L&IT 1270
Introduction to Language & International Trade

Clemson University
Lee Ferrell
L&IT Program Director

Revised 22 August, 2018
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Welcome to the Language and International Trade program at Clemson University. You have chosen a major that offers you a variety of options. This handbook is intended to help you make the most of your major.

The degree program
Language and International Trade was established in 1987 as an innovative B.A. degree program for students who wish to combine the study of foreign languages with other courses that will prepare them for a career in the global marketplace. Essentially, this is the equivalent of a double major in foreign language (Chinese, French, German, Japanese, or Spanish) with a professional concentration (international trade, travel/tourism or applied international economics). In the words of Jessica Brant, a 2002 graduate of the L&IT program “if you like to travel while working toward a degree that combines business with a modern language, then this major is for you.”

Professional options
Of the three professional options, the International Trade concentration is the most popular. It includes a core of business-related courses in areas such as marketing, economics, finance, and management. Students choosing the international Trade concentration enter a wide variety of professions in areas such as international sales, marketing freight forwarding, international finance, and more. These students are also prepared for entrance into nearly any MBA (Master’s in Business Administration) degree program if they choose to continue their formal education. The Travel/Tourism concentration prepares students for professions in hotel management, travel agencies, convention centers, the study abroad industry, theme park management, and special interest tourism (e.g. snorkeling, mountain climbing). The concentration in Applied International Economics involves the international marketing of food products such as prepared foods, beverages and grains, which are a vital part of the world economy. This concentration is particularly well suited to students considering the Peace Corps or other work experience in third-world countries. This concentration also offers attractive courses in world resource management and globalization.

Degree requirements
To earn a B.A. in L&IT, students must complete 122 academic credits, including specified courses in a foreign language and in business. Two of the most valuable features of the L&IT degree program are the requirements for working and studying in an international environment; that is the internship in an
international company and study abroad. As of fall 2005, students entering the L&IT program must complete an approved internship with an international company AND must study abroad for at least one full semester. In their senior year (or in the semester following the internship), L&IT students are required to write an 8-10 page research paper in the target language on the company where they completed their internship (L&IT 4000 in the course catalogue). Effective for freshmen entering the L&IT program in 2007 and afterward, students are also required to create an electronic portfolio showing four years of work in L&IT. Students will present this portfolio to the portfolio director and their advisor during their senior year. In addition, all seniors must take an Exit Exam prior to graduation.

**Internship requirement**

The program’s internship requirement provides L&IT students with the opportunity to apply, test, and broaden their academic knowledge in an actual work environment. To fulfill this component of the program, students complete an internship of at least 140 hours with an international company or agency, either in the United States or abroad. It is the student’s responsibility to find an internship, but the L&IT program offers many resources to assist you in this process. The list of internship possibilities is steadily increasing, thanks to a growing network of L&IT alumni working in international firms. The counselors at the Michelin Career Center and our L&IT Faculty advisors can help students locate internships either stateside or abroad. Students can also fulfill the Internship Requirement through Clemson’s Cooperative Education (Co-op) Program, which enables students to alternate semesters of academic study with paid, career-related semesters of work. Following the internship, students are required to write an extensive paper in the target language (L&IT 4000) on the company where they worked.

**Study abroad**

Over the years, we have found that the surest way to acquire linguistic fluency and cultural understanding is through extended immersion in a foreign culture during an approved international study experience. All students entering the L&IT program must complete at least one full semester in an approved study abroad program where students are immersed in the language they are studying. Thanks to our exchange agreements with universities around the world, Clemson students can study abroad for essentially the same price as if they were on campus. Clemson’s Study Abroad Office (E-301 Martin) can provide information on a wide variety of options. There are a limited number of travel grants to assist selected students with the expenses of studying abroad. For more information, please visit their website: https://www.clemson.edu/studyabroad/

Students should make a point of having all work to be taken abroad approved in advance with their advisor and with faculty from relevant colleges on campus. The form for doing this is found on the registrar’s website: [http://media.clemson.edu/ia/programs/coursework_approval_form.pdf](http://media.clemson.edu/ia/programs/coursework_approval_form.pdf)
Career opportunities

As scores of U.S. businesses are now entering the international arena, the demand for graduates with fluency in one or more foreign languages and/or international experience is increasing dramatically. Clemson’s L&IT program helps students develop the necessary skills to compete in the global marketplace.

