

CAREER & INTERNSHIP CENTER **STUDENT GUIDE**



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SCHEDULE AN APPOINTMENT AT
[HTTPS://WWW.UVU.EDU/CAREER-INTERNSHIP/](https://www.uvu.edu/career-internship/)
OR CALL (801) 863-6364

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.

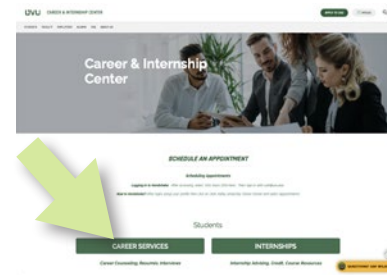
You can find **online career resources** available 24/7 at [uvu.edu/career-internship/](https://www.uvu.edu/career-internship/). These resources include tutorials on resumé and cover letter writing, interviewing skills, and career exploration.



Find Your Dream Job on Handshake

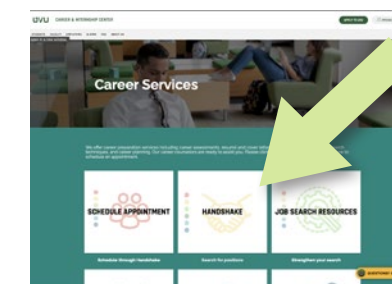
Handshake is an easy, accessible database for finding thousands of jobs and internships. On Handshake you will find and connect with employers YOU wish to work with. Land a job or internship that

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!



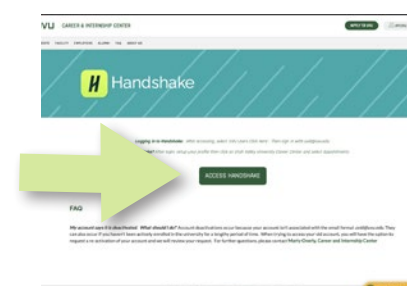
STEP 1

Go to our website: uvu.edu/career-internship/ and click on "Career Services"



STEP 2

Locate the Handshake button and click on it.



STEP 3

Select "Access Handshake."



STEP 4

Click "UVU Email Users - Click Here" and log in through the MYUVU portal. Update your profile and start connecting with employers!

STEM WEEK

AUG.

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

SEPT.

12 **HEALTH PROFESSIONS CAREER FAIR**
1:00PM - 2:30PM | Health Professions Building

25 **STEM CAREER & INTERNSHIP FAIR**
10:00AM - 3:00PM | Grande Ballroom

OCT.

2 **CAREER & INTERNSHIP FAIR**
10:00AM - 3:00PM | Grande Ballroom

9 **HEALTHCARE ADMINISTRATION NETWORKING & CAREER FAIR**
12:00PM - 2:00PM | KB405

10 **GRADUATE SCHOOL FAIR**
10:00AM - 2:00PM | Grande Ballroom

JAN.

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

29 **STEM CAREER & INTERNSHIP FAIR**
10:00AM - 3:00PM | Grande Ballroom

FEB.

5 **CAREER & INTERNSHIP FAIR**
12:00PM - 2:00PM | KB403/405

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

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

26 **PROFESSIONAL SALES FAIR**
10:00AM - 1:00PM | Hall of Flags

MAR.

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

19 **LAST CHANCE CAREER & INTERNSHIP FAIR**
10:00AM - 2:00PM | Grande Ballroom

APR.

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

For a complete list of fairs & events, please visit: 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 to 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 resumé and gain real world experience employers are looking for.

3 You get college credit, while getting experience on the job.



95%

of UVU internship students said 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



FRESHMAN YEAR

1. Meet with a career counselor in the Career & Internship Center to create a career plan.
2. Take the PathwayU career assessment from the Career & Internship Center at 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.



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/
To schedule an appointment for an interpretation visit Handshake.



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career-internship@uvu.edu

(801) 863-6364

Or visit us at:

Losee Center (LC) 409

Monday-Friday, 8:00am - 5:00pm

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