

Introduction to Career Experiences



Internship Programs | Micro-Internships | Job Shadow
Leveraging Your Current Job | Volunteer Experiences
Self-Driven Projects | "Make-your-own" Internship

Whether you're planning on working a full or part-time job, seeking an internship, or you're still figuring it all out, there are a lot of great ways for you to seek career experiences that help you explore careers, build important skills, or create a portfolio.

Here are six ways you can build a bridge to your career!

1. Internship Programs

“Recent graduates who had a relevant job or internship while in school were more than twice as likely to acquire a good job immediately after graduation.” —Gallup

Internships run the gamut from full-time summer jobs to part-time career experiences that are offered EVERY quarter! Many are paid, but even un-paid opportunities might be eligible for DePaul funding!

Different industries recruit on different timelines, and there are an increasing number of remote internships!



COVID-19 Resources

MAKE THE MOST OF A REMOTE INTERNSHIP

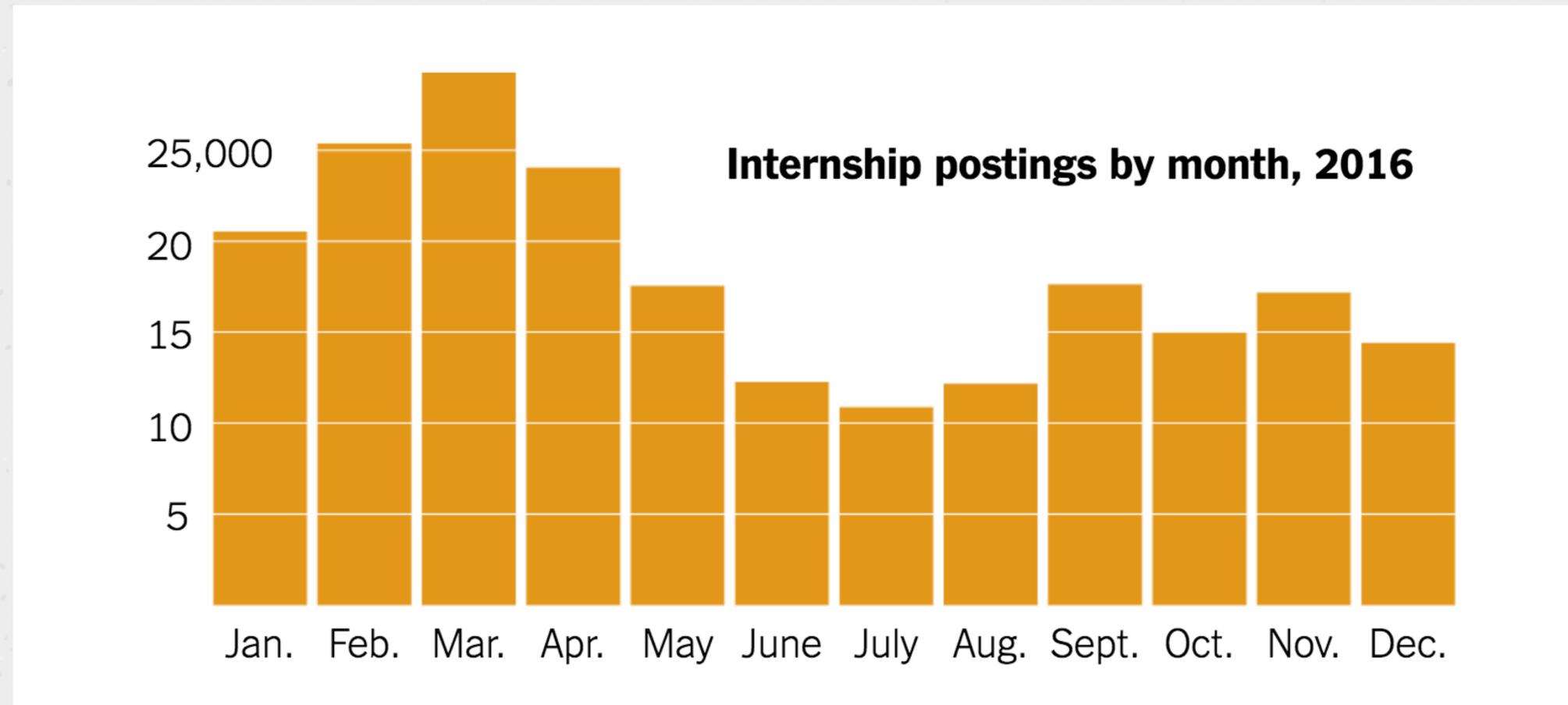
Thanks to advanced technology—and a pandemic—the number and percentage of virtual internships have exploded. That doesn't mean your experience is any less valuable.

