

5 Mistakes

Limiting Internship Opportunities



I am a

**food bank
manager**

Not Yet

LEARNOVATION

Where Learning and Innovation Meet

STOP making the 5 Mistakes Limiting Internship Opportunities for Your Students

So, you've had it with the constant pressure to incorporate industry standards into your courses. Are you feeling the squeeze to make sure your students get jobs and internships?? We understand your program expects you to *develop great courses AND mentor* every student you have in class!

What if you could improve your students' chances of getting the internship and get critical time back in your professional life? Imagine your students doing the work for themselves! STOP making the "5 Mistakes Limiting Internship Opportunities."

Dr. Anna





Mistake #1

Failing to orient students to professional requirements

Did you know 81% of students drop out of their major when they fail to connect the course content to their chosen profession? And of those... 56% even leave college without their degree.

- Identify and describe the key areas of the professional standards in foundational courses

Review the key jobs available in your industry and identify other courses that provide skills to support the profession

- Business & Marketing classes
- Professionalism
- Customer Service
- Decision-making
- Area of Specialty

Break down the professional requirements for starting jobs in your industry

- Degree
- Internship
- Certifications
- Licenses Required

"81% of student drop out of their major when they fail to connect to their chosen profession."

Provide students with specific job descriptions for the different careers in your field to orient students to key professional skills

- Food and Beverage Director
- IT Project Manager
- Digital Marketing Manager
- Accountant
- Microbiology Lab Technician
- Case Manager
- Night Auditor
- Dispatcher
- Web Developer
- Electrical Engineer
- Bank Farm Manager

Mistake #2

Not teaching the portfolio process—collecting proof and why

A career portfolio is recommended for all professionals. Documenting skills and professional development is essential to maintaining credentials in many industries. Portfolios are also essential tools for career advancement. It's essential to present knowledge, skills, and competencies to receive worthy salary rewards. Teach students how to kill two birds with one stone! Be sure to incorporate the portfolio process and how to document skills & competencies.

"An ePortfolio is a tool that can help students compete for internships, jobs, and promotions."

Essential Parts of a Portfolio:

- Work Philosophy
- Goals
- Resume
- Skill Categories
 - Specialty Areas
 - Management & Leadership
 - Community Service
- Works in progress
- Memberships, Certifications and Awards



Mistake #3

Not teaching students how to inventory current skills so they can target professional standards

Many of your department's courses have projects. Make sure you students know how projects document a key professional standard and offer proof of their personal interest & work. Link your course content to essential professional skill areas as well as the area of specialty they are exploring.



"Getting an internship is not easy, the Learnovation® Career Bundle gave us a systematic way to close the Career GAP for our students all the way from internships to a professional credential. It saves faculty significant time and enhances our course coordination!"

Donna Zoss - Purdue University

Mistake #4

Not teaching students how to easily get career mentoring & feedback from Instructors

Are you frustrated with students waiting for you to tell them what to do? Train your students how you want to be treated... PROFESSIONALLY! Use the portfolio process and professional standards as the system for teaching professionalism and how to get their internships.

- Get your students collecting work samples from their part-time jobs related to closing skill gaps
- Get students to lead a conversation with evidence of competencies from their classes
- Make students aware of how volunteerism is a professional characteristic
- Give students the key benchmarks for creating and updating their portfolio
- Teach students how to use the portfolio in interviews, applications and to document professional development—make it a habit for them!

"Use the portfolio process as the system for teaching professionalism.."



Mistake #5

Not teaching students how to close their skill GAP strategically

When students understand the job requirements for a target job and they can inventory their skills and competencies—it is much easier for them to identify personal career GAPS—and to develop a personal career plan within the department's program. Imagine empowering each student to be professionally responsible for themselves. You are the guide.

- Each student needs to identify job requirements for the kind of professional they want to be
- Students need to do a running skill & competency inventory looking at courses, volunteerism, and their part-time jobs
- Each student needs to clearly identify the GAP analysis on education, work experiences, internship & license requirements
- All students need to develop a personal plan for reaching their target job



"Each student needs to identify job requirements for the kind of professional they want to be."



The Solution

Make sure your students get internships and the career of their dreams.

One thing we all know... is that your program is crammed full of content and requirements. Many times, it can be overwhelming to you and your students.

"What if you could simplify, organize and clearly keep track of your student's professional progress while empowering them to do it for themselves?" And, get more professional time back while still personally mentoring each of your students?

"Make sure your students get the career tools for a lifetime and thank you for your guidance!"

STEP 1 - REGISTER YOUR CLASS

1. Require/Adopt a Learnovation®, LLC Career Bundle
2. Recommend at least one core course each year where students will follow up on their portfolio
3. Set order window for your students
4. We send you a full set of the materials, instructor's guide, and your personal login for the instructor's corner

STEP 2 - SHARE THE LINK WITH YOUR STUDENTS

1. We email you the curriculum insert for your syllabus with class coupon code
2. Receive a detailed list of the students who purchased during order window, and get access to student participation in online mini course

STEP 3 - START GROWING PROFESSIONALS

1. Let the text, workbook, and Careers with Promise LMS teach your students the how, what, and guidelines for being professional
2. Use the Learnovation®, LLC Career Bundle to teach your students how to professionally thrive—make sure they get more than just a degree—make sure they get a career and become a professional you can be proud to know!

"What if you could simplify, organize and clearly keep track of your student's professional progress while empowering them to do it for themselves?"

#1 - Career Bundle

Essential skill assessment and ePortfolio how-to's for college students

- *Creating Your Career Portfolio for Students, 4th Ed. book*
- *Career Transitions Workbook*
- Learnovation YouTube Channel access
- Access to the Instructor's Corner with class resources and curriculum

\$75 per student

Choice of electronic or hard copy books

[Register Your Class Now](#)

#2 - Careers with Promise LMS

EPortfolios and skill assessment for college students with access to the Careers with Promise online lesson platform

- *Creating Your Career Portfolio for Students, 4th Ed. book*
- *College Prep Portfolio Workbook*
- *Access to the Instructor's Corner with class resources and curriculum*
- *Student access to Careers with Promise LMS*
 - *Each lesson includes a video or podcasts (7-25 min.), guided notetaking mapped to textbook, and quiz*
 - *Certificate of completion per course*
 - *Teacher access to assignments and reporting*

\$150 per student

Electronic books integrated into the LMS

Learn More at our website:

<http://bit.ly/TeachCareerPortfolios>

LEARNOVATION®
Where Learning and Innovation Meet

Be the mentor you want to be.

Services



Learnovation®, LLC helps you guide your students to their dream jobs, providing course materials, books, curriculum, and software. Solve the career problems your students have:

- Curriculum Support for internships
- Text, workbooks, videos, and software for career professionalism
- Curriculum Guide and Grading Rubrics with all course materials
- Personal Skill Inventories for Students
- Support Videos for professional portfolios
- Skill Mapping to program courses



Anna Graf Williams, Ph.D.
President, Learnovation®, LLC
innovation@learnovation.com
Phone: 317-577-1190



LEARNOVATION®
Where Learning and Innovation Meet

Helping you guide others to take **CHARGE** of their careers!

Visit our website at:
<http://bit.ly/TeachCareerPortfolios>