Traditionally, Clemson L&IT majors are successful both academically and professionally. The average GPA (grade point average) of L&IT majors is one of the highest of any major on campus. This is because we attract students who are motivated to learn, and who see a direct relationship between their college studies and a promising career.

This booklet provides information about all major aspects of Clemson’s L&IT program. There is also information about career services, tips for job hunts, websites, and more. Academic requirements for the major can be found in the current edition of Undergraduate Announcements (the university course catalogue). Any of the L&IT advisors listed on the following page would be happy to meet to help in planning your curriculum.

If you have any questions, please feel free to contact your advisor by phone, e-mail or by dropping by their office. Best wishes for a successful college career in L&IT!
Section 2

Advisors
and Curriculum Maps
Advisors – Effective Fall 2018
http://www.clemson.edu/caah/departments/languages/academics/Init/faculty.html

Chinese
 Prof. Su-I Chen
  215 Daniel Hall
  schen@clemson.edu

French
 Julia Harvey
 (Course Registration)
  703 Strode Tower
  jmdingl@clemson.edu

 German
 Prof. Kelly Peebles
  504 Strode Tower
  kpeeble@clemson.edu

 Japanese
 Prof. Jae Takeuchi
  313 Strode Tower
  jtakeuc@clemson.edu

Spanish
 Last name
 Begins with
   A-G
 Prof. Ellory Schmucker
  320 Daniel Hall
  eshmuc@clemson.edu

   H-R
 Prof. Andrea Naranjo
  603 Strode Tower
  anaranjo@clemson.edu
Additional Advisors. For clarification about courses in specific fields outside of languages, and especially for approval of this work to be done at other institutions (e.g. abroad)

**Contact information for College of Business Undergraduate Coordinators:**

Management: Liz Laxton pope4@clemson.edu ; Si Bischof sbischo@clemson.edu
Marketing: Rob Massey massey@clemson.edu, 252B Sirrine
Finance: Josh Harris jwharri@clemson.edu 656-2677
Accounting: Mike Mendonca (mendonc@clemson.edu) 326 Sirrine, 656-3245
Economics: Robert Fleck, rfleck@clemson.edu, 228 Sirrine, 656-3481
Economic Research: Dr. Raymond Sauer, sauerr@clemson.edu, 228 Sirrine, 656-3481
TREE Program: Dr. Andy Hanssen, fhansse@clemson.edu, 220B Sirrine, 656-5474
International Business Honors Program: Gabriela Peschiera, gpeschi@clemson.edu, 656-3407

**Contact information for the College of Behavioral Social and Health Sciences**

Political Science: (juniors and seniors) Adam Warber, awarber@clemson.edu, 231A Brackett, 656-1828 ; (freshmen and sophomores) Mr. Jason Chavis, 327 Brackett, jcchavi@clemson.edu
Psychology: for general inquiries: 
[https://www.clemson.edu/cbshs/departments/psychology/undergraduate/ugrad-faq.html](https://www.clemson.edu/cbshs/departments/psychology/undergraduate/ugrad-faq.html)
Should you have questions about work to be taken abroad, please contact Cindy Pury, cpury@clemson.edu
Sociology: Jennifer Holland (hollan2@clemson.edu), 130D BRACKETT HALL, 656-2018
Curricular Mapping

The program of study for Language and International Trade is thought out in such a way as to allow the student to be well prepared going from course level to course level and from year to year. While there is some flexibility, students are encouraged to not try to take short-cuts as they study.