The pandemic has transformed the future of work, and there is a good chance more work than ever will be remote. If this is the case, your remote internship is more than an opportunity to gain valuable experience in your chosen field. It's a chance to develop the virtual work skills you'll need to excel in your career after graduation.

Here's how to make the most of your remote internship:

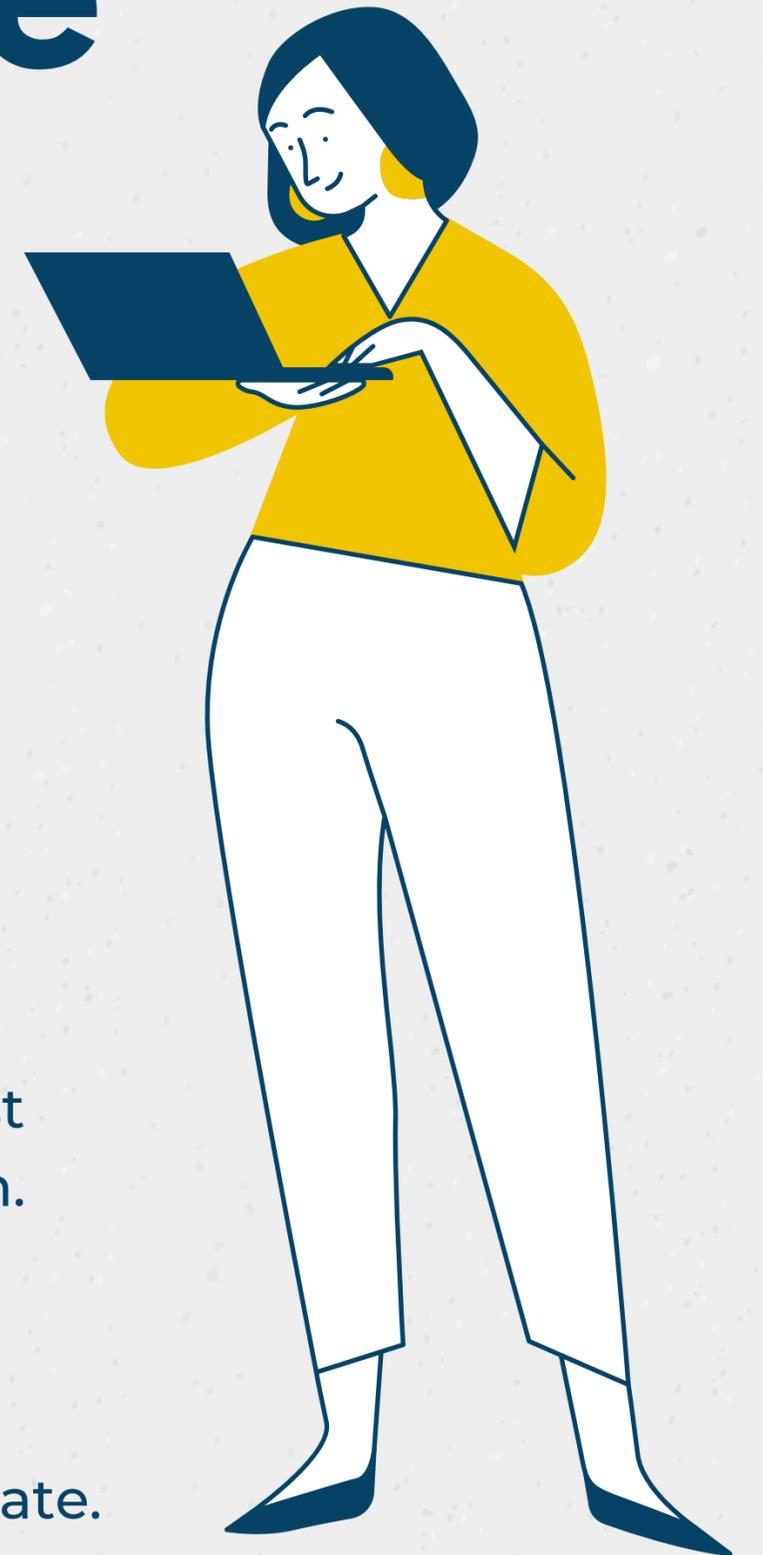
- ✓ SET REGULAR HOURS.**
Internships have always been about tasks or projects. With a remote internship, when you work on these tasks can become less important. That said, it's best to set a schedule for work hours and communicate those hours to your employer. This discipline is key to any remote work, and it will help ensure that you meet all deadlines and are easy to reach when needed.
- ✓ SEEK AND DEVELOP MENTORS.**
Mentors are a valuable part of any internship. Consider requesting a regular video meeting with your manager. Suggest 15-minute phone conversations with people in other functions to learn about what they do and, where appropriate, stay in contact via email. Connections matter now more than ever.

