**Spring 2020 Alternative Internship Completion Activities**

Augustana College recognizes the unique circumstances facing students as a result of the COVID-19 crisis. Students engaged in internships for credit during the spring 2020 semester are experiencing an additional challenge of completing their internship hours. The professionals in CORE offer the following options for students wishing to complete their internship hours and obtain the credits for which they registered.

**Working Remotely**

Ideally students would be able to complete internships remotely. If students haven’t already, they should request to complete their internship remotely. If this is not an option students can review the list of alternative internship completion activities and choose those that are suitable and meet internship hours.

**In Progress Grades**

If none of the above options is feasible you may apply to have an extension to complete your internship hours. This would result in a grade of IP or In Progress. Each case will be reviewed individually and an official plan would need to be made and approved prior to the end of the term.

**Course Withdrawal**

If it is deemed that a student will not be able to complete the hours required for their internship (either through hours worked with their employer or a combination of internship work hours and alternative assignments) than the student can withdraw from the course and receive a grade of “W”. **In compliance with federal laws, instructors are required to report the last day the student attended the course**. For internship courses, this would be the last day the student reported to their internship site and/or completed coursework for the internship. The deadline for student withdrawal is Friday, April 17 at 4:30PM. The online withdrawal form can be found on the Office of the Registrar’s webpage: <https://www.augustana.edu/academics/catalog/academic-policies/covid19>

**Career Development Activities**

The following activities are designed to help students:

1. Familiarize themselves with the variety of career support resources offered by CORE
2. Develop and/or refine strategies for a job or internship search and the supporting documents needed
3. Develop a professional network
4. Expose students to career success information

Supervising faculty need to approve which activities will suffice for each student. CORE recommends students and faculty develop a schedule of due dates for each activity to assist the student in managing their time.

**Activity A: Research and Assess Career-Related Skills**

**Outcome**: For students to identify ways to increase awareness of self and skills leading to greater employability in their chosen profession after graduation  
  
**Hours earned**: 6 hours

**Description:**

* Using Handshake, GoinGlobal, My Next Move, job board websites, and/or LinkedIn, find six jobs in a career field that interests you.
* Read the position descriptions carefully to analyze the jobs.
* Identify which required skills/experiences you do and which you do not have.
* Be sure all of the skills you do have are outlined somewhere on your resume and job search materials.
* For those skills you are missing, develop a strategy to acquire those skills.

**Deliverables:**

* Provide either the link to the jobs or the job position descriptions including the skills required.
* Write a summary of the skills you possess
* Choose your top five skills and share one example that would demonstrate each of the five you selected
* Write a summary of skills you do not have
* Choose the top five skills you need to develop
* Detail your strategy to acquire the skills you identified
* Reflect on what you learned in this process.

**Materials and Resources:**

* Handshake: <https://augustana.joinhandshake.com/login>
* GoinGlobal: <https://augustana.joinhandshake.com/articles/11728>
* My Next Move: <https://www.mynextmove.org/>
* LinkedIn: <https://www.linkedin.com> (must create profile before searching for jobs)

**Activity B: LinkedIn Profile and Connections**

**Outcome:** To familiarize students with LinkedIn and how it is useful in job searching and networking

**Hours earned**: 6 hours

**Description:**

* Create or complete your LinkedIn profile using the *LinkedIn Profile Checklist* (Handshake Resource) as a guide
* Use LinkedIn to connect with professionals in your career field of choice using the *LinkedIn Networking and Job Search* handout (Handshake Resource)
* Review Augustana College Alumni serving as Connectors through *Viking Connections* (online); connect with at least one

**Deliverables:**

* Have your LinkedIn Profile reviewed by your Career Coach
* Connect with at least ten professionals on LinkedIn
* Write a one page action plan of how you will use LinkedIn for your future career success

**Materials and Resources:**

* LinkedIn Profile Checklist: <https://app.joinhandshake.com/articles/6129>
* LinkedIn Networking and Job Search handout: <https://app.joinhandshake.com/articles/6129>
* Viking Connections: <https://www.augustana.edu/alumni/connections>

