



Programs & Services Plan for Fall 2020

Career Coaching Appointments

In-person and virtual career coaching appointments will be available on topics such as choosing/changing a major, exploring career options, planning for an internship, searching for a job, applying to graduate school, resume writing, and interviewing. To schedule an appointment with one of our professional career coaches, visit the [CPDC website](#). Under “**Appointment Options**,” click the link for the Handshake Portal and follow the instructions from there. Questions? Contact [Dwayne Keiffer](#).

Resume Reviews

Resume reviews can be conducted in an appointment format as noted above, or students can simply email a draft to career@messiah.edu.

Internship Program

The Internship Program will continue to support students looking to complete internships for academic credit. An increase in virtual internships is expected. Students who will be participating in in-person, on-site internships will be required to sign a release form acknowledging any potential risks related to Covid-19. Questions related to registering an internship for credit with the internship program can be directed to [Joy Fea](#), Assistant Director for Internships and Faculty Partnerships.

Job & Internship Searching

For some students, finding internship and job opportunities during the pandemic will come with unique challenges. Opportunities will continue to be added to the [Handshake portal](#) regularly. A weekly email with new postings will be sent out to all students. Specially selected resources to assist students have been added to the [CPDC website](#). Questions related to either of these topics can be discussed more in-depth with a career coach by scheduling an appointment.

Mock Interviews

Students can practice interviewing and receive feedback virtually through our online tool [Big Interview](#) or via an appointment with a career coach. We anticipate that many employers will be conducting interviews virtually with prospective interns and job candidates. See an article on this [here](#).

Events & Employer Information Sessions

Most CPDC events (e.g. career and graduate school fairs, Into the City career immersion trips, Pizza with Professionals, etc.) will be held virtually this fall. Watch for virtual events and videos that feature employer info sessions, office “tours” workshops on job/internship searching, resume writing, interviewing and more! Follow us on [Facebook](#) or [Instagram](#) for notifications on when these are happening and other exclusive content. All sessions are being recorded, so if you miss one, check out the archives [here](#).

Experiential Learning Initiative (ELI) Options

Questions about meeting the ELI requirement should be directed to [Ashley Jones](#), Coordinator of Experiential Learning and Special Events.

CPDC in the Classroom

Faculty seeking to have a presentation by the CPDC should consult with [Joy Fea](#), Assistant Director for Internships and Faculty Partnerships. Sessions can be conducted in-person or virtually.