A Note about Timeline



While summer internships for business and technology often recruit in the Fall, most summer opportunities in other fields begin showing up in January and peak in March. There are exceptions, of course, especially for funded internships that target underrepresented students.

Academic year internships are usually posted a couple of months prior to the start date.



Unsure what you're interested in?

CAREER EXPLORER



CareerExplorer is an online self-assessment and career research tool made available to DePaul students and alumni by the Career Center. This unique resource allows users to explore how their values, interests, personality, and skills fit with over 700 potential career paths!

Why Do a Career Assessment?

Career assessments help you identify your personal strengths and weaknesses - as well as your interests and passions. Using these as reference points, you can map optional career paths that align with your goals and skills.

A unique part of this assessment is that CareerExplorer uses your answers to identify an "archetype," which "represents the distilled essence of our members' personalities...focused on the kinds of behavioral traits that affect people's preferences for work, how they think, and how they work with one another."

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How Do I Create an Account?

First, visit the CareerExplorer page: <https://www.careerexplorer.com/edu/depaul>

- Provide your first name, last name, and email address.
- Provide your school ID (7-Digit DePaul ID). This ID will be verify with your enrollment.
- Create a password with a minimum of 8 characters. Be sure to include numbers, symbols, uppercase and lowercase letters to make it a strong password.
- Select your major/ program and then select the Career Communities you are interested in.
- Add your graduation year.
- Click Finish to create your account!

2. Micro-Internships

Micro-internships are project-based or short term engagements designed to provide experience for a college student or recent graduate in a field of choice, sometimes remotely.

These opportunities can be posted on job boards, like Parker Dewey (see callout), or they can be arranged by networking with employers or organizations.

BUILD WORK EXPERIENCE

I need relevant experience to get the job I want, but how do I get that experience?

There are plenty of ways to build the experience you need for the job you want. If you're still in school, it can come from a part-time job, internships, job shadowing or other activities. If you're a recent grad or currently employed, you can broaden or bolster your experience by volunteering, freelancing and more.

PART-TIME EMPLOYMENT
A part-time job is a great way to build your skillset and gain resume-worthy experience without committing to one 40+ hour-per-week role. When looking to build relevant experience in your part-time job, start by identifying the skills you would like to acquire and then seek opportunities that will allow you to gain and practice those skills on the job.

ON-CAMPUS EMPLOYMENT
An on-campus job allows you to gain career-relevant skills in a flexible environment. DePaul offers a wide variety of on-campus jobs, from help desk positions to office assistants and many more. You can enhance the career benefit of your on-campus job by taking the initiative to ask for specific projects, help solve problems, network with faculty and staff—all while building your personal brand. Find open positions at studentemployment.depaul.edu.

INTERNSHIPS
Internships are a defined-term position, usually in an academic quarter or summer, that provides professional experience for a student or trainee. You may be assigned to a specific project, work in a specific job role, or complete tasks as assigned day to day. Internships can be paid or unpaid, full- or part-time. Students can sometimes earn academic credit for the experience.

MICRO-INTERNSHIPS
Micro-internships are project-based or short-term engagements designed to provide experience for a college student or recent graduate in a field of choice, sometimes remotely. These opportunities are rarely posted on job/internship boards. Instead, they're usually arranged by networking with employers.

Doing an unpaid internship? Check out university funding opportunities like InternshipPlus, a program that awards up to \$2,500 for any 100-hour-or-more unpaid internship.



PARKER DEWEY

Parker Dewey connects students to paid project-based micro-internships that provide the opportunity to build skills and explore careers.

