

CAREER CONNECTIONS

A CAREER SERVICES PUBLICATION

January 2023, Vol. 10

REFLECTIONS ON 2022

2022 brought some changes to Career Services. We welcomed two new team members on the Gainesville campus, Ashla Viera (Administrative Specialist) and Tanya Hargrove (Career Specialist / Internship Coordinator). Ashla and Tanya are excited to be part of the UNG family!

During the fall semester, **we hosted a record number of career fairs - 7!** We were excited to provide students with so many opportunities to connect with employers.

As we step into 2023, our focus continues to be supporting UNG students, faculty, and staff. Please let us know how we can work together!



WHAT'S NEW FOR 2023?

In this issue you can find information on:

- ILAs - Mistakes to Avoid
- Employer Spotlight - The Carter Center, and federal internship opportunities
- Celebrating our Interns!
- Spring 2023 Events

ILAs - Mistakes to Avoid

The Internship Learning Agreement is a valuable tool to help Career Services track internships that earn academic credit.

In order for Career Services to accurately track internships, communicate with student interns, and internship supervisors, it is important that each box is filled out completely.

If you have any questions regarding the ILA or internship process, do not hesitate to reach out to the Career Services Internship Coordinators:

Dahlonega - Lisa Geddings
lisa.geddings@ung.edu



Gainesville - Tanya Hargrove
tanya.hargrove@ung.edu



Student Information:			
Student Name: Happy Intern		Student ID: 900123456	
Major: Communication/Public Relations	Class Status: <input type="checkbox"/> Sophomore <input checked="" type="checkbox"/> Junior <input type="checkbox"/> Senior		Email: hinter3456 @ung.edu
Street Address: 123 Home Lane			
City: Cornelia	State: GA	Zip: 32145	Is this an: <input checked="" type="checkbox"/> Internship or <input type="checkbox"/> Co-op
Phone Number: 706-888-9999	Semester to Intern: <input type="checkbox"/> Fall <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Summer		Year: 2023
Internship Course Number: COMM 4983	Number of Credit Hours: 3	Is this an international internship? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Internship Site Information:			
Organization Name: Public Relations Company			
Internship Worksite Address: 123 Work Road			
City: Atlanta	State: GA	Zip: 30112	
Site Supervisor Name: Mary Stevens		Phone Number: 404-111-2222	
Email: marys@prcompany.com	This internship is: <input type="checkbox"/> Unpaid <input checked="" type="checkbox"/> Paid -- Amount per hour: \$ 15 (optional)		
Faculty Internship Instructor of Record Information:			
Faculty Internship Advisor Name: Dr. UNG Professor			
Email: ung.professor	@ung.edu	Office Phone Number: 678-717-8855	
Student's Duties and Responsibilities While on the Worksite: *attach separate page if extra space is needed			
Assist with the development of media lists and distribution of multi-media news releases for client teams.			
Conduct interviews with subject matter experts to inform content development for clients to be used in digital and print formats.			
Participate in client meetings, client presentations, media training sessions, and programming			
As an outcome of participating in this program and performing the above duties/responsibilities, what are your expected learning outcomes?			
Gain experience working in a PR firm, perfect writing skills by writing press releases; enhance collaboration skills, and learn about working with a global team.			
When appropriate, the faculty of a sponsoring department reserves the right to set additional requirements in conjunction with this worksite program, such as additional readings, journals, written assignments, etc. It is the responsibility of the student to meet with a designated faculty member to determine policies, procedures, assignments, and evaluative measures, if any.			
NOTE: Affixing your signature below indicates you have reviewed the Student and Organization Statement of responsibilities, the information above is correct and you agree to adhere to these terms.			
Student: Happy Intern	Date: 11/5/2022		
Site Supervisor: Mary Stevens	Date: 11/7/2022		
Faculty Internship Instructor of Record: UNG Professor	Date: 11/12/2022	<input type="checkbox"/> DETI notified (if out-of-state)	
Center for Global Engagement:	Date:	*only for international internships	

Employer Spotlight

Internship Opportunities in Federal Government

<https://bit.ly/3STzcQO>

Federal government agencies offer a multitude of career opportunities for students in every major. We all know completing an internship provides valuable experience, and this is especially true for federal jobs. Fortunately, there are numerous internships to help students launch their federal government career.

Internship Program (Pathways)

Wouldn't it be nice to have a paid internship that also provides a path to full-time federal jobs? That's exactly what the Internship Program offers. Current students have a variety of internships to explore on USA Jobs. Students can work full or part-time in jobs related to their major/career goals.

