

The Career Center

III DIVISION OF STUDENT AFFAIRS · DUKE UNIVERSITY

How can I find out about internship/experiential opportunities?

Your personal networks – friends, family, family friends, friends' families... Think 6 degrees of separation and you're never very far from a valuable experience.

Career Fairs @ Duke

- Career & Summer Opportunities Fair – January 22, 2009, 10am – 3pm, Bryan Center
- Nonprofit and Government Career Fair – January 23, 2009, 12 – 3pm, Bryan Center

Career Center Employer info sessions and special events (see Career Center website below)

DukeConnect – (dukeconnect.com) build relationships with alums who want to hear from you!

Duke eRecruiting – search and apply for jobs/internships posted for Duke students. Take the Recruiting Orientation so you can have interactive access! (see Career Center website)

Internship Exchange – a consortium of 19 select colleges and universities sharing their internship postings (see Career Center website)

Career Center Website – free access to many online search tools, including CareerSearch, e-leads, Going Global and others (see career.studentaffairs.duke.edu > Find an Internship > Search Tools)

Duke Internship Feedback Database – see what other Duke students have to say about hundreds of internship opportunities in all fields (see Career Center website)

Duke Sanford Institute internship database – specializing in public policy, public service, political internships (www.pubpol.duke.edu/career/undergraduate/database.php)

Note: if you're considering a public policy major, please contact Elise Goldwasser (elise.goldwasser@duke.edu) about internship requirements

Duke List - advertises wide range of research & leadership opportunities (dukelist.duke.edu)

What kinds of experiential programs are available at Duke?

A non-exhaustive list:

- DukeEngage (<http://dukeengage.duke.edu/>) - expenses paid by program, Individual projects deadline: January 23, 2009.
- Duke in LA – curriculum in media & entertainment (<http://fvd.aas.duke.edu/dula/>)
- Duke in NY – curriculum arts & media (<http://dukeinny.english.duke.edu/>)
- Hart Leadership Program (<http://www.pubpol.duke.edu/centers/hlp/>)
- Health Careers Exploration Program - see Career Center website
- Pathways at Duke – theological vocation exploration (<http://www.chapel.duke.edu/pathways/>)
- Research assistantships and programs (e.g., Howard Hughes Research Fellows – 1st yrs only)
- Stanback Internship Program – paid internships in environment and conservation (see the Nicholas School Career Services website: <http://www.nicholas.duke.edu/career/>)
- Study abroad programs (<http://studyabroad.duke.edu/>) – many include internship opportunities

Can I get credit for internships?

Credit is granted for internships that qualify as requirement for certain curricula (e.g., public policy). When not *required* for by a student's academic program, direct academic credit cannot be given solely on the internship experience; however, students may seek approval from the appropriate department for an independent study course that would include learning derived from the internship. Credit is then awarded by the supervising professor and will become a part of the student's academic record. This arrangement has been successful for many students and is supported by the academic sector of the University.

I'm an international student—what kinds of opportunities are there for me?

Unless your internship is required by your curriculum, you will have to consider whether you want to use your OPT time toward an internship. Please consult the International Office to learn more and weigh your options. (<http://www.internationaloffice.duke.edu/>)

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Internship Season Kickoff 2009 Suggested Next Steps

Set-up/Preparation:

- Take the online recruiting orientation (20 - 30 minutes)
- Update your eRecruiting profile to receive Career Center emails (5 minutes)
- Schedule an appointment at the Career Center to explore possibilities (660-1050) (5 minutes)
- Register for DukeConnect, Career Conference, and Internship Exchange (15 - 20 minutes)
- Develop a process for tracking your contacts and applications (e.g., spreadsheet, chart, calendar, to-do list, binder, etc) (30 minutes)

Useful information to track - Networking:

- Contact name
- Relationship (to you and/or other contacts and opportunities)
- Bio (e.g., what they do, where they work, organizational affiliations, recreational activities – the various ways that they may know others who can help you!)
- Date(s) of contact
- Method(s) of contact
- Conversation notes
- Follow-up/action items (e.g., **thanking them** for their time; contacting others they've recommended who would then get a new entry in your tracking system; researching and applying for positions they've informed you about; touching base a few weeks/month out to update them on your progress)

Useful information to track - Applications:

- Application deadline
- Required materials (e.g., resume, cover letter, writing sample)
- Application method (e.g., eRecruiting, internet, email, hard copy)
- Date application submitted
- Contact name & title
- Date of follow-up
- Follow-up notes (e.g., receipt confirmation, request further information, pre-selected for interview, etc)

Brainstorming/Idea-Generation/Research:

- Meet with a Career Counselor to consider a wide range of summer experience possibilities – formal internships and much more!
- Brainstorm a preliminary list of personal contacts (family, friends, former boss, professor, etc) who can help you grow your list of contacts and identify potential opportunities (30 minutes)
- Read bios of each panelist in the workshops you've registered for at the Career Conference. Note those whom you'd like to meet in your networking tracking system. (30 minutes)

Ongoing Activities

Check eRecruiting and other databases regularly for new opportunities

Stay Curious!