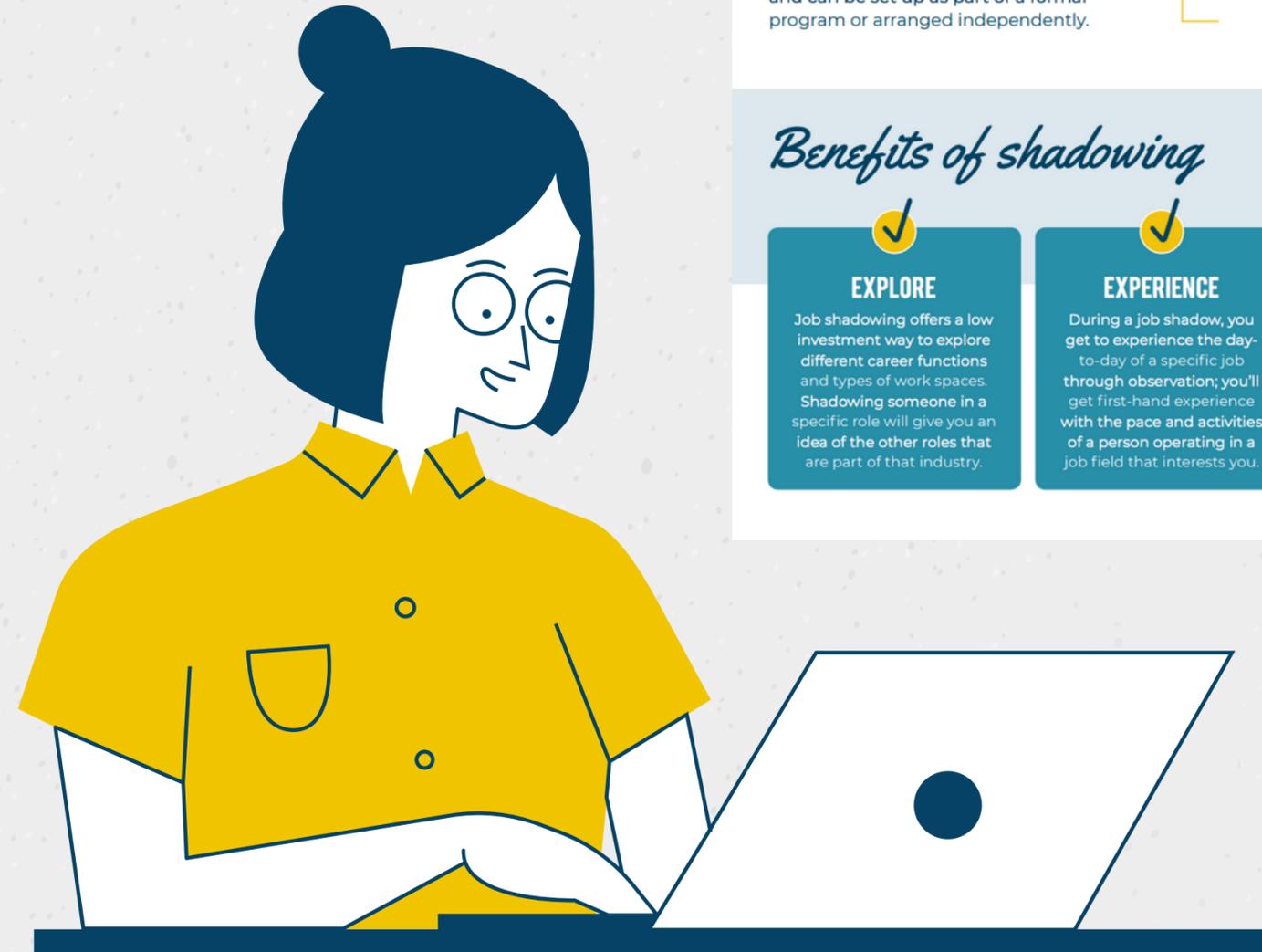
<http://info.parkerdewey.com/depaul>

3. Job Shadow

Job shadowing is following— or “shadowing”—a practicing professional as they go through their workday to help get a sense of that professional’s role or field. It’s typically short in duration, ranging from a day to a week, and can be set up as part of a formal program or arranged independently.

Find job shadow targets via:

- Your existing network of family or friends
- DePaul’s Alumni Sharing Knowledge
- DePaul alumni on LinkedIn



JOB SHADOWING



Job shadowing can be a great way to expand your network and get a real-world glimpse of a specific role, work environment or field. This can help you make decisions regarding your coursework and career path.

