

Internship Ready Canvas Modules

The Career Center has developed online course content to support students in:

1. Preparation of successful internship acquisition
2. Professional development during internships
3. Assessing and marketing of transferable skills developed during internships
4. Developing plans for next steps upon completion of internships.

Method:

- Short introductions to concepts under “Things to Read & Watch”
- Practical assignments to practice skills and assessment under “Tasks to Complete”
- Approximately 5-8 hours to complete all modules (depending on how faculty determine to assign and schedule deadlines)

How to get started:

There are two ways in which students can access the modules:

Interested faculty can contact Anita Manuel, Associate Director anita.manuel@sjsu to:

1. Set up a section within the course for their class. Faculty are then added as the course instructor for their own section and can add their students into that section. ***Changes to the content and layout of the course cannot be changed as it would affect all sections within the course.***
2. Review the modules and have one or all imported into their own canvas course and they can adapt format or assignments as needed. ***In this case, the career center asks that faculty share the learning outcome surveys built into each module with their students in order to track outcomes and assess for improvements/adjustments.***

Syllabus:

Module 1: Getting an Internship

LEARNING OUTCOMES:

As a result of completing this module, students will:

1. Identify their strengths, skills, accomplishments, and goals in writing and in person.
2. Be more confident about interviewing and networking
3. Be more confident they can find internships or jobs in their field of interest
4. Know how to apply to internships or jobs
5. Feel more prepared to attend career fairs and networking events

THINGS TO READ & WATCH

- Earning Academic Credit for Your Internship
- Internship Search Strategies
- Resumes & Cover Letters
- Networking
- LinkedIn
- Interviewing
- Launch Your Career Resources

- Beyond Internships: Additional Ways to Build Experience

TASKS TO COMPLETE

- 1.1 Writing Accomplishment Statements
- 1.2 Preparing a Conversation Starter
- 1.3 Module 1 Survey
- Q&A Forum

Module 2: Making the Most of Your Internship

LEARNING OUTCOMES:

As a result of completing this module, students will:

1. Understand the mindset, conduct, and work habits required to succeed in professional settings.
2. Imagine themselves becoming successful in a professional setting.

THINGS TO READ & WATCH

- First Internship: Myths vs. Realities
- Workplace Professionalism
- Writing Professional Emails
- Pitching Your Own Project

TASKS TO COMPLETE

- 2.1 Setting Goals for Your Internship
- 2.2 Doing an Informational Interview
- 2.3 Tracking Your Success
- 2.4 Module 2 Survey
- Q&A Forum

Module 3: Finishing Your Internship and Next Steps

LEARNING OUTCOMES:

As a result of completing this module, students will:

1. Feel more prepared to seek a degree-level career opportunity (job, internship, or continuing education).
2. Feel more confident they can get a job or internship in their field of interest.

THINGS TO READ & WATCH

- Asking for References/Recommendation Letters
- Turning an Internship into a Full-Time Job
- Asking for Feedback: Performance Evaluation

TASKS TO COMPLETE

- 3.1 Reflecting on Your Internship

- 3.2 Updating Your Resume
- 3.3 Completing Your LinkedIn Profile
- 3.4 Module 3 Survey
- Q&A Forum