Following is the curricular map for each of the three concentrations within the L&IT degree: Applied International Economics, International Trade, and Tourism.

http://www.clemson.edu/caah/departments/languages/academics/linit/curriculum.html
[be sure to choose the curriculum year in which you entered the program]
Section 3

Resumes and Cover Letters
Jane S. Freshman
112 Clemson Lane, Clemson, SC 29634
(864) 777-7777
jsfresh@clemson.edu

OBJECTIVE
To obtain the Summer 2015 internship position with New Foundations Home for Children that will utilize my mediation and child development skills.

EDUCATION
Clemson University
Bachelor of Science in Sociology
Minor in Business
Clemson, SC
May 2018
GPA: 3.26/4.00

LEADERSHIP EXPERIENCE
Lakeview High School Student Body Government
President
Spartanburg, SC
August 2013-May 2014
• Worked with student body and administrators to resolve campus issues
• Collaborated with school administrators to create a 2013 Class Memorial
• Gained managerial skills by supervising 3 other offices to ensure each position was handled with care

Lakeview High School Key Club
President
August 2013-May 2014
Spartanburg, SC
• Developed organizational skills by coordinating and planning meetings, special events, and volunteer projects
• Recorded attendance and kept track of expenditures

WORK EXPERIENCE
BiLo Grocery Store
Cashier
Spartanburg, SC
July 2013-August 2014
• Handled monetary transactions and returns
• Provided excellent customer service through in-store interactions and telecommunications
• Trained 3 new employees on cash register and customer service procedures

VOLUNTEER EXPERIENCE
Oakwood Elementary School
Tutor
Spartanburg, SC
September 2011-May 2014
• Tutored 2 First Grade Students in Mathematics, Writing, and Reading
• Informed teachers on progress achieved by students

EXTRACURRICULAR ACTIVITIES
Clemson University Sociology Club
Delta Alpha Sigma Sorority, Lambda Chapter
Lakeview High School National Honor Society
Lakeview High School Beta Club
Lakeview High School Varsity Cheerleading
Captain 2013-2014
Spartanburg, SC
September 2014-Present
August 2014-Present
November 2012-May 2014
September 2011-May 2014
August 2012-May 2014

HONORS/AWARDS
South Carolina Palmetto Fellows Scholarship, Recipient
Lakeview High School, Class of 2014 Valedictorian
South Carolina Girl’s State
Lakeview High School, Most Likely to Succeed
WHY LEARN A SECOND LANGUAGE?

Not only is knowing a second language cool, it can help you excel professionally and make you more marketable to employers.

5 Reasons Knowing a Second Language Will Be Beneficial:

1. Increase your chances of getting hired
   In 2015, CNN Money named bilingualism as the hottest skill for job seekers. In a competitive workforce, bilingualism is that additional qualification that could get you hired over someone else equally as qualified but who knows only one language.

2. Earn more money
   Studies have shown that bilingual employees can earn between 5% and 20% more money per hour than those who only speak one language.

3. Seek different job opportunities
   A growing number of companies list second language abilities as a requirement, which immediately eliminates the majority of people who are not bilingual. Furthermore, when you speak a second language you increase your chances of being hired by a foreign corporation.

4. Travel
   Being bilingual increases your chances of being able to travel, which is often appealing for young professionals.

5. Bridge the cultural gap
   Knowing the cultural customs of people from a different background is extremely valuable for companies. Being mindful and considerate of foreign customs and etiquette can go a long way in bridging the cultural gap.

How Can I Learn a Second Language at Clemson?

Even if your major does not have a language requirement, here are some ways to add language experience to your resume...

Consider a minor

- Clemson University offers language minors for Spanish, Sign Language, Chinese, French, German, Italian or Japanese.
- For Engineering majors: Clemson offers an International Engineering and Science minor that could be extremely beneficial for language experience.