Job shadowing is following— or “shadowing”—a practicing professional as they go through their workday to help get a sense of that professional’s role or field. It’s typically short in duration, ranging from a day to a week, and can be set up as part of a formal program or arranged independently.

TYPES OF SHADOWING

There are two types of job shadowing: formal and informal. Formal job shadowing is set up as part of a program such as DePaul’s Job Shadow Program, a one-day learning opportunity for undergraduate students offered over Winter Intersession and other points during the academic year. You can also pursue job shadowing opportunities by tapping your own network, including friends, families, professional contacts and DePaul alumni in the field. For the latter, DePaul’s Alumni Sharing Knowledge (ASK) network can be a good place to start.

Benefits of shadowing



EXPLORE

Job shadowing offers a low investment way to explore different career functions and types of work spaces. Shadowing someone in a specific role will give you an idea of the other roles that are part of that industry.



EXPERIENCE

During a job shadow, you get to experience the day-to-day of a specific job through observation; you’ll get first-hand experience with the pace and activities of a person operating in a job field that interests you.



EXPAND

Job shadowing expands your network and helps you connect to professionals. When it comes time to find an internship or get advice on your resume and cover letter, you can reach out to your job shadow hosts for advice!

4. Leveraging Your Current Job

If you're already working a part or full-time job, keep in mind that many employers are open-minded about staff taking on new skill-based projects, shadowing other teams within the organization, or providing assistance with tasks outside of their current role's function.

Building new skills in an existing role can be a time-efficient way to get relevant experience. Plus, it builds your brand at work!

See our [Build Relevant Experience in Any Job](#) handout!

BUILD RELEVANT EXPERIENCE IN ANY JOB



Whether you're already in a full-time job in your intended career field—or you're making ends meet in a seemingly unrelated role—any job can provide resume-worthy skills and experience.



For some students who are working during their education, it can be challenging or even impossible to do a traditional internship. When this is your reality, keep in mind that almost any job can provide you with skills and responsibilities that strengthen your resume and professional capabilities. It starts with identifying the skills you would like to acquire and then seeking opportunities to practice those skills within your current job.

Why are transferable skills important?

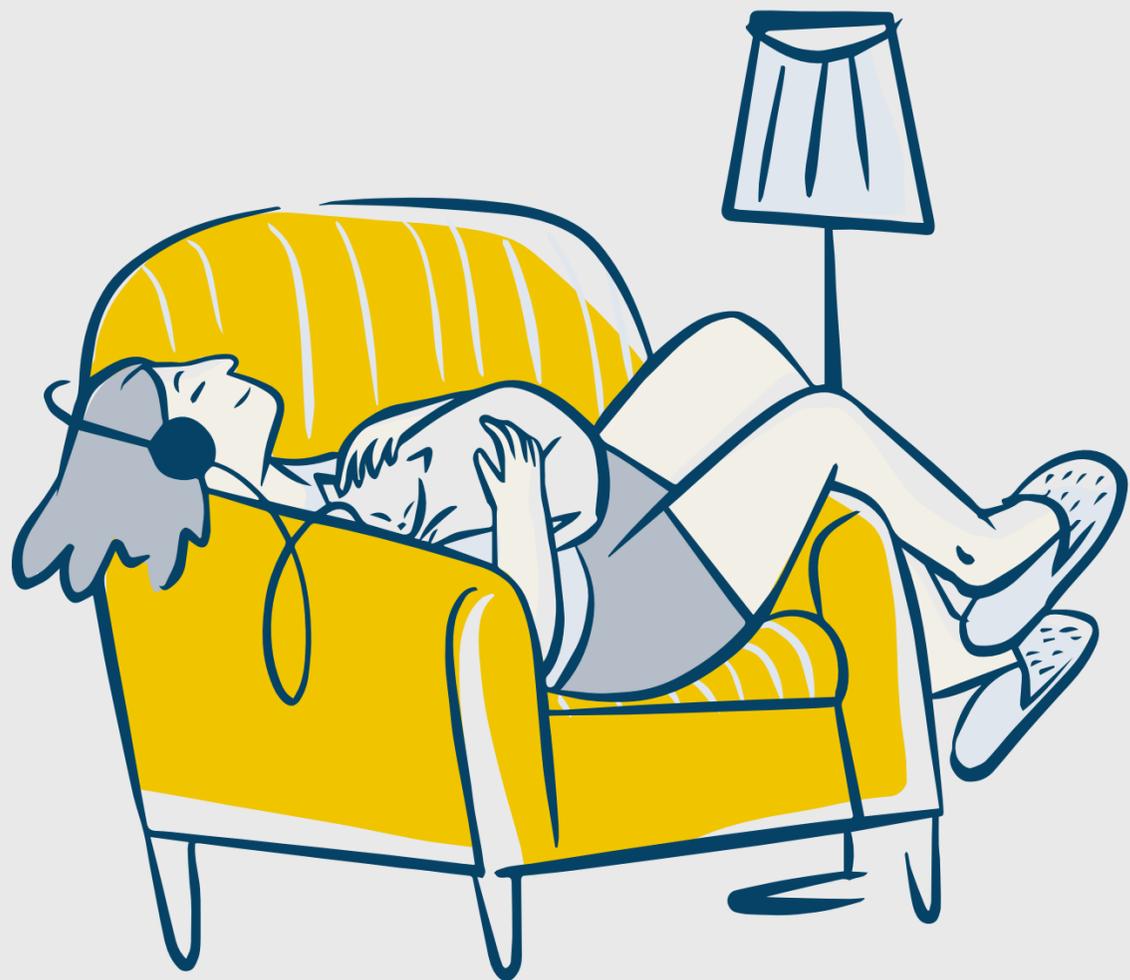
Transferable skills are skills that you acquire in a particular experience (class project, job, volunteer role, etc.) that can "transfer" to a different role. These include skills like communication, critical thinking, multi-tasking, teamwork and others.

