



## Career MAP – Worksheet 6

Develop leadership skills and pursue opportunities for professional experience.

It is important to obtain career-related work experience while you are still in college. Career-related work opportunities are available through on- and off-campus part-time employment, internships, service learning, other on-campus immersive learning experiences, and memberships in professional associations and student organizations. This worksheet is designed to help you become familiar with resources on the web and in the Career Lab in Lucina 235 to assist you in obtaining experiential education.

### Part-Time Student Employment

Part-time on-campus employment opportunities for students are listed on Cardinal ViewJobs. Go to <http://www.bsu.edu/careers/viewjobs>. Click Student Employment. Click Navigate to Cardinal ViewJobs located in the text on the page. Find a part-time on-campus job of interest to you.

What is the job number and title of the position?

Job Number. \_\_\_\_\_ Job Title. \_\_\_\_\_ How much does it pay? \_\_\_\_\_

### Internships

1. You can find paid internships in Cardinal Career Link. Go to <http://www.bsu.edu/careers/careerlink> and click For Students and Graduates. If you are not already registered in Cardinal Career Link, you will need to your full Outlook e-mail address as both username and password to create your profile. Once registered, click on the Jobs tab, select Cardinal Career Link Jobs, and select Internships Paid or Internships Unpaid from the Position Type drop-down box.

List a business or institution offering an internship. \_\_\_\_\_

2. Go to <http://www.bsu.edu/careercenter/secure/interncompass/>. Enter your BSU username and password. Click Go to Internships.com. Register by clicking Sign-up for Free in the top right corner. Click Search Internships and find an internship of interest to you.

List the business or institution offering the internship. \_\_\_\_\_

Is the internship paid or unpaid? \_\_\_\_\_

Now go <http://www.bsu.edu/careercenter/secure/internshipspass/>. Enter your BSU username and password. Read the text on the screen to get the username and password for Internships USA. Click Internship Series Online, and enter the username and password in the box. Select the Media Internships book or another internship book of interest. Find an internship of interest to you.

Does the internship have a stipend? \_\_\_\_\_

What company is the internship with? \_\_\_\_\_

What application materials are needed? \_\_\_\_\_

3. Go to <http://www.bsu.edu/careercenter/secure/careerlibrary/>. Enter your BSU username and password. If you are a new user, create an account. Your username will be your full e-mail address. Click on Companies. Scroll down the page and click on Internships Database on the left side of the screen. Find a paid internship for your major or a major of interest.

List the company offering the internship. \_\_\_\_\_

4. In the book *The Intern Insider* (EXPER LEARN 19), find an internship of interest to you. Provide the following information about the internship. ( Internships are listed on pages 26 – 167.)  
 Industry \_\_\_\_\_ Location \_\_\_\_\_  
 Monetary compensation \_\_\_\_\_ Is the internship paid? \_\_\_\_\_  
 Intern benefits \_\_\_\_\_ Semesters offered \_\_\_\_\_  
 On what page of the book is this internship listed? \_\_\_\_\_
5. Most employers value critical thinking and problem-solving skills. Sometimes they ask a brainteaser question at the interview to evaluate those skills. In the book *How to Ace the Brain Teaser Interview* (JS INT 23), choose a brainteaser question.  
 List the title of the brain teaser. \_\_\_\_\_ List the page number. \_\_\_\_\_
6. What if you have to find an internship close to your hometown? How do you find those opportunities? Many smaller businesses do not post with internship databases. You may have to approach businesses yourself to find out if they offer internships. Reference USA is a database on the University Libraries web page that will help you connect with businesses in specific geographic locations. Go to the libraries databases page at <http://www.bsu.edu/libraries/databases/>.
- Click All. Click the letter R in the alphabet. Click Reference USA.
  - Click U.S. Businesses. Click Custom Search.
  - From the menu on the left of the screen, select Business Type. Select Keyword.
  - Type Newspapers as an example in the keyword box and click on Lookup. Select Newspapers (Publishers/Mfrs) from the headings box.
  - From the menu on the left of the screen, select Geography. Select City, State. Select Indiana from the state drop-down box. (You may have to scroll down to view the drop-down box.)
  - Select Indianapolis from the city box.
  - Click the green View Results button on the right.
  - You will get a list of newspapers in Indianapolis along with full contact information and much more. Clicking on a name in the list will provide more information about the company or organization.
  - Click on Indianapolis Star. Scroll down the screen to Management Directory and find the name of the human resources executive. List the name. \_\_\_\_\_

### Other immersive-learning opportunities

7. Building Better Communities is an innovative program putting Ball State faculty and student expertise into action to benefit Indiana organizations and communities across the state. Go to <http://www.bsu.edu/bbc/>. Click on Building Better Communities Fellows. Click on Current or Recent Projects. List three Building Better Communities projects.  
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8. The Virginia Ball Center for Creative Inquiry offers another way to get an immersive-learning experience. Go to <http://www.bsu.edu/vbc/>. Click on Seminars and Grants. List the names of two projects from the current or a previous academic year.  
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### Job Fairs

9. The Career Center offers several job fairs each year where you can network with employers to find internships and full-time jobs. Go to the Career Center's home page. Click Job-Search and Graduate School Preparation. Click Job Fairs and Other Events. List the date of a job fair.  
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### Working with Diverse Populations

10. Ball State offers many opportunities to work with diverse populations. Go to <http://www.bsu.edu/diversity/>. List three ways to gain experience working with diverse populations that could be documented on your résumé.  
 a. \_\_\_\_\_ b. \_\_\_\_\_ c. \_\_\_\_\_