**Activity C: Mock Interview**

**Outcome:** To learn about the interviewing process and demonstrate interviewing skills

**Hours earned**: 2 hours

**Description:**

* Learn the STAR method of interviewing by using *The STAR Method* and *STAR Method Behavioral Interview Questions* handouts (Handshake Resource)
* Review questions by using *Common Interview Questions* handout (Handshake Resource)
* Understand the interview process by using *A Student’s Guide to the Interview Process* (Handshake Resource)

**Deliverables:**

* Conduct a mock interview with your career coach by scheduling an appointment through Handshake **or**
* Conduct a mock interview with another professional in your career field of interest and share your experience in a one-page summary

**Materials and Resources:**

* The STAR Method handout: <https://app.joinhandshake.com/articles/4714>
* STAR Method Behavioral Interview Questions handout: <https://app.joinhandshake.com/articles/4714>
* Common Interview Questions handout: <https://app.joinhandshake.com/articles/4714>
* A Student’s Guide to the Interview Process: <https://app.joinhandshake.com/articles/4714>

**Activity D: Post-Graduation Plan**

**Outcome:** To increase students' awareness of post-graduation plans so they are better able to prepare for their career

**Hours earned**: 4 hours

**Description:**

* Meet with your Career Coach to develop an intentional, well-research post-graduation plan using the *Career Action Plan* that includes a career goal
* Create a plan to complete the following action items on the *Career Action Plan* Checklist
  + Complete Career/Industry Research
  + Write one-three Career Goals
  + Develop a Target List of Employers or Grad/Prof Schools
  + Gather References or Letters of Recommendation
  + Have an effective, error-free resume, cover letter, and, if appropriate, personal statement
  + Understand where you will find position openings or how to complete application materials for continuing education
  + Prepare for interviews and complete a mock interview

**Deliverables:**

* Have an initial appointment with your Career Coach to create a plan for completing the action items on the *Career Action Plan* checklist
* Share your *Career Action Plan* with your internship supervisor

**Materials and Resources:**

* Handshake (for scheduling Career Coach appointments): <https://augustana.joinhandshake.com/>

**Activity E: Professional Organizations**

**Outcome:** For students to examine professional opportunities within their major/career field and learn how to utilize professional organizations to advance their career

**Hours earned:** 2 hours

**Description:**

* Visit three websites for professional organizations within your major and/or career field.
* Take note of the following:
  + Organization mission statements
  + Professional development opportunities (conferences, research materials, webinars, etc.) you can use as an undergraduate or recent graduate
  + Job postings
  + Opportunities for professional networking

**Deliverables:**

* Turn in a 2-3 page summary of what you’ve learned that includes the following:
  + Links to each professional organization and a brief description of the organization
  + Jobs listed on the websites you may be interested in, now or in the future
  + How you can utilize each organization in your job search or career development
  + What you have learned by visiting each website, or what you may learn as you explore the organization further

**Materials and Resources:**

* “What Can I Do With This Major”: <https://augustana.joinhandshake.com/articles/13442>
* Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

**Activity F: “What Can I Do With This Major”**

**Outcome:** To increase student awareness of various career paths they can take with their major(s)

**Hours earned:** 2hours(per major researched)

**Description:**

* Find your major on the website *What Can I Do With This Major* (access via Handshake Resource link)
* Review the information provided on the website
  + Area
  + Employers
  + Strategies
  + General Information
* Visit various resources listed at the bottom of the page
  + Professional Associations
  + Occupational Outlook
  + Related Resources
  + Employment Opportunities

**Deliverables:**

* Submit a 2-3 page summary and reflection of your research
  + What are the various areas and professions you could possibly follow with your major?
  + Which areas interest you most and why?
  + What was your career goal(s) before you did this research? How has the information you learned changed or verified your career goal(s)?
  + What strategies can you follow to achieve your career goal? Which strategies have you already implemented?

