Career Readiness Resources

Professional Internship

Courtesy of Florida Atlantic University
IDS 3949: Professional Internship

Why register for the Professional Internship course?

#1— It’s Easy.

The FAU Career Center has a team of Internship Specialists to help you through your entire internship experience. The Internship & Co-op team can help you:

- Search and apply for an internship posting on or off campus.
- Prepare to land the internship with résumé critiques and mock interviews.
- Register for a transcript notation.
- Serve as a resource throughout your internship for questions and assistance.

#2— Earn Credit.

Through this course, all your completed work can be noted on your official academic transcript. You have the option to take this course for 0 or 1 credit. With the 0 credit option, you:

- Pay NO tuition or fees for the course.
- Can enroll multiple semesters for multiple internships.
- Will not be charged Excess Credit Surcharge hours.
- Receive official transcript notation for your Professional Internship.

#3— Develop Your Skills.

Employers are looking for new graduates to be Career Ready. Your internship will help develop your skills in the areas employers desire most. Enrolling in this course will help you develop and articulate your Career Readiness skills to future employers.

#4— Sign up now!

Contact an Internship Specialist at the FAU Career Center to begin: intern@fau.edu or call 561-297-3533

Adapted from the NACE Career Readiness Competencies (2015)
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<thead>
<tr>
<th>Competency</th>
<th>Description</th>
<th>What does it look like?</th>
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<tbody>
<tr>
<td><strong>Critical Thinking/Problem Solving</strong></td>
<td>Exercise sound reasoning to analyze issues, make decisions, and overcome problems.</td>
<td>The individual is able to obtain, interpret, and use knowledge, facts, and dates in this process, and may demonstrate originality and inventiveness.</td>
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<td><strong>Oral/Written Communications</strong></td>
<td>Articulate thoughts and ideas clearly and effectively in written and oral forms to person inside and out of the organization.</td>
<td>The individual has public speaking skills; is able to express ideas to others, and can write/edit memos, letters, and complex technical reports clearly and effectively.</td>
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<td><strong>Teamwork/Collaboration</strong></td>
<td>Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints.</td>
<td>The individual is able to work within a team structure, and can negotiate and manage conflict.</td>
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<tr>
<td><strong>Information Technology Application</strong></td>
<td>Select and use appropriate technology to accomplish a given task.</td>
<td>The individual is also able to apply computing skills to solve problems.</td>
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<td><strong>Leadership</strong></td>
<td>Leverage the strengths of others to achieve common goals, and use interpersonal skills to coach and develop others.</td>
<td>The individual is able to assess and manage his/her emotions and those of others; use empathetic skills to guide and motivate; and organize, prioritize, and delegate work.</td>
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<td><strong>Professionalism/Work Ethic</strong></td>
<td>Demonstrate personal accountability and effective work habits, e.g., punctuality, working productively with others, and time workload management, and understand the impact of non-verbal communication on professional work image.</td>
<td>The individual demonstrates integrity and ethical behavior, acts responsibly with the interests of the larger community in mind, and is able to learn from his/her mistakes.</td>
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<td><strong>Career Management</strong></td>
<td>Identify and articulate one’s skills, strengths, knowledge, and experiences relevant to the position desired and career goals, and identify areas of professional growth.</td>
<td>The individual is able to navigate and explore job options, understands and can take the steps necessary to meet work and career goals.</td>
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