Career Center Programs

**Director**
- David Baumgartner

**Web site:** http://careers.uiowa.edu/

The University of Iowa Marvin A. and Rose Lee Pomerantz Career Center administers the University's Career Center Programs. The center helps students explore and plan careers, search for employment and internship opportunities, and prepare for interviews. Students may use the Pomerantz Career Center's services at any time during their academic careers, but the center encourages entering first-year and transfer students to visit after they arrive on campus and to make use of all of the center's services throughout their study at Iowa.

The center offers online workshops throughout the year on a variety of topics, including résumé writing, job and internship search techniques, employer research, interviewing skills, and more. It hosts several career fairs each fall and spring, offering students the opportunity to talk with and learn about prospective employers.

The Pearson Library contains career-related books, periodicals, and online resources—some broad in scope, others targeted to specific careers or jobs. Employer recruiting brochures join information on salaries, geographical cost of living, resources for jobs and internships, graduate schools, and other topics.

The Pomerantz Career Center facilitates job and internship interviewing with a wide range of employers: regional, national, and international; profit and nonprofit; state and federal government. Employers conduct on-campus interviews at specific times during the year, and many post immediate openings year-round for internships and for full-time positions. On-campus recruiting and job postings are available on the center's web site. The center also offers career-related courses.

The center helps students find internships in Iowa, the Midwest, nationwide, and sometimes in other countries. For a list of discipline-related internships (all require course registration), see "Internships" under "Courses" below.

For more information about the center's services and facilities, contact the Pomerantz Career Center.

**Professional Development Courses**

Professional development courses give students the opportunity to engage in practical, hands-on, skills-based instruction relevant to careers and leadership development. The topics and curricula for the following courses incorporate input from employers, who were surveyed about their experiences, real-world examples, guidance, and the skills they most often seek when hiring new graduates.

- CCP:1301 Communication for the Workplace 1 s.h.
- CCP:1302 Office Etiquette for the Workplace 1 s.h.
- CCP:1303 Successful Teamwork for the Workplace 1 s.h.
- CCP:1304 "Suit Camp" for the Job Search 1 s.h.
- CCP:1305 Social Media for Your Job Search 1 s.h.

**Courses**

**Career Exploration, Lower-Level Undergraduate**

**CCP:1069 Military-to-Civilian Career Exploration**
Increase service and veteran members' awareness of skills for employment and of personal qualities when hired; improve student's ability to choose career that is right for them through self-discovery and research; focus on role of personal interest, skills, and aptitudes in attaining and succeeding in given career pursuits; use and interpretation of career-related assessment inventories, how this information can lead to job and career satisfaction.

**CCP:1300 Career Exploration**
Helps students identify their interests, skills, and values relative to majors and careers; self-assessment, information interviews, research on majors and careers, site visits.

**CCP:1301 Communication for the Workplace**
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**
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**
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:1304 "Suit Camp" for the Job Search**
Basic needs for finding full-time employment; creating and polishing a résumé, techniques for interviewing and networking, developing a personal job search plan; "boot camp" style, skills-based experience; for students thinking about graduation and wanting to get serious about a job search. Requirements: sophomore or higher standing.

**CCP:1305 Social Media for Your Job Search**
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.
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CCP:1306 UI STEP—Student to Employed Professional
Current employment trends, changes in employer recruitment, and career preparation procedures as undergraduate students; analysis of current employment and University experiences through self-assessment activities; development of a personal action plan to minimize experience gaps; expectations of entry-level employees in résumé, interview, and on-the-job performance; small-group discussion, online discussion boards, assigned readings, education workshops, and action activities. Requirements: student hourly or work-study employment. Recommendations: sophomore or junior standing.

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:2002 International Job Search: Working Abroad 1 s.h.
Beginner's guide to international employment: how to conduct an international job search, applying and interviewing for work abroad, using the Internet to your advantage, networking domestically, using United States resources in seeking foreign employment, what to expect in the foreign workplace.

CCP:2003 Preparation for Success in the Workplace 3 s.h.
Communication, office etiquette, and successful teamwork combined in one course: crucial professional development topics for all majors and disciplines before entering workplace. Requirements: sophomore or higher standing.

Career Exploration, Upper-Level Undergraduate and Graduate

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.

Internships, Lower-Level Undergraduate
Students must register before beginning an internship in order for the internship to be noted on the transcript.

