

CAREER & INTERNSHIP CENTER

# STUDENT GUIDE



LC



# WELCOME!

The Career & Internship Center (CIC) recommends that students start engaging in career development from the very beginning of their academic experience. The opportunities that exist for connecting with employers in a variety of ways make the transition from college to career much easier.

Intentionally planning from the beginning provides a huge advantage over students who delay their career search for after graduation. The CIC provides assistance with career exploration and planning in several ways, including:

Students can take advantage of one-on-one appointments with **career counselors**. Here they will take an individualized approach in helping students find employment throughout college and upon graduation. Typical career counseling could include any of the following: resumé and cover letter assistance, job search strategies, career planning, networking, and career opportunities.

**Handshake** is the database where students and employers come together. There are more than 16,000 employers currently on Handshake. With a student profile you can access all of their job postings and internship opportunities, as well as career events held at UVU.

**Career & Internship Fairs** are hosted throughout the year where several hundred employers attend to offer available job and internship opportunities to UVU students (See page 5 and 6 for event date and details).

The **Career Hub** is a great resource that all UVU students have access to. Students can walk in at any time 9am - 4pm and get help with their resúms, cover letters, and learn interviewing skills. Students can also receive assistance setting up their Handshake profiles where they will be able to connect with thousands of employers to find jobs and internships.

You can find **online career resources** available 24/7 at [uvu.edu/career-internship/](http://uvu.edu/career-internship/). These resources include tutorials on resumé and cover letter writing, interviewing skills, and career exploration.

**National Student Exchange (NSE)** provides opportunities for undergraduate students to study for up to one academic year at another NSE member university. Choose from over 200 universities in the United States, Canada, Guam, Puerto Rico, and the U.S. Virgin Islands (See page 9 for details).

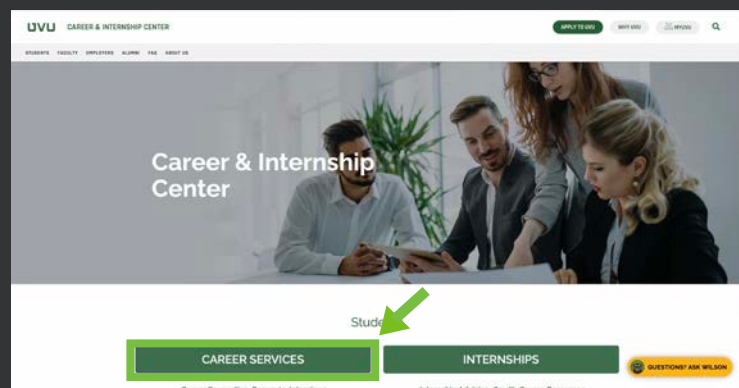
# Find Your Dream Job on *Handshake*

Handshake is an easy, accessible database for finding thousands of jobs and internships. On Handshake you will find and connect with employers YOU wish to work with. Land a job or internship that sparks your unique interests, and discover companies, on-campus events, knowledge communities and build a meaningful career. Start building your resumé and land your dream job!

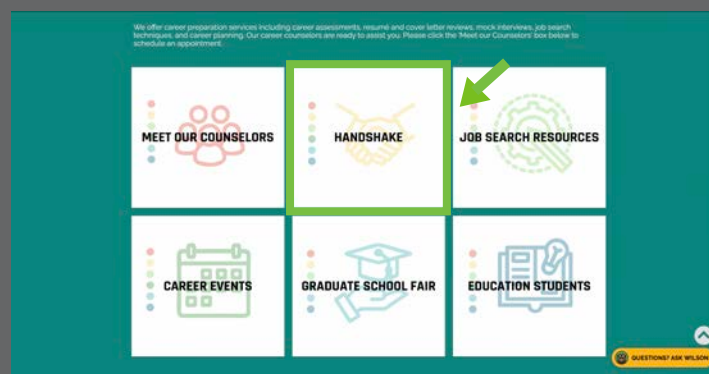


## STEP 1

Go to our website: [uvu.edu/career-internship/](http://uvu.edu/career-internship/) and click on “Career Services”

