



EMPLOYMENT AND EXPERIENCE/INTERNSHIP INFORMATION GUIDE

Roy H Park School of Communications 2021

www.ithaca.edu/rhp/internships

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PARK PROFESSIONAL DEVELOPMENT posts, retweets and shares employment and internship/experience information frequently via the following social streams:

1. Twitter at: [@ICParkCareers](https://twitter.com/ICParkCareers)
2. LinkedIn, simply request to join the private group "["IC Park Careers."](#)
3. Anchor, IC Park Careers [Podcast](#)

SCHEDULING TIME WITH THE PARK PROFESSIONAL DEVELOPMENT COORDINATOR

Note: The Park Professional Development Coordinator is not available June 1- August 15, 2021, please see a member of the IC Careers Services Staff for career-related and/or professions assistance.

- Ithaca College Career Services
- Website: <https://www.ithaca.edu/career-services>
- Phone: (607) 274-3365
- Email: careers@ithaca.edu

Park Professional Development Appointments are offered in the FALL & SPRING semesters. To block time with the Park Professional Development Coordinator's calendar via this link: aadams4.youcanbook.me

Monday-Thursday 1:30 -8:30 PM

Friday 10:00 AM - 12:30 PM

Sunday 4:30 - 6:30 PM

Session 1 Employment Search / Self-Advocacy Pitch

In the first session (30 minutes) plan to chat about your values, interests and abilities and review your current search strategy. In this session, plan to review the LinkedIn and IC Handshake as portals for finding opportunities. During this session, the following items will be addressed:

- a) Types of work and workplaces that utilize your skillset in the current environment.
- b) What work experience and/or employer would expand your career path thus far in a positive way.
- c) What are your values, interests and abilities (these matter to your search and selection).
- d) Location (virtual, blended/hybrid, and live ~ so the possibilities are enormous).
- e) What skills are your bringing to the table?

Hard Skills include:

- Technical skills.
- Computer skills.
- Microsoft Office skills.
- Analytical skills.
- Marketing skills.
- Presentation skills.

Soft Skills include:

- Teamwork. ...
- Communication Skills. ...
- Problem-Solving Skills. ...
- Work Ethic. ...
- Flexibility/Adaptability. ...
- Interpersonal Skills.

Session 2 Resume

[Please send a pdf version of your resume to aadams4@ithaca.edu prior to this appointment]

The next appointment (30 minutes) entails a review of your resume to ascertain its strength in attracting the attention of the employer. There is also an offline review appointment also available.

Additional Sessions

After the first two sessions, you can block as many sessions as you feel you would benefit from throughout your time in Park. Other session might include one of the following options:

- Review a LinkedIn Profile
- Create and Deliver a Personal Pitch
- Creating a Self-Advocacy Campaign
- Develop a Networking Agenda
- Prepare for an Interview
- Salary Negotiation and Contracts
- State of the Industry/Employment Forecasts
- Discuss Online Video Interview Strategy

EMPLOYMENT/INTERNSHIP SEARCH ~ GENERAL INFORMATION

The ICLA program also provides a listing at

<https://www.ithaca.edu/academics/roy-h-park-school-communications/losangeles-program/internships/database/>

There are virtual volunteer opportunities that you might consider reviewing as possibilities for an internship or while searching for full time employment.

1. IC site: <https://www.ithaca.edu/office-student-engagement/community-involvement-and-volunteer-opportunities/virtual-volunteering>

2. Catch a Fire: <https://www.catchafire.org/>

3. Taproot: <https://taprootfoundation.org/>

PLATFORMS THAT WILL AID LOCATING EMPLOYMENT and INTERNSHIP/EXPERIENCE:

Handshake	https://app.joinhandshake.com/login	Internship/job postings via IC Career Services
LinkedIn	https://www.linkedin.com	Search for Ithaca College alumni or others using filters in the jobs portal or platform.
CareerShift	www.careershift.com	Create an account with Ithaca email address or with a non-IC address through your Handshake account.
Indeed	https://www.indeed.com/	Create an account. American worldwide employment website for job listings.

NOTE: Other profession specific search engines/career sites are available via the Professional Development Coordinator.

PARK INTERNSHIPS / EXPERIENCES APPLICATION FOR ACADEMIC CREDIT

Credit Hours: 1 academic credit is equivalent to 60 work hours; 2 credits = 120 hours; 3 credits = 180 hours.

The internship application is on IC Handshake at <https://ithaca.joinhandshake.com/experiences>

- The application can be found under the “Career Center” tab.
- You will want to select the option “Request an Experience.”

Note: The ICLA program has an additional application process. For information go here

<https://www.ithaca.edu/academics/roy-h-park-school-communications/los-angeles-program/eligibility-and-application>

Required Information and documents for the IC Handshake Application

1. Denoting a Mentor/Sponsor for the internship/experience

a. **Summer** – select and secure agreement from a Park faculty member to serve in this role.

b. Fall/Spring/Winter – the Park Professional Development Coordinator serves as the mentor/sponsor or the student may select and secure agreement from a Park faculty member.

