MCAT).

Senior Year: Implement Your Career Decision

- Complete a final internship (or internships) in your field.
- Join an association related to your field. Student membership rates are frequently available.
- Begin asking for references for graduate school applications and job interviews.
- In the fall, for graduate school:
 - Continue your test preparation; register and take the appropriate graduate admissions exam.
 - Apply for fellowships and financial aid.
 - Draft your application/personal essay and get it critiqued by faculty and a career counselor.
 - Submit your applications to graduate schools.
- Update your resume early in the fall semester. Include internships and study abroad experiences.
- Participate in recruiting and career fair events. Maximize every opportunity to meet employers: career fairs, alumni meetings, networking, informational interviews, association events, etc.
- Work with the CDC staff on job search skills. Before graduation, begin applying for full-time jobs.
- Do a mock interview to hone your interview skills.
- Review, reflect on, and evaluate your career decision and the actions you've taken. Revise accordingly.
- Build support systems.
- Seek feedback, advice, and support from the CDC.

WHY DO AN INTERNSHIP?

Can internships really make a difference? Yes! Increasingly important in today's competitive job market, internships give you an edge when you seek a job, having had "real world" work experience.

Students who have completed an internship are more likely to:

- Become more decisive about their chosen career path
- Find a job in their desired field more quickly
- Make more money
- Have more job offers at graduation
- Have greater job satisfaction
- Have extended exposure to potential employers
- Make rapid advancements in an organization
- Gain job references

Chapman students in all majors are encouraged to register for at least two (or three or four...) internships before they graduate to make the transition from school to work much more successful.

WHAT IS AN INTERNSHIP?

What counts as an internship and how do I get started? Internships are short-term positions within career fields in which you have an interest. An internship may be paid or unpaid, require just a few hours each week or allow you to experience a full-time work schedule, and may count for academic credit such as a required course for your major (check the Undergraduate Catalog), upper division course requirements, or even a General Education (GE) option. What matters most is the experience in terms of learning that relates to your undergraduate degree, gaining skills and making contacts on the job. An internship allows you to prepare for a career before you graduate.

"Internships provide professional practice that enhances the student's university course work. They strengthen the students skills and portfolio while giving the student practical experience and good connections prior to graduation."

- Eric Chimenti, Chair, Department of Art

THE CAREER DEVELOPMENT CENTER

The Internship program is offered by the Career Development Center (CDC). Here are the many ways that we can help you prepare for a career before graduation:

- Resume and Cover Letter Critiques
- Internship Search Resources
- Interview Preparation
- Workshops for Clubs and Organizations
- Annual Career and Internship Fair
- Career Counseling and Assessments

Visit the CDC during **Internship Program Open Hours** to get individualized support. We are located in Argyros Forum, 303 and open hours can be found online at: <http://www.chapman.edu/CDC/students/intern/>

HOW TO REGISTER FOR ACADEMIC CREDIT

Internship registration deadlines and term dates are listed on the Academic Calendar: <http://www.chapman.edu/CDC/students/intern/deadline.asp>

Registration paperwork includes the Internship Learning Agreement Form (ILAF) and Intern Responsibilities Form. The ILAF requires signature approval from the designated **site supervisor**, a **faculty internship advisor** (any full or part-time faculty in the department or major that you plan to register for credit) and the **Internship Coordinator** who is located in the CDC. Each signature is required before the registration deadline and there are no extensions. It is best to submit an ILAF with plenty of time before the registration deadline in case any information is not complete or missing for approval.

Registration forms are provided by the CDC with a personalized overview of registration requirements during the Internship Program Open Hours.

Credits may only be earned during the term dates that you register as an intern. You can register for as little as ½ and up to 3 credits for each internship. 20 hours total are required per each 1/2 credit so 3 credits require a total of 120 hours. Registration paperwork is forwarded to the **Registrar** by the CDC and entered on your transcript just as any other credit bearing course.

Start planning for how an internship fits into your career path at least two months or even a year in advance. Formal internship programs, paid opportunities, and selective postings have deadlines and application timelines, so it is wise to start planning early.