Study abroad

- Studying abroad isn't just valuable language experience that attracts employers, it is also valuable life experience that teaches transferable skills such as adaptability and communication.
- Study abroad programs are offered for every major and in almost every country for spring, summer and fall semesters.
- What better way to learn a language and culture than to be fully immersed in it?

Where Should I Put Language Skills on a Resume?

Language skills can be put under a variety of headings including: Education, Leadership, Skills, and Relevant Experience.

- Be sure to indicate your fluency in writing, reading and speaking.
- Add any certifications or other qualifiers for language skills.
- NOTE: it's not necessary to put your English fluency, as that's generally assumed.

CLEMSON UNIVERSITY CENTER FOR CAREER AND PROFESSIONAL DEVELOPMENT

2nd Floor, Homer B. Johnson Student Center
SC 503, 864-656-4401
career.clemson.edu

Find us on all university social media.
ClemsonCCPD
Ellie M. English
email@address.com • (864) 900-5454
1164 Tiger Avenue • Clemson, SC 29631

EDUCATION
Clemson University
Bachelor of Arts in English
Bachelor of Arts in History
Clemson, SC
May 2017
GPA 3.50/4.00

LEADERSHIP EXPERIENCE
“The Chronicle” Newspaper
Managing Editor
August 2014-Present
Clemson University
- Coordinate topic choice, production, and distribution of monthly publication
- Engage in communication with section editors to create product
- Balance creativity and brainstorming with deadlines and business elements

Business Writing, Creative Inquiry
Team Leader
August 2014-May 2015
Clemson University
- Channel interest in research writing into research concerning the language of business
- Facilitate discussion with Clemson professors to create write-up of data analysis

Clemson Undergraduate Student Government (CUSG)
Public Relations Department Secretary
September 2013-Present
Clemson University
- Organize media presentations about upcoming Student Government-sponsored events
- Employ technology as mechanism for sorting meeting information

PROFESSIONAL EXPERIENCE
U.S. Department of State Student Program
Summer Internship
May 2015-August 2015
Washington, DC
- Experience hands-on learning via communication with U.S. government personnel
- Draft reports, researched policy material, engaged with lobbyists, and organized events

Peanco Contact for Professional Communication
On-Campus Student Internship
August 2015-Present
Clemson University
- Lead graphic design project to present information and create handouts in regards to career opportunities that involve writing
- Develop comprehensive images and wording that help brand the Peanco Center services

Clemson Writing Center
Peer Tutor/Writing Fellow
January 2014-Present
Clemson University
- Offer instruction to fellow students in composing professional papers, lab reports, letters, and resumes
- Foster a unique environment that engages students in conversation about language

PUBLISHED MATERIAL
“On Things Unseen”
March 2015
Fictional piece published in literary magazine, Clarion Review in print
Discusses themes of immigration and systemic social injustices

“A Brief History of Humanities at Clemson”
November 2016
Journalistic piece published in Clemson University newspaper “The Tiger”
Provides insight into lesser known academic departments at Clemson

HONORS
Dean’s List, College of Architecture, Arts, and Humanities
December 2013-Present
Callhoun Honors College English Departmental Honors
May 2016
William Shannon Moreson Prize for history majors
January 2016

SUMMARY OF SKILLS
- Video Editing and Production: Flash Player, Final Cut Pro, iMovie
- Website Design: Wordpress, Content Management Systems, XHTML, Dreamweaver
- Social Marketing/Advertising: Adobe production, LinkedIn, various social media outlets
Permanent Address:
100 Clemson Parkway
Clemson, SC 29634
222-222-2222

Abbay Abroad
3200 University Avenue
Avenue Pearson, 39-45
08034 Barcelona
11-111-1111

global@global.abb.com
http://www.global.abb.com

OBJECTIVE
Obtain an English teaching position utilizing my Spanish speaking abilities as well as my cultural education gained from living in or visiting various countries.

