Fall 2014 Career Development
Graduate Internship

Potential Internship Activities/Assignments

- Develop relationships with students to provide direction their future through career counseling appointments.
- Foster professional development in students through various career related activities which could include: resume review, cover letter writing, mock interviews, etc.
- Guide students in the exploration and implementation of career assessments including the MBTI Strong Interest Inventory & Holland's Career Inventory.
- Support and educate students by assisting with creation and implementation of workshops and presentations on career topics.
- Maintain weekly walk-in hours.
- Research career related issues/topics.
- Other activities mutually agreed upon.

An Ideal Candidate

- Is pursuing a Masters in Counseling or Masters in Higher Education.
- Has an interest in evaluating students' abilities, interests, strengths, and personalities to develop realistic personal, academic and career goals.
- Possesses relational, administrative and teaching abilities.
- Is skilled in counseling.
- Has an interest in higher education.
- Posses the ability to work within a multicultural environment.
- Is innovative and interested in developing programming activities that facilitate student growth from college to career.
- Can commit to a minimum of 200 hours of internship experience.

Interested?
Submit a resume and cover letter by April 1, 2014 to: Katherine Atkinson

Mount Mary University
2900 North Menomonee River Parkway
Milwaukee, WI 53222

Email: atkinsok@mtmary.edu
Phone: 414-258-4810 X293

Updated: Nov. 2013
Spring 2014 Career Development
Graduate Internship

Potential Internship Activities/Assignments

- Develop relationships with students to provide direction their future through career counseling appointments.
- Foster professional development in students through various career related activities which could include: resume review, cover letter writing, mock interviews, etc.
- Guide students in the exploration and implementation of career assessments including the MBTI Strong Interest Inventory & Holland's Career Inventory.
- Support and educate students by assisting with creation and implementation of workshops and presentations on career topics.
- Maintain weekly walk-in hours.
- Research career related issues/topics.
- Other activities mutually agreed upon.

An Ideal Candidate

- Is pursuing a Masters in Counseling or Masters in Higher Education.
- Has an interest in evaluating students' abilities, interests, strengths, and personalities to develop realistic personal, academic and career goals.
- Possesses relational, administrative and teaching abilities.
- Is skilled in counseling.
- Has an interest in higher education.
- Posses the ability to work within a multicultural environment.
- Is innovative and interested in developing programming activities that facilitate student growth from college to career.
- Can commit to a minimum of 200 hours of internship experience.

Interested?
Submit a resume and cover letter by December 20, 2013 to: Katherine Atkinson

Mount Mary College
2900 North Menomonee River Parkway
Milwaukee, WI 53222

Email: atkinsok@mmary.edu
Phone: 414-258-4810 X293

Updated: Nov. 2013
Advising and Career Development – MA Counseling Internship

Graduate Counseling Internship

- Placement would begin with a practicum in summer followed by two internships: fall and spring.
- Advising and Career Development will be responsible for (according to MMC Practicum and Internship Policy and Procedures Manual):
  - Providing appropriate work and clients for student/determining appropriateness of clients for intern is responsible and provide a referral as necessary.
  - Orientating the student to the processes, policies and procedure of the ACD office
  - Providing regular supervision and feedback
  - Maintaining communication with faculty supervisor
  - Completing an end-of-the-course evaluation

Potential Internship Activities/Assignments

- Develop relationships with students to provide direction and inspire hope for their future through career counseling appointments.
- Foster professional development in students through various career related activities which could include: resume review, cover letter writing, mock interviews, etc.
- Guide students in the exploration and implementation of Clifton ‘StrengthsQuest’ themes ‘& ‘Strong Interest Inventory’ assessment instruments.
- Support and educate students by assisting with creation and implementation of workshops and presentations on career topics.
- Maintain weekly walk-in hours.
- Research career related issues/topics.
- Other activities as mutually agreed upon.

An Ideal Candidate

- Has an interest in evaluating students’ abilities, interests, strengths, and personalities to develop realistic personal, academic and career goals.
- Possesses both relational and administrative abilities.
- Implements a directive, action-oriented counseling approach.
- Has teaching abilities.
- Has an interest in life coaching and focuses majority of counseling on the future over the past.
- Is interested in developing programming activities that facilitate student growth from college to career.

Anticipated Learning Objectives (based on CACREP standards)

1. Demonstrates the ability to apply and adhere to ethical and legal standards in career counseling.
2. Demonstrates an ability to explain career development as an integral subset of human development.
3. Demonstrates the ability to identify and understand clients' personal, family, and cultural characteristics related to their career development.

4. Demonstrates the ability to support and challenge clients in preparing for and initiating life-work role transitions, including the following:
   a. locating, obtaining, and interpreting sources of relevant career information and experience;
   b. examining life-work roles, including the balance of work, leisure, family, and community in their careers.

5. Demonstrates the ability to help the client acquire a set of employability and job search skills.

6. Demonstrates the ability to recognize his or her own limitations as a career counselor and to seek supervision or refer clients when appropriate.

7. Demonstrates the ability to make accommodations for career needs unique to multicultural and diverse populations, such as the following:
   a. identifying alternative approaches to meet clients' career planning needs;
   b. designing and delivering career development programs and materials to hard-to-reach populations; and
   c. demonstrating the ability to advocate for clients' career development and employment.

8. Demonstrates an ability to help staff members, professionals, and community members understand the unique needs/characteristics of multicultural and diverse populations with regard to career exploration, employment expectations, and economic/social issues.

9. Demonstrates the ability to explain, articulate, and advocate for the importance of career counseling, career development, life-work planning, and workforce planning to legislators, other policymakers and/or the college.

10. Demonstrates an ability to identify, select, and provide appropriate career assessment tools for clients.

11. Demonstrates an ability to administer, score, and appropriately report findings from career assessment instruments involving issues such as leisure interests, learning style, life roles, self-concept, career maturity, vocational identity, career indecision, work environment preference (e.g., work satisfaction), and other related life-career development issues.

12. Demonstrates an ability to assess conditions of the work environment (e.g. tasks, expectations, norms, qualities of the physical and social aspects of work environments).

13. Applies relevant research findings to inform the practice of career counseling.

14. Develops measurable outcomes for career counseling programs, activities, and experiences.

15. Analyzes and uses data to increase the effectiveness of career counseling programs and interventions.

16. Participates in the planning and organization of a comprehensive career development office.

17. Demonstrates the ability to implement career development programs in collaboration with others.
18. Demonstrates the ability to initiate and implement a marketing and public relations campaign on behalf of career development activities and services.

19. Demonstrates the ability to manage career, educational, and personal-social information resources.

20. Demonstrates the ability to evaluate and disseminate career and educational information.