2. The required learning objectives and three (3) required documents of the application must be inserted and/or attached to your Handshake Internship Experience to be reviewed for approval.

Note: A button for attaching documents is located on the IC Handshake platform.

a. Learning objectives – denote as a text insertion the following information in the IC Handshake application section titled “Learning Objectives”:

- What activities and responsibilities has the employer assigned to you in this role?
- What do you hope to gain from the experience?
- How does this experience relate to your major/minor area of study?
- In what ways are you prepared for this internship?

b. Harassment Prevention completion certificate

i. Take the online tutorial at

<https://www.ithaca.edu/sexual-harassment-and-assault-response-education-share/preventing-sexual-violence/harassment-prevention-training-students>

ii. Download the completion certificate and upload this document into your IC Handshake application.

c. Letter of Agreement from the organization’s Internship Site Supervisor or your direct report. This letter should include the following information:

- Supervisor’s name and contact information
- Internship start and end dates, and rough hours per week
- Activities that you will engage in & how your responsibilities will increase over the term
- What you will be learning (since you are receiving credit, it must be a learning opportunity with mentorship and support)
- Description of the workspace/resources that will be provided. (Note that internships cannot be undertaken in a home office.)
- Terms of compensation, if any

d. Resume – if you need help with your resume contact Career Services

OTHER REQUIRED DOCUMENTS

ITHACA COLLEGE COVID-19 INTERNSHIP, FIELDWORK AND VOLUNTEER GUIDELINES/WAIVER

https://ithacaedu.sharepoint.com/:w:/s/OfficeoftheProvostPublicDocuments/EbUjVsTYCrdLjeQaiE8XDjMBpRnP5ps_Ati6Zj9v1sgrvw?e=gCmX4C

Off-campus experiential learning experiences (e.g., fieldwork, internships, service learning, etc.) should be completed remotely or, if possible, be delayed to a subsequent semester. However, recognizing that this may not be possible for every situation, guidelines for planning and executing agreements are available as follows:

- [Recommended Guidelines for Internships, Clinical Experiences, On-Site Research Opportunities, Service Learning, and Other Experiential Learning Placements](#)
- [Internship Supervisor Agreement](#)

INTERNSHIP/EXPERIENCE APPROVAL PROCESS (3 STEP process)

Step 1/Approval 1: After the required information and documents have submitted to the IC Handshake application your application will be acknowledged as received and cued for review.

Step 2/Approval 2: The content of your application will be reviewed for content, completion, and accuracy. The approval should transpire 7-10 business days upon when the application is complete for review. A weekly notation will post to the application indicating what, if any materials or information is missing.

Step 3/Approval 3: When the application has been approved in #2 the approval is sent to Kristin Morse, Academic Services Coordinator for the Park School. She will register the internship credits in Homer.**

*** If your employer requires documentation of academic credit, we can send them a letter confirming this. Send the Professional Development Coordinator the name, title, email and mailing address of the person requesting it. During the **summer months** send this request to Kristin Morse, Academic Services Coordinator; Phone: 607-274-7794; Email: kmorse@ithaca.edu*

ACADEMIC REQUIREMENTS ASSOCIATED WITH YOUR INTERNSHIP (FALL/SPRING)

*Note: During the **summer months** the academic requirements associated with your internship are determined by the faculty member serving as the mentor/sponsor.*

Upon approval of your internship/experience you will be assigned to an Internship/Experience SAKAI site. The following tasks are to be completed as requested to receive credit for this internship.

1. Follow along with any announcements that relate to Park Internships/Experiences via this SAKAI site. It automatically defaults to your IC email address.
2. Document/Report your internship "hours" each week as a text notation in your individual SAKAI dropbox on this site by 8 p.m. each Sunday throughout the length of your internship.
 - A confirmation of your total hours "worked" to date will be sent at midterm and end of term.
 - Log example, Week 1 August 31 - September 6 = 12 hours
3. Complete the midterm evaluation of your internship experience during Week 8 of the semester (will post in the Text & Quizzes section of this SAKAI site).
4. Participate in an end of term informal dialogue with entire cohort of Park interns about your internship experience during finals week. You will be sent a ZOOM link to participate. Park's interim Dean Jack Powers and the faculty chairs of your departments/programs will be invited to sit in.

Note: If you are unable to participate at the appointed times made available for the report out there will be an alternative submission process provided so that you can complete this component of your internship.

The Park School Internship "report out" must address the following questions to be considered completed satisfactorily.

1. Who was the employer? Where is the employer located?
2. Who did you report to at this internship? What is their title?
3. Was this a remote, hybrid or in-person internship?
4. What did you intend to gain from the internship experience?
5. Did you feel adequately prepared for the internship experience? What aspects of your training helped you, or you wish had more of?
6. Name 3 Outcomes that you gained from your internship. Are these different from the ones you sought?
7. I think this internship prepared me for _____
8. I bring these three skills from my internship _____
9. Three words to describe your internship: _____
10. Would you recommend this internship to a fellow Park student? YES / NO
11. (Optional) Other comments about this Fall 2020 experience?