Spend time each week exploring options on the internet, in the library, through conversations with friends, family, faculty, etc

Regularly update your contacts on where you stand in your search – don't let them forget about you!

Track your contacts and applications

Revise your resume to fit each new opportunity – resumes are not one-size-fits-all!

View the webpages for the Career & Summer Opportunities Fair and Nonprofit & Government Career Fair; pick your top 10 organizations and create a list in priority order. TIP: Check out organization websites and eRecruiting job listings to learn more before finalizing your list. (1 hour)

Identify ~10 possibilities that excite YOU based on your conversations and research (internships, research opportunities, travel, volunteering, off-the-beaten-path ideas, interesting organizations without publicized opportunities).

Action

Visit Career Center Resource Room drop-in hours with an updated resume (a list of activities is ok too!) (15 minutes)

Revise your resume accordingly (1 hour)

Email or call 3 contacts from your list explaining your goal and requesting their help. Include your resume. (1 hour)

Draft an email to send those panelists/presenters whom you'd especially like to meet indicating your enthusiasm for the conference and your interest in meeting them during the program. Include your resume. Ask if they will have any free time during their visit and if so, if they'd be interested in meeting for coffee (your treat). Send the email! (30 minutes – 1 hour)

Follow-Up

Thank each person who gives you some of their time, wisdom, or expertise within 24 hours of the conversation. (15 - 30 minutes each)

Email/call prospective employers within a week of sending out an application or formal inquiry to their organizations: confirm receipt of your materials, find out if they need more information, emphasize your interest, and stand out from the crowd. (5 -10 minutes each)

Send periodic updates to your contacts to let them know where you stand. Help them help you with updated information and goals – or just make sure they don't forget to keep you in mind. (15 – 30 minutes each)

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What is...?

Career Conference | http://www.eventmanagement.com/duke_careerweek2009/ | January 31, 2009 | An annual program in which Duke Alums return to campus to network with current students and participate on panel discussions based on a wide range of specific career fields.

Career Counseling | call 660.1050 for an appointment | An intentional conversation concerning your interests, questions, and ideas about your future. You can initiate such a conversation with a career counselor at the Career Center at any point during your time at Duke (and even afterward as an alum), no matter where you are in your thinking about your future.

Career Fair | http://career.studentaffairs.duke.edu/undergrad/find_job/career_programs/career_fair/index.html | A large-scale recruiting event in which many employers and students are able to meet over the course of several hours in one location. Employers are typically situated at designated tables and students approach those whom they wish to meet and learn more about. Like all recruiting events, this is an opportunity for mutual evaluation between employers and students and advanced preparation is strongly encouraged.

Career Guide | An annual print publication from the Career Center packed with tips for everything from learning about careers to interviewing tips. Pick yours up at the Career Center, 110 Page Bldg.

CareerSearch | http://career.studentaffairs.duke.edu/undergrad/internship/where_to_look/careersearch.html | An extensive database that includes over one million companies along with contact names, addresses, phone numbers and a variety of company background information. Search by industry type, location and keywords.

CATs | Career Advising Team | Group of highly trained para-professional Duke students trained to help you with various aspects of your job search process, including critiquing resumes and cover letters, advising on how to use pertinent resources, devising strategies, and creating a job search time table. CATs are available in 106 Page, M-Th from 2-5pm & F from 2-4pm.

Drop-in Advising | 106 Page Building | Stop by Monday through Thursday from 2-5 pm or Friday from 2-4 pm in 106 Page and sign up for a 15-minute session to see a counselor or CAT (on a first come-first serve basis). Drop-ins are ideal if you have a quick question or if you would like a professional and constructive opinion on a resume or cover letter.

DukeConnect | www.dukeconnect.com | A database of alumni, parents, and friends of Duke who have volunteered to assist current students and fellow alumni with their career exploration process. DukeConnect is a networking tool to be used as a source of information about majors/fields of study, industries, and career paths. In addition, it's a way to help Duke students and alumni understand and enter a competitive job market.

