

CAREER & INTERNSHIP CENTER

# STUDENT GUIDE





# 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.

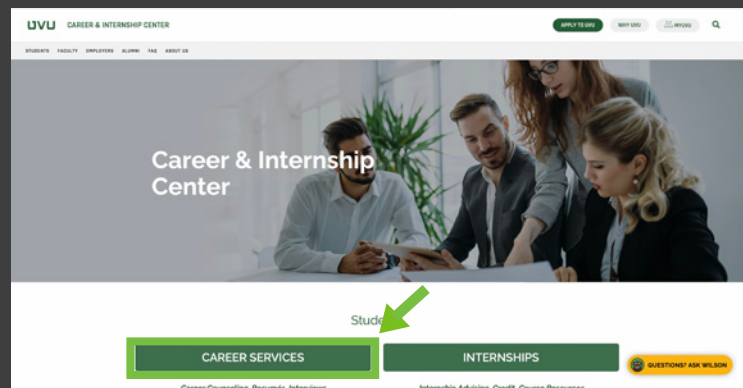
# Find Your Dream Job on *Handshake*

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”



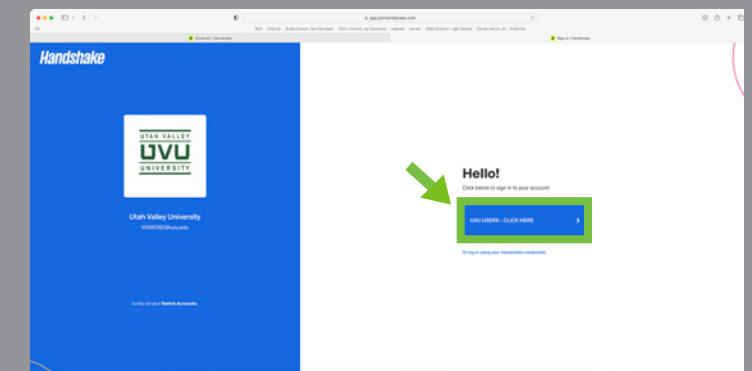
## STEP 2

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 2024

# SPRING 2025

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

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

**JAN 13** PART-TIME JOB FAIR  
10:00AM - 2:00PM | Hall of Flags

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

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

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

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

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

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

**OCT 24** HEALTHCARE ADMINISTRATION NETWORKING & CAREER FAIR \*  
12:00PM - 2:00PM | KB403/405

**FEB 5** CAREER & INTERNSHIP FAIR  
10:00AM - 3:00PM | Grande Ballroom

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

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

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

**\* FEB 20** PUBLIC HEALTH CAREER & INTERNSHIP FAIR  
10:00AM - 11:30AM | RL Concourse

**APR 9** 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)

\*Dates are subject to change

# 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



# 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 assessment 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.

# CAREER COUNSELORS

# INTERNSHIP COORDINATORS



GAYLA CANNON



MISTY HANSEN



BRYAN LACERDA



CATHY CHARTRAND  
ARTS, GENERAL STUDIES,  
HEALTH & PUBLIC SERVICES



HASMIK SARGSIAN  
BUSINESS



SCOTT MOON



TRAVIS REYNOLDS



NATALIE YOUNG



STACIE BROWN  
SCIENCE, ENGINEERING &  
TECHNOLOGY



ALYVIA MEYER  
HUMANITIES & SOCIAL  
SCIENCES

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



## 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



DISCOVERY  
RANCH





**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!**



@uvucareerand  
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