[See our transferable skills handout for more detail.](#)

FOR EXAMPLE...

If you have worked in retail sales, you likely have transferable skills in customer service, merchandising and teamwork! These skills stay with you as you transition into new and different roles. It's your responsibility to inventory your transferable skills and make sure you highlight or provide evidence of the relevant ones in any job or internship application.

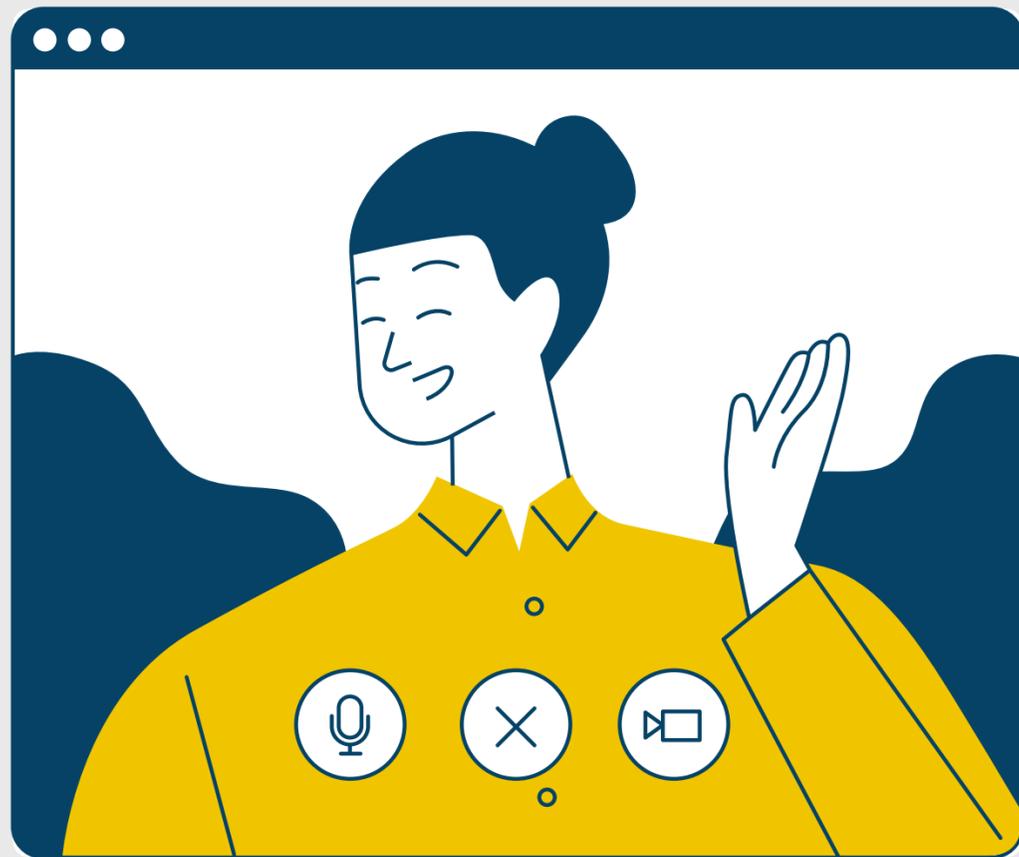
5. Passion Projects and Volunteer Experience



