Career Center Programs Courses (CCP)

CCP Courses

This is a list of all courses with the subject code CCP. For more information, see Career Center Programs (University College) in the catalog.

CCP:1005 Internship in Liberal Arts and Sciences   0 s.h.
Recognition of practical work experience and internships.

CCP:1006 Internship in Business   0 s.h.
Recognition of practical work experience and internships.

CCP:1007 Internship in Education   0 s.h.
Recognition of practical work experience and internships. Requirements: admission to Teacher Education Program for undergraduates.

CCP:1010 Internship in Nursing   0 s.h.
Recognition of practical work experience and internships. Requirements: admission to College of Nursing.

CCP:1015 Internship   0 s.h.
Recognition of practical work experience and internships.

CCP:1017 Winterim Externship   0 s.h.
Recognition of practical work experience for career exploration; externships are shorter in duration and can include job shadowing, small projects, and informational meetings under the mentorship of a supervising professional; experiential education course that provides students with an opportunity to expand on their externship by reflecting on their experience through a self-assessment and evaluation; does not meet the Tippie RISE requirement for business students or CPT/Academic Training requirements for students on an F-1 or J-1 visa.

CCP:1018 Hawkeye Experience Grant   0 s.h.
Opportunity to expand on internship, research/creative scholarship, service, or community-engagement experience by developing learning objectives, reflecting on experience, and networking with fellow awardees; students relate experiences to academic coursework and career goals; for students who have been awarded the Hawkeye Experience Grant. Requirements: Hawkeye Experience Grant awarded for the semester of registration, and at least 50 s.h. of university credit earned prior to this semester.

CCP:1091 Internship in Law   0 s.h.
Recognition of practical work experience and internships.

CCP:1170 Internship in Public Health   0 s.h.
Recognition of practical work experience and internships. Requirements: admission to the College of Public Health.

CCP:1201 Academic Internship   1-3 s.h.
Opportunity for students to expand on internship experiences by developing learning objectives and reflecting on experience; how internship experience relates to academic coursework and future career goals. Prerequisites: a minimum g.p.a. of 2.00. Requirements: secured internship, cumulative GPA of at least 2.00, and completion of 24 s.h. of UI coursework (12 s.h. for transfer students).

CCP:1300 Major and Career Explorations   1 s.h.
Helps students identify their interests, skills, and values relative to majors and careers; self-assessment, informational interviews, research on majors and careers.

CCP:1301 Communication for the Workplace   1 s.h.
How effective verbal and written communication is utilized in the workplace; how email and social media communication is used at work; appropriate ways to utilize assertiveness skills; development of refined presentation skills necessary for the workplace; hands-on, skills-based learning environment. Requirements: sophomore or higher standing.

CCP:1302 Office Etiquette for the Workplace   1 s.h.
How professionalism and work ethic is demonstrated in the workplace; time management and organization skills relevant to full-time employment; succeeding in multigenerational workplaces; hands-on, skills-based learning environment. Requirements: sophomore or higher standing.

CCP:1303 Successful Teamwork for the Workplace 1 s.h.
Demonstration of problem solving and self-awareness skills relevant to the workplace; application of listening and critical thinking skills; how to perform with a global mindset in the workplace; hands-on, skills-based learning environment. Requirements: sophomore or higher standing.

**CCP:1306 Student Employment for Career
Success   2 s.h.**
All-in-one assistance with career and professional preparation, relevant across all degree programs and academic years. Using current work experience (on or off campus) as the foundation, topics include the impact of student employment on future employability, strategies for proactive job or graduate school searching and networking, résumé and cover letter writing to stand out to employers, interview preparation and execution, and personal branding. Requirements: concurrent student employment, on- or off-campus.

CCP:2001 Graduate Admissions 101   1 s.h.
Preparation for graduate school application and admissions process; graduate entrance examinations, how to select a graduate program, graduate school applications and personal statements, securing a graduate assistantship, and graduate school interviews. Recommendations: junior standing or one-to-two years before start of graduate school for an intentional and less stressful application process.

**CCP:2004 Internships: Search, Secure, and
Succeed   1 s.h.**
Types of internships; how to find and succeed at an internship; identifying internship priorities; creating résumés; interviewing skills; successful networking; tips for professionalism.

