

The **Academic Success and Career Center (ASCC) Staff** provide comprehensive career counseling/advising and resources to assist students in the integration of educational experiences with internships in government, private, and non-profit sectors. The ASCC also works with internship coordinators across campus that assist students certified in their major who may be seeking internship credit(s). We encourage students to consult with their Academic Departments for information about how they grant internship credits and how those credit(s) could be applied toward obtaining their degree.

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### Requirements for Student Eligibility

- Must be a **current** WSU student and have an email address.

### Steps for Students

1. **Draft a Resume** and explore the world of work with a ASCC staff member **Meet with an ASCC Career Counselor or Intern during drop-in hours** (Mon-Fri 2:00-4:00 pm) to discuss internship opportunities **OR** schedule a 50-minute individual appointment by calling 335-6000. Contact the ASCC at 335-6000 for information regarding any of the following:
  - Information about the program
  - Exploration of interests, skills, and values to determine the type of internship to pursue
  - Guidance on search strategies and developing your own internship
  - Feedback on cover letters and resumes, and/or a mock interview
2. **Register in CougLink and upload a resume.**
  - Go to [ascc.wsu.edu](http://ascc.wsu.edu). Click on WSU CougLink and use your network ID & password to login. Fill out the profile. Upload your resume in CougLink. (Make sure to indicate that you are seeking an internship in the job type preference section). Click on the 'Documents' link in the header; then click on the 'Add New' button to upload a resume or cover letter. Can also be accessed through [couglink.org](http://couglink.org)
3. **Attend relevant workshops co-sponsored by the ASCC, your Academic Department or** by viewing the **Health and Wellness Workshop** schedule. Go to the following link: <http://ascc.wsu.edu/academic-services/workshops/>.
4. Watch for **internship announcements** from your academic department and/or meet with the internship coordinator in your major OR with one of the Advisors/Career Counselors at the ASCC.
5. **Participate in Career Expo events** and follow up with employers of interest. Many employers have internship opportunities available!
  - **Attend 1st Tues in Oct and Feb Career Expo**, from 10 am – 3 pm in Beasley Coliseum.
  - Opportunity for **Same Day Interviews** from 4:00-8:00 p.m. Following day options may also be available.
  - Get resume help through **Resume Critique Extended Drop-in Hours** that week.
6. **Participate in on-campus interviews** (for positions in Washington and nationwide).
  - Check CougLink weekly to sign up for on-campus interviews for internship or employment positions.
  - Check internship listings in the **CougLink database** frequently to apply for opportunities.
7. **Conduct Informational Interviews** with professionals in your field of interest.
8. **Utilize resources to create your own internship.**
  - Meet with a career counselor at drop-in, a workshop, or an appointment to discuss ways to develop your own internship.

## Quick Link Resources for Job, Internship and Experiential Learning Opportunities

- **WSU Links**
- <http://www.ascc.wsu.edu> (<http://ascc.wsu.edu/>)
- [CougLink](#) - The official job and internship listing site for WSU students and alumni
  
- **Explore Occupations and Employment Industries**
- [CareerOneStop](#) - <http://www.careeronestop.org/lmi/LMIHome.asp> - Labor Market Information Center. Find information on occupations in your area and across the nation.
- [Focus2](#) – this link will take you to Career Assessment instructions or contact the ASCC ([ASCC@wsu.edu](mailto:ASCC@wsu.edu) or 335-6000) to get an access code.
  
- **Federal Government (internships, jobs – summer, part-time and full-time)**
- [USAJOBS.gov](#) - Explore career opportunities in the Federal Government. The Federal Government offers valuable job experience, training opportunities, excellent benefits, and opportunity for advancement. Whether you are student in high school, college, or graduate school seeking work experience or you are about to graduate and begin your career, consider Federal service!
  
- **Graduate or Professional School Information**
- [GradSchools.com](#) - GradSchools.com is the leading and most comprehensive online graduate school guide to find the best graduate schools and graduate degree programs.
  
- **International/Global – internship and job listings**
- [Going Global](#) - <https://wsu-csm.symplicity.com/students/index.php?s=home> - Going Global is the leading provider of both country-specific and USA city-specific career and employment information. The database features **Country Career Guides, USA/Canada City Career Guides**. Each Career Guide contains more than 500 employment resources, all with detailed explanations and hot links directly to the latest information. All USA/Canada City Career Guides include **links to H-1B visa employers** for every state! The **Key Employer Directory** features corporate profiles for 100,000+ companies. Over **600,000 internship and job listings** within the USA and around the world are searchable by degree, date of posting, company, industry and location. All 600,000 + employment opportunities are **updated daily!** Note: You will need your WSU network ID and password to access Going Global.
- [Global Washington](#) - <http://globalwa.org/resources/careers-in-development/> - Global Washington's Careers In Global Development Center — an online resource to find positions in the global development sector, available from Washington State.
  
- **Internship and Job Listing Sites AND Preparation Resources**
- [Campus Point](#) <http://www.campuspoint.com/> - Located in Seattle, CampusPoint is an organization committed to helping college students and recent college graduates find jobs, generally seeks applicants of diverse backgrounds who are working towards a college degree or have graduated with a new degree within the past six years.
- [glassdoor.com](#) (<http://www.glassdoor.com/Job/glassdoor-jobs->) Highlights company reviews, salaries and interviews
- [careerealism.com](#) (<http://www.careerealism.com/resources/>) – great resources for any aspect of a job/internship search!
- [College Grad.com](#) - Internet job search service for college students and recent grads.
- [Idealist.org](#) - Find opportunities in the non-pro
- [Indeed.com](#) – find jobs, job trends, industry trends, salary search, resume and storage.
- [internmatch.com](#) - InternMatch is an online ecosystem committed to internships based on Facebook networking
- [Internships.com](#) - "The World's Largest Internship Marketplace"
- [LinkedIn](#) – networking and job postings
  
- **Occupations and Employment Industries**
- [O\\*Net](#) - <http://www.onetonline.org/> - A tool for career exploration and job analysis! O\*NET OnLine has detailed descriptions of the world of work for use by job seekers, workforce development and HR professionals, students, researchers, and more!
- [Occupational Outlook Handbook \(OOH\)](#) - <http://www.bls.gov/oco/> - For hundreds of different types of jobs-such as teacher, lawyer, and nurse-the *Occupational Outlook Handbook* tells you the training and education needed, earnings, expected job prospects, what workers do on the job, and working conditions. In addition, the *Handbook* gives you job search tips, links to information about the job market in each State, and more.
- [Occupational Outlook Quarterly \(OOQ\)](#) - <http://stats.bls.gov/opub/ooq/home.htm> - Quarterly update to the Occupational Outlook Handbook (OOH).
  
- **Preparation - Internship and Job Search**
- [College Grad.com](#) - Internet job search service for college students and recent grads.
  
- **Salary Information** [NACE Salary Calculator and Compensation Data Center](#) - Offers the most accurate compensation data available for college students and alumni.