**Materials and Resource:**

* What Can I Do With This Major: <https://augustana.joinhandshake.com/articles/13442>

**Activity G: Occupational Outlook Handbook**

**Hours earned:** 2 hours(per occupation type researched)

**Outcome:** To aid students in their preparation for post-graduation career success

**Description:**

* Find an occupation type on the *Occupational Outlook Handbook* that interests you
  + Utilize the search function at the top of the page, or,
  + Search through Occupation Groups on the left navigation bar, or,
  + Utilize the “Select Occupations By” function
* Review the information provided under each section
  + Summary
  + What They Do
  + Work Environment
  + How to Become One
  + Pay
  + Job Outlook
  + State & Area Data
  + Similar Occupations
  + More Info

**Deliverables:**

* Write a 2-3 page summary and reflection
  + Describe the occupation you researched and why you chose this occupation
  + If you were to pursue this occupation, what have you done and what will you need to do to secure a related job?
  + How has the information provided through the Occupational Outlook Handbook changed your interest level in this occupation?
  + Describe similar occupations you may be interested in pursuing if this occupation were no longer available to you
  + Describe your overall feelings about your occupational choice after doing this research

**Materials and Resources:**

* Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

**Activity H: Roadtrip Nation**

**Hours earned:** 4 hours

**Outcome:** To help students identify ways to increase employability in their chosen professions; To help students find professions that interest them

**Description:**

* Create an account on *Roadtrip Nation*
* Find three leaders on *Roadtrip Nation* in your career field or in an area in which you are interested
* For each leader:
  + Watch all videos and interviews
  + Read the information provided in the profile listing
    - Milestones
    - Education
    - Career
    - Hurdles

**Deliverables:**

* Complete a 2-3 page reflection paper
  + List which leaders you chose, professions, and why you chose them
  + Explain what you learned from each leader
  + Describe what you have in common with each leader, and how you differ from each. How might that affect your own career path?
  + Talk about the skills you would like to develop based on what you’ve learned, and how you will go about doing that

**Materials and Resources:**

* Roadtrip Nation: <https://augustana.joinhandshake.com/articles/13628> (Must create account before viewing leader profiles)

**Activity I: GoinGlobal**

**Hours earned:** 4 hours

**Description:**

* Using *GoinGlobal*, research the job market potentials in three different cities or countries where you might be interested in living.
* Review and analyze the information provided for each country or city
* Take special note of
  + Hiring Opportunities
  + Work permits and Visas (if applicable)
  + Professional and Personal Networking
  + Living There
  + General Resources

**Deliverables:**

* Submit a 2-3 page summary and reflection paper
  + Report and reflect on the job markets for each of the areas you chose
  + Describe your own personal considerations in moving to those locations
  + Talk about how you might go about starting your career in those locations.

**Materials and Resources:**

* GoinGlobal: <https://augustana.joinhandshake.com/articles/11728>

**Activity J: Informational Interviews**

**Hours earned:** 7 hours

**Outcome:** To educate students on the various paths that can lead to a job/career; To help students improve their networking skills

**Description:**

* Review the *Informational Interviews* resource on Handshake
* Develop your “elevator pitch” and your script for asking for an informational interview
* Set up and conduct three informational interviews with professionals in your career field
  + Choose professionals from your internship site or utilize other resources such as LinkedIn, Viking Connections, or your own personal network.
  + If applicable, these must be different professionals than those used for previously assigned internship course requirements
* Choose at least ten questions from the list provided in the *Informational Interview worksheet* (provided on Handshake) to ask each professional
  + Tailor your questions to the individual you are interviewing
  + You may use different questions for each professional

**Deliverables:**

* Provide a list of interviewees and your questions
* Reflection:
  + Complete the *Informational Interview worksheet* for each interview you conduct, **or**
  + Write a summary for each interview you conduct that includes the following:
    - What was your biggest takeaway?
    - What were you surprised to learn?
    - What are your next steps?

**Materials and Resources:**

* Informational Interviewing resource and worksheet: <https://augustana.joinhandshake.com/articles/5449>
* LinkedIn resource, LinkedIn Networking and Job Search handout, and LinkedIn Alumni Tool handout: <https://augustana.joinhandshake.com/articles/6129>
* LinkedIn: <https://www.linkedin.com> (must create profile before connecting with professionals)
* Viking Connections: <https://www.augustana.edu/alumni/connections>

**Activity K: Graduate School Research**

**Hours earned:** 4 hours

**Outcome:** To prepare students for their graduate school search and application process

**Description:**

* Read the *Graduate School 101* resource on Handshake
* Research graduate or professional schools you may be interested in attending
* Develop a target list of at least three schools to which you would like to apply
* Complete the *Graduate School Research Worksheet* for each school on your target list