Panther Connect is a portal for jobs and internships designed specifically for Chapman students. Log in at: <http://www.chapman.edu/CDC/students/pantherConnect.asp>

FAQs

Can I find an Internship on my own?

Yes! If you hear about a great internship opportunity outside of what's posted on Panther Connect, all you need to do is get it pre-approved by your faculty internship advisor and the CDC.

How do I earn General Education (GE) credit?

Internships for GE credit need to be pre-approved by the GE committee at least on term in advance. Please make an appointment with the Internship Coordinator to learn about registration forms and the pre-approval process.

Can I work with my parents or extended family?

One of the main purposes of an internship is to experience real world scenarios in a new environment. In order to insure that your experience is the most beneficial, we do not allow students to intern with anyone who is a close relative.

"It's amazing to see the transition that students often undergo as they apply their academic studies to the workplace. Internships can boost their confidence level, encourage initiative and creativity and provide an ideal setting for professional and personal growth."

- Jane Dawson, Manager of Volunteer and Intern Resources, County of Orange

"Thanks to internships, I'd say that I have an advantage."

- Rachel Berry, Television and Broadcast Journalism '10

RECOMMENDED TIMELINE

Three months before preferred start date

- Identify goals and priorities for how an internship fits into your career path.
- Initiate your search and network to identify potential internship sites. Start with Panther Connect: <http://www.chapman.edu/CDC/students/pantherConnect.asp>
- If you are proposing an internship for GE credit set an appointment with the Internship Coordinator to review required registration paperwork and create a plan for the pre-approval process.
- Develop a rough draft of your resume and cover letter.
- Schedule an appointment with Career Development Center (CDC) staff for a resume and cover letter critique.
- Contact potential sites to discuss internship opportunities. Be ready to provide your resume and cover letter!
- Schedule an appointment with the CDC for interviewing tips and / or a mock interview.
- Follow up with internship sites within two weeks after sending your resume and cover letter.

Two months before preferred start date

- Continue networking to maximize your exposure with employers and to learn about internship opportunities.
- Pick up internship paperwork during the Internship Program Open hours at the CDC.
- Continue to send out resumes and interview with potential sites.

One month before preferred start date

- Once your internship is secured, meet with your site supervisor to complete Section B of the Internship Learning Agreement Form (ILAF).
- Select an internship faculty advisor from the department you would like to earn credit.
- Schedule an appointment with your faculty internship advisor to complete Section C of the ILAF.
- Submit your completed ILAF in person to the CDC with plenty of time before the registration deadline: <http://www.chapman.edu/CDC/students/intern/deadline.asp>
- Set up progress meetings with your faculty advisor (at least once for each credit being earned) during the semester that you are registered.
- Ensure that the internship you registered for shows up on your transcript before the grading period.

“Take initiative...if you’re interning for a company you really want to be hired by, think of it as a semester-long job interview.”

- Evan Seccombe, *Film Production '09*

“Make as many contacts as you can. Talk to as many people as you can. It’s all about who you know.”

- Sean Tsaconas, *Business Administration '10*

CHAPMAN UNIVERSITY

Internship Program

(714) 997-6942

ccintern@chapman.edu

www.chapman.edu/cdc/student/intern

CAREER DEVELOPMENT CENTER

Argyros Form, 303

1 University Dr.

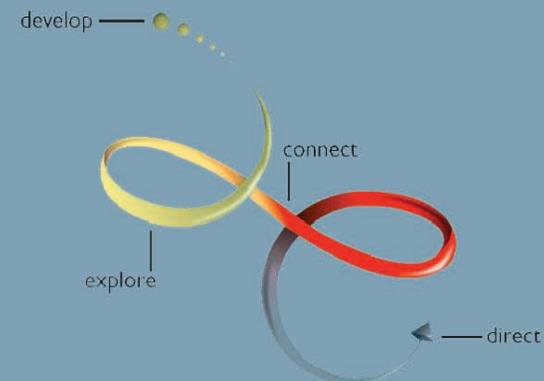
Orange CA 92866

Fax: (714) 744-7021

career@chapman.edu



UNDERGRADUATE INTERNSHIP PROGRAM



Career Development Center

Strengthening the link
between classroom learning
and the work world