All interactions will be offered remotely
Career Services and Employer Relations (CSER) contact information:
careerservices@framingham.edu | 508.626.4625 | Make an appointment through Starfish

**TRACK AND SUBMIT YOUR INTERNSHIP HOURS WEEKLY: DUE EVERY FRIDAY:**
- Use the Excel spreadsheet template provided, or a template provided by your faculty (if completing the internship for academic credit)

**REQUIRED ACTIVITIES: COMPLETE ALL FOUR (4):**

1) **Group Session/Individual Launch Meeting (45-60 minutes), CSER Team Member**
   - Introductions, workforce development expectations of the program, how to navigate virtual/remote/hybrid internship experiences, exploration of goal setting exercise/document (what do I want to learn from this internship?)
   
   *Timeline: group discussion to be scheduled during the first month of the semester*

2) **Individual Goal Setting/Resume Review Follow-up (45-60 minutes), CSER Team Member**
   - Students will complete goal setting document and answers will be reviewed and utilized to help inform and revise their resume
   
   *Timeline: Individual meetings to be scheduled during the first month of the semester*

3) **Informational Interview, CSER Team Member**
   - Students will arrange a 30-minute informational interview with their supervisor, or an internship work colleague (starter questions will be provided), and write up a reflection of what they learned and how this will inform their future career path. This is an opportunity to gather information regarding a career path, and someone else's journey; to attain ideas and advice
   - The reflection papers will be submitted and reviewed, and students will receive observational feedback
   
   *Timelines:*
   - During the second month of the semester: identify the person you will be interviewing and submit the person’s name, title, email address and the scheduled date of the interview to Rich Davino
   - During the beginning of the final month of the semester: all informational interviews must be completed (you can complete this conversation earlier if you wish, but it must be completed by this date)
   - Near the end of the semester: all reflection papers must be submitted via email to Rich Davino

4) **Update Resume, CSER Team Member**
   - Update resume to incorporate current internship
   - Goals shared at the beginning of the semester should be incorporated as accomplishments on this version of your resume (presuming the goals were accomplished)

   *Timeline: submit resume as a Microsoft Word document to Rich Davino by the final month/week of the semester*

**ADDITIONAL ACTIVITY: CHOOSE ONE (1) OF THE FOLLOWING:**

*Timeline: One (1) of these can be done at any point but must be completed by the final month of the semester*

- Review a video on how to create a LinkedIn profile, create/edit your own LinkedIn profile and schedule a follow-up review discussion with any member of the CSER Team. Make an appointment through Starfish
- Review a video on interviewing and participate in a mock interview with any member of the CSER Team. Make an appointment through Starfish
- Review a video on cover letter writing. Search for another internship or a post-graduation job of genuine interest by utilizing Handshake and then write a cover letter for that position. Cover letter can be reviewed by any member of CSER Team. Make an appointment through Starfish
- Log into Handshake (Career Management System) and create/update your profile and participate in a career event sponsored by Framingham State, another university, or an employer