

# Career Center Programs

## Director

- Angi McKie

**Website:** <https://careers.uiowa.edu/>

The University of Iowa Marvin A. and Rose Lee Pomerantz Career Center administers the university's Career Center Programs. Students may use the Pomerantz Career Center's services at any time during their academic careers. 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 tailored professional career coaching for students who are deciding on majors that connect with career interests, résumé and cover letter help, job and internship strategies, ways to gain hands-on experience, interview strategies, preparing for graduate school, and other career-related topics. Students also can drop in daily for assistance from career peer advisors. Workshops and programs are presented to students across campus on career and professional development-related topics each semester.

Academic courses in career-related topics, such as career exploration and job search skills, are available each semester for academic credit ranging from 1-3 s.h. per course. See "Professional Development Courses" below for more information. Other courses are offered through the Leadership Studies Program.

The center hosts several career fairs and events each fall and spring, offering students the opportunity to talk with and learn about prospective employers.

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, internship, and student employment postings are available online; visit Handshake on the Pomerantz Career Center website.

The center helps students find internships in Iowa, the Midwest, nationwide, and sometimes in other countries. For internship course options through the Career Center, see Courses in this section of the catalog.

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.

Course #	Title	Hours
CCP:1301	Communication for the Workplace	1
CCP:1302	Office Etiquette for the Workplace	1
CCP:1303	Successful Teamwork for the Workplace	1
CCP:1306	UI STEP: Student to Employed Professional	2
CCP:3105	Transitioning from Campus to the Workplace	1
CCP:3106	Career Computing Skills	2

## Courses

### Career Center Programs Courses

**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.

<b>CCP:1201 Academic Internship</b>	<b>1-3 s.h.</b>	<b>CCP:2005 Pursuing Purpose: Preparing for Experiential Education</b>	<b>1 s.h.</b>
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).		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.	
<b>CCP:1300 Major and Career Explorations</b>	<b>1 s.h.</b>	<b>CCP:2020 Washington Center Internship Program</b>	<b>arr.</b>
Helps students identify their interests, skills, and values relative to majors and careers; self-assessment, informational interviews, research on majors and careers.		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.	
<b>CCP:1301 Communication for the Workplace</b>	<b>1 s.h.</b>	<b>CCP:2021 Washington Center Seminar</b>	<b>arr.</b>
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.		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.	
<b>CCP:1302 Office Etiquette for the Workplace</b>	<b>1 s.h.</b>	<b>CCP:2202 International Student Full-Time Academic Internship</b>	<b>9 s.h.</b>
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.		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.	
<b>CCP:1303 Successful Teamwork for the Workplace</b>	<b>1 s.h.</b>	<b>CCP:3102 Job Search Essentials</b>	<b>1-3 s.h.</b>
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.		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.	
<b>CCP:1306 UI STEP: Student to Employed Professional</b>	<b>2 s.h.</b>	<b>CCP:3103 MoneyWise</b>	<b>1-2 s.h.</b>
Career foundation supplementing classroom learning along with campus job and activities (i.e., job, volunteer work, organizations, etc.); analysis of current university experiences through self-assessment activities; development of a personal action plan for each career development topic; expectations of entry-level employees and graduate school applicants for résumé, interview, and on-the-job performance. Requirements: student hourly or work-study employment.		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).	
<b>CCP:2001 Graduate Admissions 101</b>	<b>1 s.h.</b>	<b>CCP:3104 Defining Your Career Path</b>	<b>2 s.h.</b>
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.		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.	
<b>CCP:2004 Internships: Search, Secure, and Succeed</b>	<b>1 s.h.</b>		
Types of internships; how to find and succeed at an internship; identifying internship priorities; creating résumés; interviewing skills; successful networking; tips for professionalism.			

**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: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.