

The [Virtual Internship Policy](#) should be reviewed prior to the start date of the internship to identify projects, training, and meetings that can be completed remotely, including necessary implementation protocols to be addressed; daily email check-ins, weekly phone or video conferencing, invitations to staff meetings, professional development opportunities, and remote access to files, or other required information.

If students do not have the option of completing their internship remotely, the following information is provided as a possible strategy to complete the remaining hours while advancing their career readiness with applicable opportunities to engage in their field academically, and professionally. Faculty Sponsors, Students and Site Supervisors (when feasible) should determine the career readiness opportunities that align to the student's personal and professional development needs.

The following CAREER READINESS opportunities provide a variety of developmental programs and services to educate students about career choices, integrating their academic preparation with their interests, competencies, experiences, and values.

SKILLED: [Resume Development](#), [Cover Letter Outline](#), [Interview Preparation and Practice](#)

- Knowledge Acquisition, Integration and Application
  - Learn about the world of work and its relationship to the self.
  - Learn how to research opportunities using web and career library resources.
  - Learn from hands-on experience through internships.

CONNECTED: [Informational Interviews](#), [FREDNetwork powered by Handshake](#), [LinkedIn](#)

- Interpersonal and Intrapersonal Competence
  - Establish career goals and work towards implementing them.
  - Learn to make effective decisions using knowledge of self and world of work.

CREATIVE: [What Can I Do with This Major](#), [MyPlan](#), [My Next Move](#)

- Cognitive Complexity
  - Build competencies in identity development by using self-assessment tools and individualized counseling for career choice.

RESPONSIBLE: [Occupational Outlook Handbook](#), [Informational Interview Questions to Ask](#), [Internship Vacancy Links](#), [Job Search Vacancy Links](#), [Graduate School Search & Preparation](#)

- Practical Competence
  - Learn to communicate effectively with potential employers and internship sites using resumes, cover letters and personal interviews.
  - Learn to communicate effectively when applying to graduate/professional programs.

ONE-PAGE SUMMARY REFLECTIONS:

- How is the employer you are working with responding to Covid-19; how is their daily job affected, were there financial, client, or business losses, how did similar agencies respond, and how might you overcome some of these challenges in the future.
- [What Can I Do with This Major](#): locate your major and review the advice about career pathways.
- [Candid Career](#): watch six Get Hired videos.
- [Candid Career](#): using the Explore Careers link, watch three videos that are related to your major (or similar major) to learn about how those majors lead to career paths.
- Watch at least 10 interview training videos of your choice from the [Candid Career](#) platform.
- Using at least two different [job search resources](#), find 6 jobs and read the descriptions carefully to analyze the jobs; identify which required skills/experiences you have and which you do not, then develop a strategy to acquire the essential skills.
- Identify four companies that interest you, and complete research on them using their website, [LinkedIn](#), and [other resources](#). Create a summary excel sheet with the key points about each company including their hiring/application requirements so you have it in one document.
- Review the [What to Include](#), [Action Verbs](#), and [Resume Review Checklist](#) handouts available on the CDO website in the [Resume/Cover Letter](#) section.
- Review the [Cover Letter Pointers](#), and [Cover Letter Outline](#) handouts available on the CDO website in the [Resume/Cover Letter](#) section.

PREPARE FOR CAREER ADVANCEMENT

- Update your resume based upon the [resume development](#) information provided on the CDO website. Include your current internship experience. Note: Templates are not ok. Build your own! Submit for review to your site supervisor, faculty or the Career Development Office.
- Identify a position you plan to apply for in the near future (either an [internship](#) or a [job](#)), and prepare a [personalized cover letter](#) for that position and company. Submit for review to your site supervisor, faculty or the Career Development Office.
- After your resume has been developed and reviewed, create and/or update your Handshake and LinkedIn profiles. Review resources at <https://www.linkedin.com/help/linkedin>. Request a CDO appointment to review your profiles.
- Using [LinkedIn](#), search for at least five professionals who are in careers of interest to you, and submit a personalized connection invitation to them; search for at least six organizations to follow and do so.
- Using Indeed, Glassdoor, and Salary.com research salary ranges that would be appropriate for your target jobs.
- Complete a 10-question practice interview using Zoom, or another shareable video recording software. Submit for review to your site supervisor, faculty or the Career Development Office.
- Review the Graduate School Resources. Search for three graduate-level programs that would be of interest to you and construct a personal statement for your first-choice program. Submit for review to your site supervisor, faculty or the Career Development Office.
- Complete a *graduate school* practice interview using Zoom, or another shareable video recording software. Submit for review to your site supervisor, faculty or the Career Development Office.
- Using a job or internship search site of your choice (ex. Handshake, LinkedIn, Vacancy Links), locate and apply for 6-10 separate positions consistent with your career goals. Develop an excel sheet to track your applications (company, job title, application documents sent, date, etc.). Plan to follow up with the employer within 2 weeks to determine next steps, or apply for additional opportunities.