CCP:1001 Internship in Art 0 s.h.
CCP:1002 Internship in Biological Science 0 s.h.
CCP:1003 Internship in Communication Sciences and Disorders 0 s.h.
CCP:1004 Internship in Chemistry 0 s.h.
Prerequisites: CHEM:2220. Requirements: junior standing, completion of 12 s.h. of UI course work, and cumulative g.p.a. of at least 2.75.

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

CCP:1005 Internship in Liberal Arts and Sciences 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:1008 Internship in English 0 s.h.
CCP:1009 Internship in French 0 s.h.
CCP:1010 Internship in Nursing 0 s.h.
Recognition of practical work experience and internships. Requirements: admission to College of Nursing.

CCP:1012 Internship in Geoscience 0 s.h.
Requirements: cumulative g.p.a. of at least 2.50, g.p.a. in geology courses of at least 3.00, and grade of C or higher in EES:3500.

CCP:1013 Internship in German 0 s.h.
CCP:1015 Internship 0 s.h.
Recognition of practical work experience and internships.

CCP:1016 Internship in History 0 s.h.
CCP:1019 Internship in Journalism 0 s.h.
CCP:1020 Internship in Classics 0 s.h.
CCP:1022 Internship in Computer Science 0 s.h.
Prerequisites: CS:2230 and MATH:1550 or MATH:1850.
Requirements: 24 s.h. of undergraduate course work.

CCP:1024 Internship in Museum Studies 0 s.h.

CCP:1025 Internship in Music 0 s.h.

CCP:1027 Internship in Health and Human Physiology 0 s.h.
Requirements: admission to health and human physiology.

CCP:1029 Internship in Physics and Astronomy 0 s.h.

CCP:1030 Internship in Political Science 0 s.h.

CCP:1031 Internship in Psychology 0 s.h.
Requirements: completion of 12 s.h. of departmental course work.

CCP:1032 Internship in Religious Studies 0 s.h.

CCP:1033 Internship in Literature, Science, and the Arts 0 s.h.

CCP:1034 Internship in Sociology 0 s.h.

CCP:1035 Internship in Spanish 0 s.h.

CCP:1036 Internship in Communication Studies 0 s.h.
Requirements: declared communication studies major, completion of 12 s.h. of departmental course work, and cumulative g.p.a. of at least 2.50.

CCP:1039 Internship in Asian Languages and Literature 0 s.h.

CCP:1040 Internship in Russian 0 s.h.

CCP:1041 Internship in Social Work 0 s.h.

CCP:1042 Internship in Geography 0 s.h.
Requirements: sophomore standing, completion of 12 s.h. of departmental course work, and cumulative g.p.a. of at least 2.25.

CCP:1044 Internship in American Studies 0 s.h.

CCP:1048 Internship in Cinema and Comparative Literature 0 s.h.

CCP:1049 Internship in Theatre Arts 0 s.h.

CCP:1061 Internship in Microbiology 0 s.h.

CCP:1062 Internship in Informatics 0 s.h.
Prerequisites: CS:2110 and (CS:4240 or MSCI:3200).
Requirements: 24 s.h. of undergraduate course work.

CCP:1070 Global Internship Preparation 1 s.h.
Classroom preparation for international summer internship program in Paris, London, Hong Kong, or Madrid; internship goal setting, current event and host city research, reflective learning, and professional development concepts.

CCP:1071 ROTC International Cultural Internship 0 s.h.
Internship opportunity to develop leaders capable of positive interactions with other cultures and their governments, and who possess the language skills to effectively communicate cultural sensitivities when interacting with American and international media; recent locations include China, Indonesia, Japan, Morocco, Russia, Senegal, Slovakia, Tajikistan, Tanzania, Ghana, Thailand, Botswana, Costa Rica, Czech Republic, and Vietnam.
Requirements: ROTC member and Military Science program chair approval.

CCP:1072 Internship in Human Rights 0 s.h.
Recognition of approved work in human rights arena.

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

CCP:1099 Internship in Biochemistry 0 s.h.

CCP:1103 Internship in Linguistics 0 s.h.

CCP:1113 Internship in Anthropology 0 s.h.

CCP:1114 International Internship: Madrid 2 s.h.
Ten-week program, includes orientation, Spanish language school, and eight-week unpaid internship.
Requirements: acceptance to undergraduate internship program in Madrid.