**Deliverables:**

* Submit the *Graduate School Research Worksheets* you complete
* Write a one-page summary of why you chose each school

**Materials and Resources:**

* Graduate School 101 resource and Graduate School Research Worksheet: <https://augustana.joinhandshake.com/articles/5775>

**Activity L: References and Recommendations**

**Hours earned:** 2 hours; possible extension to 4 hours if LinkedIn references are completed

**Outcome:** To improve student’s networking skills and increase employability

**Description:**

* Read the *Requesting a Reference* and *Requesting Letters of Recommendation* resources on Handshake
* Create a list of individuals to ask for future references or letters of recommendation
* Submit your requests to those individuals
* For an additional 2 hours:
  + Request three recommendations on LinkedIn
  + Write three recommendations on LinkedIn in return

**Deliverables:**

* Submit the list of individuals you asked for references/letters of recommendation, including their complete titles and contact information
* Explain why you chose each individual on your list
* If applicable, provide screenshot evidence of the recommendations you wrote on LinkedIn
* Write a one page reflection on what you learned from this process and how this will help you in the future

**Materials and Resources:**

* Requesting a Reference: <https://augustana.joinhandshake.com/articles/10917>
* Requesting Letters of Recommendation: <https://augustana.joinhandshake.com/articles/10918>
* Recommending Someone on LinkedIn: <https://www.linkedin.com/help/linkedin/answer/97/recommending-someone-on-linkedin?lang=en>

**Activity M: Publishing**

**Hours earned:** 2-10 hours depending on length and content, to be determined by the faculty member

**Outcome:** To encourage students to begin scholarly research and career/professional subject matter expertise

**Description:**

* Discuss possible research article or informative blog post topics with your internship supervisor or a faculty member
* Decide on a publishing platform for your article or blog post
* Have your article or post reviewed by your supervisor or faculty member
* Submit your article to the publication platform

**Deliverables:**

* Submit your finished article
* Provide a link or evidence of article/post submission
* Write a one-page reflection on how you felt about the publication process and how this will help you in the future

**Materials and Resources:**

* LinkedIn Publishing Platform FAQ: <https://www.linkedin.com/help/linkedin/answer/71240/linkedin-publishing-platform-faq?lang=en>
* LinkedIn Learning: Writing a Compelling Blog Post: <https://www.linkedin.com/learning/writing-a-compelling-blog-post>
  + Learn more about LinkedIn Learning here: <https://augustana.joinhandshake.com/articles/2501>

**Activity N: LinkedIn Learning**

**Hours earned:** 2 hours per LinkedIn Learning Course

**Outcome:** To increase student’s career development knowledge and skills

**Description:**

* Review the *Online Courses on LinkedIn Learning* resource on Handshake to learn more about LinkedIn Learning
* If you have not already done so, set up your LinkedIn Learning account (important note: this will be different than your LinkedIn profile)
  + Go to [https://www.linkedin.com/learning/activate﻿](https://www.linkedin.com/learning/activate)
  + Use your Augustana email to set up your account
  + Your account should be free. If you are asked for credit card information, stop the activation process and contact Bobbie Tidball at [bobbietidball@augustana.edu](mailto:bobbietidball@augustana.edu)
* Watch any of the following LinkedIn Learning courses:
  + Career Advice From Some of the Biggest Names in Business
  + Entrepreneurship Foundations
  + Communication Foundations
  + Becoming a Thought Leader
  + Managing Your Career: Early Career
  + Being Your Own Fierce Self-Advocate
  + How I Got Here
  + Leadership Strategies for Women
  + Managing Your Career as an Introvert/Developing an Authentic Elevator Pitch/Asserting Yourself, an Empowered Choice (must watch two)

*\*\*****Note for Faculty Members: you may want to look at available videos on LinkedIn Learning to find major specific videos you might want students to watch in place of internship hours.***

**Deliverables:**

* Write a 1-2 page reflection for each course you complete
  + What did you learn?
  + How will you put what you learned into practice?
* Submit a copy of or a screenshot of the completion certificate for each course you complete

**Materials and Resources:**

* Online Courses on LinkedIn Learning: <https://augustana.joinhandshake.com/articles/2501>
* LinkedIn Learning Account Activation: <https://www.linkedin.com/learning/activate>