Self-driven projects are a great way to build skills and add to your resume and portfolio! You might take on a creative project you've been thinking about for a while or offer a specific service to a community organization, like developing a logo for a non-profit. Tap into the things you care about or the communities you are a part of to generate project ideas. Keep yourself accountable and fuel your passions by collaborating or sharing your work on social media!

For example: *Interested in a music journalism career? Start a music blog and write album reviews!*

6. Make-Your-Own Internship



What about a "make your own" internship?

PRO TIP:

You can approach an employer (especially a non-profit you're passionate about) and tell them you're applying for internship funding, and ask them if they are willing to host you - should you receive funding.

This is what we call a "make-your-own internship" opportunity!

INTERNSHIP PLUS

The Internship Plus program was established to support DePaul University students participating in unpaid internships that demonstrate financial need. This program awards up to \$2500 in financial assistance to eligible undergraduate students working in a quarter-long unpaid internship.

APPLICATIONS OPEN

- October 30, 2020

APPLICATIONS DUE

- November 30, 2020

Find more information [HERE!](#)



SPOTLIGHT ON: T. Howard Foundation

The T. Howard Foundation's Internship Program is dedicated to improving the participation of diverse and underrepresented groups in the media and entertainment industry.

EARLY DEADLINE

- October 31, 2020

FINAL DEADLINE

- December 1, 2020



Find more information @ www.t-howard.org!

We are here for you!

Drop-in or schedule an appointment to meet with an advisor or coach!

Check out our 50+ handouts on career topics including resumes, networking, and career exploration.

We also just launched a page of COVID-specific career resources and tips.



JOIN A CAREER COMMUNITY!

**JOIN
NOW!**

Opt into a Career Community to receive exclusive email alerts, targeted job & internship postings, tailored industry resources, career advising, and more.

Regardless of your chosen major, you can explore multiple Career Communities and attend events across all industries – you'll develop a great network for future opportunities and learn about a variety of career paths.

- Exploring Careers & Interests
- Business, Entrepreneurship & Consulting
- Education, Nonprofit & Government
- Health Care & Science
- Media, Communication, Arts & Entertainment
- Technology & Design

CAREER TOOLKIT



These 45 minute workshops offer tactical advice for every stage of your career journey! Anyone who RSVPs on [Handshake](#) will get a recording of the session with supplemental materials!

CAREER TOOLKIT: 

JOB AND INTERNSHIP SEARCH 101



- Tuesday 10/20 6PM
- Wednesday 12/9 6PM

CAREER TOOLKIT: 

NETWORKING IN THE AGE OF SOCIAL DISTANCING



- Thursday 10/29 12PM

CAREER TOOLKIT: 

PROJECT MANAGING YOUR JOB SEARCH



- Wednesday 11/18 6PM

SKILLS LABS

THURSDAYS @ 4!

Join us for our weekly 30 minute skills-based sessions. Anyone who RSVPs on Handshake will get a recording of the session with supplemental materials!

SKILLS LAB



Designing
**HIGH IMPACT
PRESENTATIONS**



SKILLS LAB



Intro to...
**CREATING
A WEBSITE**



SKILLS LAB



Intro to...
**SOCIAL
MEDIA
BASICS**



SKILLS LAB



Introduction to
**REMOTE
TECHNOLOGY
TOOLS**



SKILLS LAB



**NAVIGATING
KEYWORDS
AND APPLICANT
TRACKING
SYSTEMS**



SKILLS LAB



Introduction to
**PROJECT
MANAGEMENT**



SKILLS LAB



Introduction to
**SURVEY
DESIGN**



SKILLS LAB



Introduction to
**DIGITAL
DESIGN
TOOLS**



SKILLS LAB



Creative
**RESUME
DESIGN**

