



# 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](mailto:intern@fau.edu) or call 561-297-3533



# ARE YOU CAREER READY?

\*Adapted from the NACE Career Readiness Competencies



## Critical Thinking/Problem Solving

*Exercise sound reasoning to analyze issues, make decisions, and overcome problems.*

### What does it look like?

The individual is able to obtain, interpret, and use knowledge, facts, and data in this process, and may demonstrate originality and inventiveness.



## Oral/Written Communications

*Articulate thoughts and ideas clearly and effectively in written and oral forms to person inside and out of the organization.*

### What does it look like?

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.



## Teamwork/Collaboration

*Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints.*

### What does it look like?

The individual is able to work within a team structure, and can negotiate and manage conflict.



## Information Technology Application

*Select and use appropriate technology to accomplish a given task.*

### What does it look like?

The individual is also able to apply computing skills to solve problems.



## Leadership

*Leverage the strengths of others to achieve common goals, and use interpersonal skills to coach and develop others.*

### What does it look like?

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.



## Professionalism/Work Ethic

*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.*

### What does it look like?

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.



## Career Management

*Identify and articulate one's skills, strengths, knowledge, and experiences relevant to the position desired and career goals, and identify areas of professional growth.*

### What does it look like?

The individual is able to navigate and explore job options, understands and can take the steps