CCP:1115 International Internship: Paris 2 s.h.
Ten-week program, includes orientation, French language school, and eight-week unpaid internship. Requirements: acceptance to undergraduate internship program in Paris.

CCP:1122 Internship in Mathematics 0 s.h.
Prerequisites: MATH:1550 or MATH:1850.
Requirements: junior standing, completion of 12 s.h. of UI course work, and cumulative g.p.a. of at least 2.75.

CCP:1131 Internship in Gender, Women’s, and Sexuality Studies 0 s.h.

CCP:1137 Internship in Dance 0 s.h.

CCP:1145 Internship in Interdepartmental Studies 0 s.h.

CCP:1153 Internship in Aging Studies 0 s.h.

CCP:1159 Internship in Environmental Sciences 0 s.h.
Requirements: cumulative g.p.a. of at least 2.50.

CCP:1169 Internship in Leisure Studies 0 s.h.

CCP:1187 Internship in International Studies 0 s.h.

CCP:1188 Internship in Performing Arts 0 s.h.
CCP:1192 Internship in Statistics and Actuarial Science 0 s.h.
Requirements: junior standing.

CCP:1193 Internship in Accounting 0 s.h.
Requirements: admission to Tippie College of Business and accounting major.

CCP:1194 Internship in Finance 0 s.h.
Requirements: admission to Tippie College of Business and finance major.

CCP:1195 Internship in Marketing 0 s.h.
Requirements: at least 3.00 g.p.a. in MKTG:3000 and MKTG:3100, admission to Tippie College of Business, and marketing major.

CCP:1196 Internship in Economics 0 s.h.
Requirements: economics major.

CCP:1197 Internship in Management and Organizations 0 s.h.
Requirements: admission to Tippie College of Business and management and organizations major.

CCP:1198 Internship in Management Information Systems 0 s.h.
Requirements: admission to the Tippie College of Business and management sciences major.

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 course work and future career goals. Requirements: secured internship, cumulative g.p.a. of at least 2.00, and completion of 24 s.h. of UI course work (12 s.h. for transfer students).

CCP:1217 Internship in Fundraising and Philanthropy Communication 0 s.h.
Supervised experience working with fundraising and development professionals in nonprofit organization. Requirements: sophomore standing and completion of 12 s.h. of UI course work.

CCP:2020 Washington Center Internship Program arr.
Internship placements for students in all University of Iowa majors (typical placements include Congress, the White House, the Center for Strategic and International Studies, the U.S. Department of Commerce, the U.S. Department of Defense, the Environmental Protection Agency, CNN, C-SPAN, BET, MCI Center, the Smithsonian Institution, the National Institutes of Health, Amnesty International, the Children's Defense Fund, Mexican Cultural Institute Embassies, the U.S. Marshall's Office, federal courts, law offices, and the U.S. Secret Service); participation in Presidential Lecture Series and Congressional Breakfast Series. Full semester or summer session.

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 ISSS Academic Internship 9 s.h.
Academic credit for full-time internship employment out of area; for international students in the Tippie College of Business. Requirements: F-1 or J-1 visa international student, Tippie College of Business undergraduate standing, minimum 3.50 g.p.a., full-time internship offer letter in hand (at least 40 hours/week and one semester in length), internship approved by International Student and Scholar Services for F-1 Curricular Practical Training (CPT) or J-1 Academic Training (AT), concurrent registration in approved 3 s.h. distance education course, internship work location at least 100 miles from Iowa City, and preapproval of internship by Pomerantz Career Center.

Internships, Upper-Level Undergraduate and Graduate
Students must register before beginning an internship in order for the internship to be noted on the transcript.

CCP:3021 Internship in Library Science 0 s.h.

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

CCP:3170 Internship in Public Health 0 s.h.
Recognition of practical work experience and internships. Requirements: admission to the College of Public Health.

CCP:3171 Internship in Biostatistics 0 s.h.
Requirements: admission to the College of Public Health.

CCP:3172 Internship in Community and Behavioral Health 0 s.h.
Requirements: admission to the College of Public Health.

CCP:3173 Internship in Epidemiology 0 s.h.
Requirements: admission to the College of Public Health.

CCP:3174 Internship in Health Management and Policy 0 s.h.
Requirements: admission to the College of Public Health.

CCP:3175 Internship in Occupational and Environmental Health 0 s.h.
Requirements: admission to the College of Public Health.