Duke eRecruiting | www.duke.erecruiting.edu | Duke's job posting and on-campus interviewing system. All students have an account in Duke eRecruiting but each student must request a password from the eRecruiting website in order to gain access to Duke specific job postings for campus jobs, summer jobs, internships and full-time opportunities. Students must also take an online orientation and quiz to gain interactive access to eRecruiting in order to apply for internships and jobs. New jobs are added daily so it's important to make Duke eRecruiting a resource that you check regularly.

e-leads | http://career.studentaffairs.duke.edu/undergrad/find_job/network_tools/eleads.html | Database of potential leads for internships, externships and jobs in industries where pro-active recruiting does not typically take place. Since many industries and companies do not actively recruit on college campuses, e-leads provides an opportunity for you to learn about positions offered by such companies.

Externship | A short term experience (1-5 days) in a professional setting that provides students with a snapshot of a particular career environment, enabling them to gather information that will influence their career decisions and gain contacts that can impact future opportunities. Externships often include shadowing a professional to gain an overview of the career, conducting informational interviews with several professionals in a particular office, and short term projects. Students may extern with a Duke alum or a someone in their own personal network (family, friends of family, etc). A.k.a. *job shadowing*.

Health Careers Exploration Program (HCEP) |

http://career.studentaffairs.duke.edu/undergrad/internship/signature_programs/hcep/index.html | An intensive experiential program for students considering/pursuing careers in health professions. Students in HCEP are placed in Duke Medical Center or another local health facility during the fall and spring semesters to gain patient-care experience and may go on to be matched with a health professional for job shadowing.

HR | Human Resources | Hiring and personnel management function/division of a company or organization.

Informational Interview | A conversation in which YOU ask the questions of an employer to gain information that will help you make better decisions in your career search. The Career Center website and Career Guide offer great suggestions for questions to ask at informational interviews.

Info Session | An event hosted by a specific employer either on campus or near campus for the purpose of marketing their organization to Duke students. Info sessions provide students with opportunities for small group or individual discussions with employers and are a prime opportunity for face time with a potential interviewer.

Internship Exchange | http://career.studentaffairs.duke.edu/undergrad/internship/where_to_look/internship_ext.html | A database of thousands of current summer jobs, internships, fellowships and other short-term opportunities generated by a partnership of 18 universities, of which Duke is a part. All opportunities posted in the Internship Exchange are exclusively available to students from the member universities. You must register online to use this database.

Internship Feedback Database |

http://career.studentaffairs.duke.edu/undergrad/internship/student_experiences/internship_feedback_database.html | Database of Duke students' candid feedback on hundreds of internship experiences, searchable by career field and major.

Internship Funding Program |

http://career.studentaffairs.duke.edu/undergrad/internship/funding_housing/cc_intern_funding_program.html | Competitive small grant program for non-graduating Duke undergrads pursuing low- or unpaid summer opportunities; open to all fields.

Mock Interview | A *formal*, practice interview, often with a recruiter/employer from a particular career field but not for the purpose of obtaining a position, rather for gaining experience in the interview process. In a mock interview, the interviewer offers constructive feedback to the interviewee upon completion of the formal interview. Students should come prepared with a general understanding of the career field and dressed to impress.

Networking | Building and maintaining relationships to advance personal and/or professional goals through sharing information, contacts, resources, and services.

On-Campus Recruiting (OCR) | Process in which employers visit campus to network with, interview, and hire Duke students for internships and full-time positions. Career fairs, employer information sessions, on-campus interviewing are all part of on-campus recruiting. The process is managed through Duke eRecruiting. OCR is appealing to certain kinds of employers but is not comprehensive; you should expand your search beyond OCR to increase the number and variety of opportunities available to you.

Pre-select | Status of having been selected by an employer for an on-campus interview after submitting a resume through eRecruiting. Pre-selected candidates will be notified by email and must actively select an interview slot through eRecruiting in order to secure an interview.

Recruiter | An organization/company representative who comes to campus with the goal of promoting the company to and hiring Duke students. Recruiters are often Duke alumni.

Recruiting Orientation | http://career.studentaffairs.duke.edu/undergrad/recruiting_orientation.html | Online orientation and quiz required in order to gain full, interactive access to eRecruiting for the purpose of applying for internships and jobs and interviewing on campus.

Resource Room | 106 Page Building | Home to drop-in career advising (see CATs above). Students are also welcome to browse and check out printed materials.

Resume Drop | Submitting your resume through eRecruiting to an employer for a particular internship/job.

**Duke University Career Center | www.career.studentaffairs.duke.edu | 110 Page Building
Appointments: 919.660.1050 | Drop-In Advising: M -Th 2-5 & F 2-4**