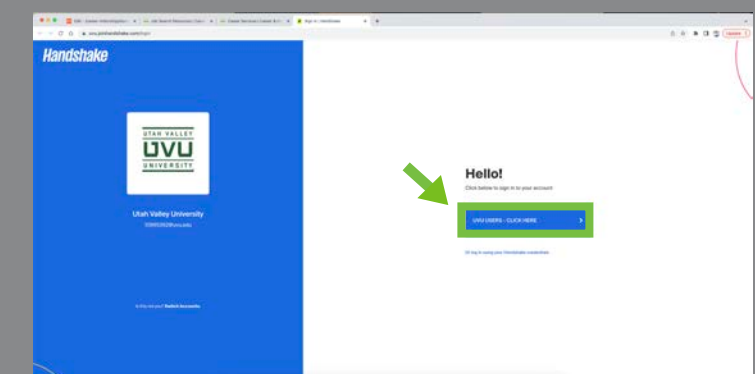


Locate the Handshake button and click on it.



## STEP 3

Select the “UVU Users - Click Here” button and log in through the MYUVU portal. Update your profile and start connecting with employers!



# FALL 2023

# SPRING 2024

**AUG 30**  
**PART-TIME JOB FAIR**  
10:00AM - 2:00PM | Hall of Flags

**OCT 4**  
**CAREER & INTERNSHIP FAIR**  
10:00AM - 3:00PM | Grand Ballroom

**JAN 10**  
**PART-TIME JOB FAIR**  
10:00AM - 2:00PM | Hall of Flags

**FEB 27**  
**ARCHITECTURE CAREER FAIR**  
10:00AM - 12:30PM | Center Stage

**SEP 14**  
**HEALTH PROFESSIONS CAREER FAIR**  
1:00PM - 2:30PM | West Campus

**OCT 12**  
**GRADUATE SCHOOL FAIR**  
10:00AM - 2:00PM | Grand Ballroom

**JAN 24**  
**STEM CAREER & INTERNSHIP FAIR**  
10:00AM - 3:00PM | Grand Ballroom

**FEB 28**  
**PROFESSIONAL SALES FAIR**  
11:00AM - 2:30PM | Hall of Flags

**SEP 27**  
**STEM CAREER & INTERNSHIP FAIR**  
10:00AM - 3:00PM | Grand Ballroom

**JAN 31**  
**CAREER & INTERNSHIP FAIR**  
10:00AM - 3:00PM | Grand Ballroom

**MAR 5**  
**CULINARY ARTS FAIR**  
1:30PM - 3:00PM | Culinary Arts Building

**FEB 15**  
**HEALTH PROFESSIONS CAREER FAIR**  
1:00PM - 2:30PM | West Campus

**MAR 20**  
**LAST CHANCE CAREER & INTERNSHIP FAIR**  
10:00AM - 2:00PM | Grand Ballroom

**FEB 22**  
**PUBLIC HEALTH CAREER & INTERNSHIP FAIR**  
10:00AM - 11:30AM | Main Campus

**APR 10**  
**AVIATION CAREER EXPLORATION FAIR**  
10:00AM - 2:00PM | Provo Airport

For a complete list of fairs & events, please visit:  
**Handshake**  
[uvu.joinhandshake.com/events](http://uvu.joinhandshake.com/events)

# INTERNSHIPS

Internships are a great way to network yourself, gain knowledge and work experience.

## What is an Internship?

An internship is a structured learning experience in a professional setting that allows you go gain work experience in your chosen field or major.

## Why do an internship?

- 1** To see if you are going to like the career field you are pursuing
- 2** It's a great way to build your resume and gain real world experience that employers are looking for.
- 3** You get college credit, while getting experience on the job



**95%**

of uvu internship students said that their internship prepared them for the workforce