**CCP:2005 Pursuing Purpose: Preparing for Experiential
Education   1 s.h.**
Preparation for students to find and apply for experiential education opportunities that fit their interests, strengths, abilities, and values—pursuing career development purposefully; experiential education may include internships, co-ops, service learning, employment, study abroad, research, and practicums; ways that students can experience areas of career that allow for exploration and development of future career goals.

CCP:2020 Washington Center Internship Program   arr.
Internship placements for all UI majors; sample internships include United Way Worldwide, U.S. Department of Education, Federal Trade Commission, Financial Services Roundtable, Congressional offices, Urban Institute, Pan American Health Organization, U.S. Department of the Interior, Peace Corps, C-SPAN, Voice of America, U.S. Marshals Service, Federal courts, and law offices; in addition to the internship, program includes the LEAD Colloquium (Leadership, Civic Engagement, Achievement, and Career Development), an academic course with professional networking, participation in Presidential Lecture Series, and Congressional Breakfast Series.

CCP:2021 Washington Center Seminar   arr.
Combined classroom instruction, faculty-led discussions, and experiential work opportunities; usually offered in Washington, D.C., occasionally at other locations tied to an event (e.g., political convention); one or two weeks.

CCP:2202 International Student Full-Time Academic Internship   9 s.h.
Academic credit for full time internship (minimum of 40 hours per week) that relates to student's major field. Requirements: occupies an academic term (fall or spring) and must participate in the internship and the course during the same semester, F-1 or J-1 visa international student, undergraduate standing in the Tippie College of Business, minimum 3.00 GPA, must be approved by International Student and Scholar Services (ISSS) for F-1 Curricular Practical Training (CPT) or J-1 Academic Training (AT), and concurrent registration in approved singular 3 s.h. distance education course to reach full-time (12 s.h.) student standing.

CCP:3102 Job Search Essentials   1-3 s.h.
Essential skills for finding full-time employment; creating and polishing a résumé, techniques for interviewing and networking, and developing a personal job search plan; for students thinking about graduation and wanting to get serious about a job search. Recommendations: junior or higher standing.

CCP:3103 MoneyWise   1-2 s.h.
Basics of personal finance for success at work and in life; savings, debt, mortgages, loans, employer benefits, insurance and student loans; may include investment basics (e.g., stocks, bonds, mutual funds, 401Ks, IRAs).

CCP:3104 Defining Your Career Path   2 s.h.
Transitioning between career fields; understanding personal interests, values, and abilities; methods of researching information on careers; career development models and student preferences in making career-related decisions; preparation for making career-related decisions through participation in class and individual activities; balancing current responsibilities such as finances and family during a career transition. Requirements: 60 s.h. completed.

CCP:3105 Transitioning From Campus to the Workplace   1 s.h.
Essential skills for transitioning from college life to successful career; tools for professional and personal success—networking, professionalism, workplace communication, managing personal image, and financial planning. Recommendations: junior or higher standing.

CCP:3106 Career Computing Skills   2 s.h.
Students learn to use a variety of software to complete projects that will be relevant in advancing their careers (i.e., improving résumés, creating job search documents, utilizing various tools for meetings, developing professional presentations); email etiquette and efficiency; effective file storage.

CCP:3107 Social Media for Your Job Search   1 s.h.
Effective use of social media for networking as part of preparing for a job search; efficient identification and utilization of online tools (e.g., Linkedin, Twitter); building a professional online presence; creating a plan for utilizing social networks for an entry-level job search.

CCP:3108 Happiness at Work   2 s.h.
Explores the intersection of career development, happiness, and well-being. Examine key concepts from positive psychology, career theory, and emotional resilience to rethink success, align work with personal values, and cultivate fulfillment. Topics include the role of purpose, mindset shifts, and practical strategies for enhancing well-being in work and life.

CCP:3169 Internship in Graduate Studies   0 s.h.
Recognition of practical work experience and internships. Requirements: admission to Graduate College.

CCP:3203 Investment Wise: Personal Investment Basics   2 s.h.
Basic understanding of general principles of personal investing; topics may include compounding, stocks, bonds, mutual funds, 401K/403B, IRAs, diversification, and asset allocation.