Can I complete an internship and receive elective credits?

Sophomores in A.A.S. and A.S. programs can gain work experience and earn elective credits in an internship. An internship is temporary, entry-level work experience related to your major. It may be paid or unpaid. The application and guidelines are available on the CRC Web site. Students interested in pursuing an internship must apply with the Career Resource Center in the semester prior to enrolling in the internship.

How do I find a job?

Local job opportunities are advertised on the Online Career Office. As a student, alumna or alumnus you can:

• Search for full- or part-time jobs.
• Upload your resume to be viewed by employers.
• View internship opportunities.
• Identify professionals to job shadow.

Log on to: mccfl.edu/CareerResourceCenter and choose the “Online Career Office.”

Can I work on campus?

Most departments on campus employ student assistants. Working on campus is a great way to gain valuable experience and earn extra money. Work hours can be set conveniently around your class schedule. Go online to the CRC Web page for eligibility guidelines.

Career Resource Center Mission Statement
The mission of the Career Resource Center is to serve as the central office for career guidance and employment preparation. The CRC seeks to increase the success of students, alumni and employers in reaching their goals by providing comprehensive resources.
How do I know what careers are right for me?

By completing career assessments like TypeFocus and Discover, you will become more aware of your values, interests, skills and personality style. TypeFocus and Discover will suggest careers that may be suited to you. Career assessments take one hour and can be completed at your convenience in the Career Resource Center (CRC) or by visiting the CRC Web page: mccfl.edu/CareerResourceCenter and selecting Choose a Career or Major.

I’m still undecided. What’s the next step?

Career advisors are available by appointment to discuss career options and help develop a career plan.

To provide insight into a career, an advisor can arrange a job shadowing experience. Job shadowing allows students to visit with a professional employed in their field of interest.

How do I decide on a career or major?

In addition to other information and resources available from the Choose a Career or Major option, you can narrow the list of careers suggested by TypeFocus and Discover by visiting the CRC Library. An informed career decision begins by gathering and comparing the following information on careers that interest you:

- Job descriptions
- Required education
- Wage information
- Employment projections
- Course descriptions
- College transfer information

Now that I have decided on a career, how do I prepare to transfer?

Review the Common Prerequisite Manual for your major on www.facts.org. Use the Peterson’s Guide to locate colleges who offer your major. Find out about the admission requirements. Put your plan in writing and prepare to graduate.

What can I do to prepare for employment?

The CRC can guide you as you:

- Develop a powerful resume online at mccfl.edu/CareerResourceCenter; click on Job Search Assistance and then Optimal Resume. Create an account to develop your resume and online Web site. Before sending out your resume, have it proofread by our advisors.
- Prepare for the interview. Let us videotape a mock interview with you and increase your chances of success.
- Network for employment. Eighty percent of all job openings are never advertised. Networking helps you find unadvertised positions. The Student Job Search Guide walks you through the networking process.
- Improve your performance on the job. Talk with an advisor to learn how to define and improve the valuable skills you will need to be successful at your job.

How can I stand out from the competition in the job market?

Students can build a Career Portfolio online at www.facts.org. A career portfolio is a compilation of your academic work, skills and experiences. It allows you to translate your academic work into career-related achievements. Let us show you how you can:

- Upload your resume, academic projects including research papers, PowerPoint presentations, spreadsheets, audio and video files and graphics.
- Customize three portfolios for different purposes.
- e-mail your portfolio to apply for jobs and scholarships and transfer to colleges.

Office Hours:
Mon.-Fri.: 8 a.m. to 4:30 p.m.

mccfl.edu/CareerResourceCenter