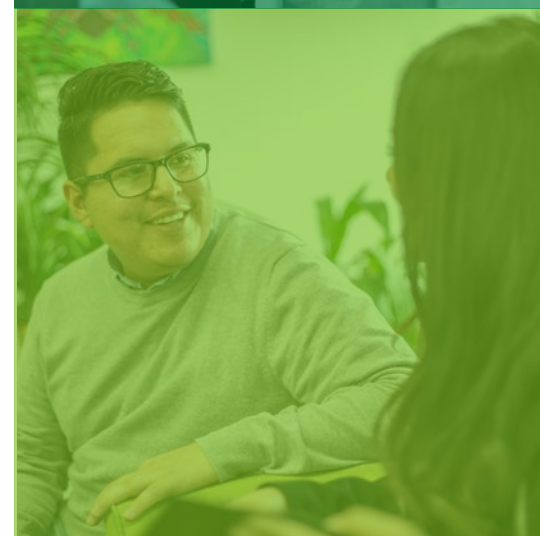
**71%**

of uvu internship students had a paid internship



**36%**

of uvu internship students were offered a job during their internship



# ROADMAP TO SUCCESS

## FRESHMAN YEAR

1. Meet with a career counselor in the Career & Internship Center to create a career plan.
2. Take the PathwayU career assessments from the Career & Internship Center at [uvu.edu/career-internship](http://uvu.edu/career-internship).
3. Get to know your school, professors, available opportunities, and how to succeed in classes.
4. Take classes to help you succeed, for example: Student Success, and Major & Career Exploration.
5. Get involved on campus to develop your leadership and interpersonal skills.
6. Take a part-time or summer job that will increase your understanding of careers.
7. Experiment by trying classes in a few different areas of study.
8. Ask family and friends who may have some interesting insight into your strengths.

## SOPHMORE YEAR

1. Prior to the end of the year meet with a career counselor to discuss your career plan.
2. Concentrate on coursework in your major.
3. Develop a tailored resumé, learn about cover and thank you letters, research companies, complete mock interviews, develop effective job search strategies, and attend career fairs.
4. Participate as a student member in professional organizations and begin networking. Get to know faculty and administrators.
5. Ask people in different careers about their experiences, their observations, and any advice they might share with you. [Join Wolverine Connect](#) to connect with alumni in your desired field. Tap into a job shadow opportunity with alum.
6. Keep your Handshake and LinkedIn profiles current so you can explore internships, summer jobs, and other opportunities in your field.

## JUNIOR YEAR

1. Meet with a career counselor in the Career & Internship Center to discuss your career plan.
2. Learn about different majors by visiting your academic advisor and talking to faculty in programs that seem interesting.
3. Get a part-time job or an internship in a field that interests you/matches your major.
4. Strive to declare a major your sophomore year; attending career and internship fairs will assist with this.
5. Ask people in different careers about their experience, their observations, and any advice they might share with you. Read job descriptions to help you understand the experience you will need by the time you graduate.
6. Develop fundamental skills related to career exploration, decision-making, and professional development. This includes verbal, human relations, and job search strategies.

## SENIOR YEAR

1. Complete the requirements for your major.
2. Practice interviewing skills with a career counselor.
3. Choose faculty, administrators, and work contacts for your references.
4. Utilize Handshake, on-campus recruiting events, company information sessions, career fairs, and other resources to find the work you want.
5. Research companies and organizations you would like to interview with.
6. If you are going on to graduate school, study for and take the appropriate tests and apply to the schools of your choice.
7. Stay in touch with your career counselor.
8. Stay engaged after graduation; UVU Career & Internship Center services are available free for Alumni.