Recent Graduates Program

This program is for students who have graduated with their undergraduate degree within the last two years. These jobs offer recent graduates career development with training and mentorship.

Presidential Management Program

For students who have recently graduated with an advanced degree such as a masters, Ph.D. or J.D., this program is a flagship leadership development program at the entry-level. Applicants go through a rigorous assessment process to determine the finalists, and then serve for two years in that position.

Department of State Student Internship Program

This internship is paid and offers students the opportunity to explore range of careers and responsibilities found in the Foreign Service and Civil Service.

Virtual Student Federal Service

In need of a remote internship? Then check out this program which offers unpaid internships in various federal agencies. Interns complete approximately 10 hours of work each week for 9 months. Opportunities range from political analysis to speechwriting. Students need to apply between July 1-28, with selections occurring in August, and the internship begins in September.



USAJOBS

Employer Spotlight

The Carter Center

<https://bit.ly/3s7dLAA>

The Carter Center's internship program offers students and recent graduates a meaningful way to build experience, enhance skills, and explore career options. While interning at the Carter Center, students will have the opportunity to make professional connections, attend guest speaker series, participate in career development appointments, build connections with other interns, and experience a weekend trip to Plains Georgia.

Students can apply to intern at the Carter Center during fall, spring, and summer semesters. **Great news...the internships are paid!** The fall and spring sessions are 15 weeks long and interns receive a \$4,500 stipend; summer sessions are 10 weeks long with a \$3,000 stipend. The internships are part-time with students working 20 hours per week.

Upcoming dates and deadlines:

Summer 2023-

Deadline to apply: March 1, 2023

Start date: May 16, 2023

Fall 2023-

Deadline to apply: June 15, 2023

Start date: August 22, 2023



Internships are available in three areas:

Peace Programs:

- China Focus
- Conflict Resolution Program
- Democracy Program
- Human Rights Program
- Rule of Law

Health Programs:

- International Public Health
- Mental Health Program

Operations:

- Art/Volunteer Services
- Communications
- Conference and Events
- Development
- Educational Programs
- Human Resources
- Information Technology
- Overseas Operations
- Research

THE
CARTER CENTER



Waging Peace. Fighting Disease. Building Hope.

Intern Spotlight

Mary Beth Houston, Psychology

How did you hear about your internship?

I work on campus as a Presidential Ambassador. My boss, Bird Brown, is a board member and helped connect me with ConnectAbility.

What has been the most valuable part of the experience?

So far, interning with ConnectAbility has been absolutely amazing! One of my most favorite parts is the connections I have made with everyone in the organization. ConnectAbility has also given me valuable exposure to a non-profit organization that works to make everyone in the community feel valued, empowered, and included.

How will this help you in the future?

My goal in life is to be able to help others. One of the ways I hope to do this is by advocating and helping everyone feel valued and included. ConnectAbility has a similar bottom line, so being able to see how they do this so well is invaluable experience to me. Through ConnectAbility I am also making lasting relationships and connections that may help me one day down the road.



Ashley Topham, English/Writing & Publication

How did you hear about your internship?

I heard about the UNG Press from an email I received which was sent to all English majors.

What has been the most valuable part of the experience?

My favorite part of working with the UNG Press is learning about all of the components within the publishing industry which ultimately allow for a manuscript to be published. There's a lot of hard work that goes into the publishing process that goes unseen.

How will this help you in the future?

The knowledge I've gained on how the publishing process works such as with marketing and editing will help my future career in publishing because I now have real world experience within the field.



Spring 2023 Events



Career Chats

Resume Writing - January 25, 4pm via Zoom

Interview Skills - February 2, 4pm via Zoom

How to Find an Internship - February 8, 4pm via Zoom

Finding Your Why - March 21, 4pm via Zoom

Using Social Media in Your Job Search - March 29, 4pm via Zoom

Salary Negotiation - April 4, 4pm via Zoom

Career Fairs

All-Majors Career Fair - Dahlonga - February 16, 11am - 2pm

All-Majors Career Fair - Gainesville - March 7, 11am 1pm

Special Events / Breaking Barriers Career Chats

Etiquette Dinner - Dahlonga - February 7, 5pm - 7:30pm

Breaking Barriers: Representation Matters - February 9, 4pm via Zoom

Alumni Chat: Lessons Learned - April 11, 4pm via Zoom

