Career Center Programs Courses

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**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.
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.

**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:1304 Graduating Students 101** 1 s.h.
Up-to-date career advice in a structured academic setting; career and professional preparation using current work experience (on or off-campus) as the foundation; topics include the impact of student employment and involvement, strategies for job or graduate school searching and networking, resume and cover letter review, interview preparation, and personal branding.
Requirements: student hourly or work-study employment.

**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.

Website: https://careers.uiowa.edu/

**Director**

- Angi McKie

**Courses**

**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:1304 Graduating Students 101** 1 s.h.
- Up-to-date career advice in a structured academic setting; career and professional preparation using current work experience (on or off-campus) as the foundation; topics include the impact of student employment and involvement, strategies for job or graduate school searching and networking, resume and cover letter review, interview preparation, and personal branding.
- Requirements: student hourly or work-study employment.

**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.

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: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.