# NATIONAL STUDENT EXCHANGE



*"I made really treasured friends while on exchange."*

- Jacqueline, UVU Student

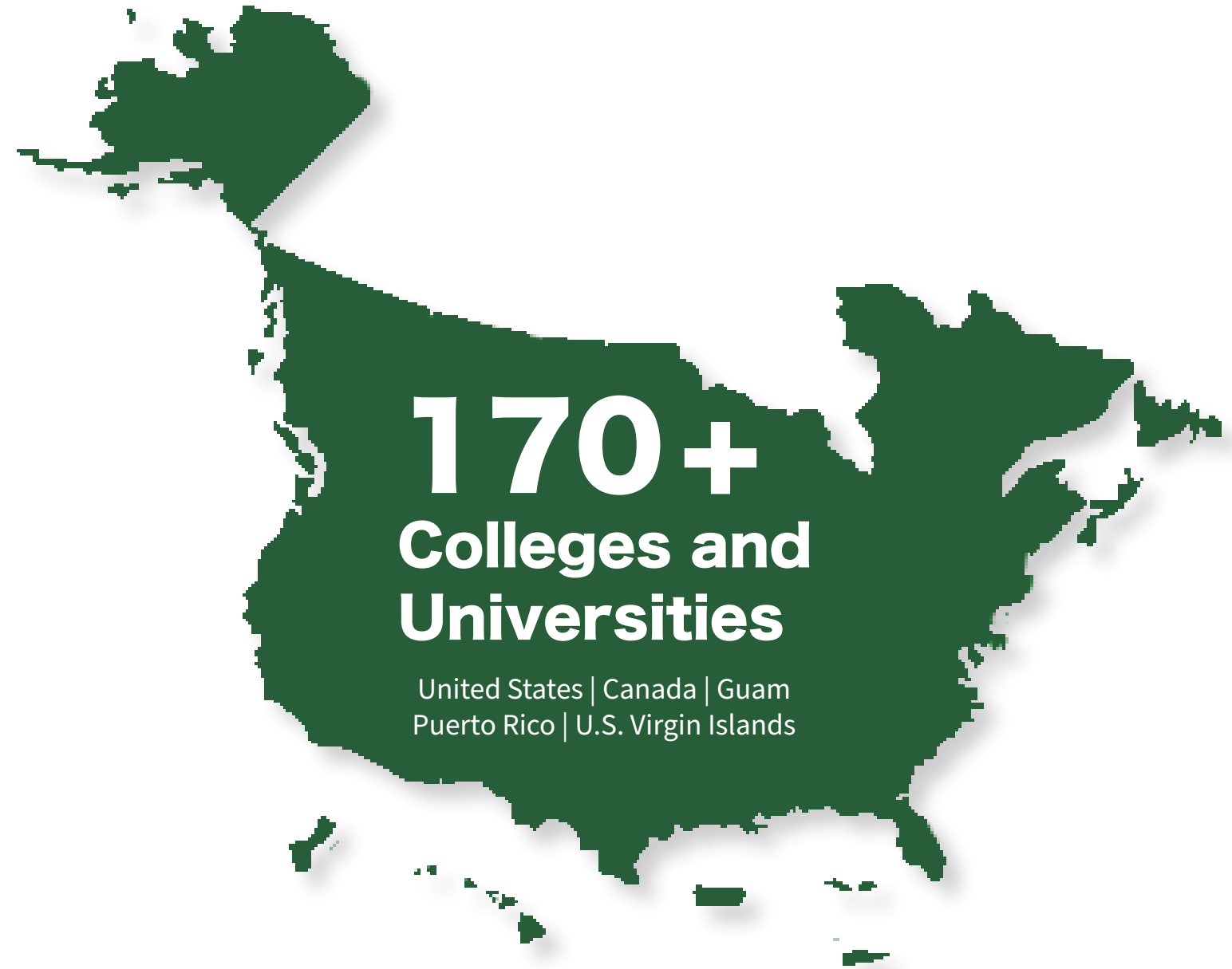


*"It was one of the best things I could have done while being a student at a university!"*

- Brent, UVU Student

*"Definitely worth it! It's good to get out of your comfort zone and experience a new place."*

- Sam, UVU Student



College provides the perfect opportunity to go out into the real world. But did you know that you can go even farther than our college campus? There's a time to try something new and go somewhere that takes your breath away. Could that time be now for you?

Through the National Student Exchange (NSE) program you can study for one or two semesters at one of over 170 universities across the nation and spilling into Canada, Guam, Puerto Rico, and the Virgin Islands!

Plus, all of this can be done while paying either UVU's tuition rate or the in-state tuition rate at your host campus where you can receive college credit towards your UVU graduation.



**Sue Stephenson**  
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For more information visit:  
[uvu.edu/nse](http://uvu.edu/nse)



## Are you undecided on a major or career path?

The Career & Internship Center offers the PathwayU Assessment. PathwayU is a predictive assessment that provides insights that will help guide your major and career decisions.

- Complete four short assessments in the areas of personality, competencies, interests, and values. It only takes 30 minutes.
- Use your results to explore majors and careers that may be best aligned with you.
- Bonus: if you desire, your results can be interpreted by a career counselor in a one-on-one appointment to help connect the dots and get you started on your path.

Complete the assessment at [uvu.edu/career-internship/](http://uvu.edu/career-internship/)

To schedule an appointment for an interpretation, go to [uvu.edu/career-internship/about/index.html](http://uvu.edu/career-internship/about/index.html)

# OUR PARTNERS





**Contact us at:**  
career-internship@uvu.edu  
(801) 863-6364

**Or visit us at:**  
Losee Center (LC) 409  
Monday-Friday, 8:00am - 5:00pm

**Follow us on Social Media!**



@uvucareerandinternship



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