

CAREER STUDIO

The Career Studio is the College's resource for career, internship, and job search information. It is an interactive space where students design their future. Daily walk-in hours allow students to meet with Professional and Peer Career Coaches who guide students in exploring career options, preparing for a job or internship search, or addressing other career-related questions. Students are also encouraged to schedule 1:1 appointments with the professional staff through Handshake (<https://alverno.joinhandshake.com/login/>).

The Career Studio's courses, workshops, events, and programs are unique in their integration into the Alverno curriculum. They prepare students to make informed career decisions, establish goals, create résumés and other personal branding materials, and to work proactively in developing their professional future.

The Career Studio also connects students with employers through networking opportunities and prepares students for the world of work through internship experiences (<https://www.alverno.edu/Career-Internship-Advising/>).

To learn more about the Career Studio and contact the office, visit <https://www.alverno.edu/Career> (<https://www.alverno.edu/Career/>)

Internships

Learning through Hands-on Experience in the Workplace

We believe that each student needs the kind of extended work-based learning opportunity that is traditionally given to nursing and education students in their clinical and field placements. Therefore, students in almost all majors at Alverno College do at least one semester-long internship. They work at an off-campus site for a minimum of 8 hours a week during the fall or spring, or a minimum of 120 during the summer. Students attend a seminar on concurrently with the internship and receive academic credit for successfully completing both the seminar and the internship work.

Internship Policy

Students are supported throughout the internship planning process and experience in the following ways:

- **The Career Studio Career Community Coaches** act as liaisons between the internship site, faculty, and students. They work with students to identify sites that match their goals, interests and abilities. After applying to and interviewing at several sites, the student chooses a site based on the internship offers received. The Career Coaches monitor the student's progress throughout the internship by collecting and reviewing required documentation and by visiting sites during the semester.
- **Faculty** provide the opportunity for students to reflect on their internship experience as they transfer their learning from classroom to workplace. This is accomplished through the internship seminar or individual meetings.
- **Professionals from the internship site** serve as on-site mentors. They provide training, supervise students and evaluate their progress through oral and written feedback.

Internship Seminars

All interns must register for the INTERN-383 Internship Seminar, which is the reflective work required for the internship experience. Students must complete the coursework AND site work successfully in order to receive credit for the internship.

Some majors require two internships. Students should check their major's academic map to determine the number of internships required by their major (or in some cases minor). The Advanced Internship Seminars are labeled with "483" for each major (e.g., PSY 483, MGT 483).

Even if it is not required, students may complete a second internship. They should register for the 483 internship seminar listed for their major if they wish to do this second internship for credit.

Process for Securing an Internship

Since the internship research and application process takes time, students should connect with their Career Studio Coach to start planning *at least 2-3 semesters* before they want to intern. During the initial planning meeting, students review their academic program plan to determine the best semester to intern. Through subsequent meetings, students research opportunities and develop a plan for applying to the internships. Students are not *placed* at an internship site. They must apply to, and interview for, the internships they wish to pursue according to each employer's application and hiring process.

While the internship is a requirement, students must meet the following prerequisites in order to do an internship for credit:

- Completion of PPS 229 (Career & Internship Planning Course)
- Completion of the internship prerequisites established by the major - usually two 300-level courses in that major
- Must be in good academic standing (i.e., not on probation)
- Must have approval of their faculty advisor, who can attest to their professional readiness for the internship experience

National and International Internship Opportunities

Alverno College students have the option of applying for national or international internships through programs affiliated with the College. Students should begin the planning process at least 3 semesters before they plan to intern in order to meet required program application deadlines. Students who wish to do an international internship must work concurrently with the Internship Office and the Alverno International & Intercultural Center while making arrangements to go abroad.

Career Studio Internship Contacts

The Career Studio holds daily walk-in hours for students to start the internship planning process. Stop in FO 101 or call 414-382-6010 for more information. Students should also make appointments with their Career Community Coach (<https://www.alverno.edu/Career-Career-Communities/>) through Handshake (<https://alverno.joinhandshake.com/>) when planning an internship.