EDUCATION
Clemson University—Clemson, SC
Bachelor of Art in Education
Minor: Spanish

Trinity College—Barcelona, Spain
Education Study Abroad Program

List dates for each section in reverse chronological order, beginning with the most recent position and working backward to earliest job.

GPA: 3.48/4.00

INTERNATIONAL EXPERIENCE
Semester Abroad in Spain
- Embraced cultural differences by adapting to the environment
- Communicated with others to organize trips to nearby cities
- Maintained finances in several currencies

International Student House Resident Assistant
- Built relationships with students from various nations
- Supervised and organized various programs that appealed to students from different cultures

Independent Research Project
- Researched various public secondary after school education programs and the benefits associated with enrolment
- Collected data and produced a comprehensive report to the Education Department

RELATED WORK EXPERIENCE
St. Paul's School—Barcelona, Spain
Teaching Assistant/International Intern
- Assisted the English teacher with grading, curriculum planning, instructing and enforcing policy
- Managed 30 Spanish speaking children
- Taught grammar and English literature to 12 and 13 year olds

Fall 20xx

VOLUNTEER EXPERIENCE
Clemson University Alternative Break—San Jose, Costa Rica
Volunteer Lead
- Built add-on classrooms for underprivileged children
- Tutors over 50 children in various subjects utilizing the Spanish language

December 20xx

Clemson University Serve Away Medical Trip—Venezuela
Volunteer
- Provided basic medicines like Tylenol, Advil, and Benadryl as well as immunizations to family in need
- Presented medical education programs utilizing the Spanish language

Summer 20xx

Languages
- Fluent: Spanish • French • Latin • English
- Intermediate: Japanese • Chinese

RELATED COURSEWORK
- Literature in Spanish
- Cross Cultural Awareness
- Spanish Oral Communication
- Literature in French
- Public Speaking
- Intermediate Chinese
CRAFTING A THANK YOU LETTER

Tips For Crafting a Thank You Letter

According to TheLadders.com, 75% of interviewers said that receiving a thank you letter from a candidate affects their decision-making process.

1. Do not peruse a thank you letter. Take time to write a thoughtful, genuine and tailored letter to your interviewer(s).
2. Take notes after your interview. Those notes will allow you to craft a personalized thank you letter, infusing conversation topics from your interview with the interviewer(s) you are and why you are a good fit.
3. Tailor your letter to the company culture. A more traditional organization may prefer a personalized thank you letter, while a technology company may prefer an email or a format more suited to the trend within your preferred field.
4. Use the right kind of card, a folded note card, to send correspondence.
5. Send both an email and a handwritten note. Email will get there faster and the hand written thank you letter is rare so it will stand out and make a lasting impression. This showcases your communication skills even further.
6. Infuse specific information. Mention information discussed with the interviewer(s) or some organizational-specific information or initiatives brought up.
7. Include everyone. Include the name(s) of your interviewers, ask them for a business card. That way, you have their name, contact information and position title. Don’t forget to include administrative/secretary staff that assisted you before and/or after your interview.
8. Personalize it. You may have quite a list of individuals to send a thank you note to but remember to personalize it. They may compare notes, literally. Customizing notes shows the interviewer(s) that you were listening and your attention to detail.
9. Show your value. Do not just thank the interviewer(s) for your time, provide additional supportive details why the employer should hire you. Use specific examples of your past experiences that make you the right candidate for the position.
10. Include relevant content or trends for your field. Show the interviewer(s) your knowledge of trends in your field. You could include a video, article or podcast, but don’t let that detract from the main points of your thank you letter.
11. Attach another copy of your resume. Only not if it gives the interviewer(s) an opportunity to re-review your experiences, it will give you a chance to update your document and send a stronger resume.
12. Slip in your business card, along with your thank you note, if you have one.
13. Fix your mistakes. You can address and fix an imperfection. Mention that you were not satisfied with the answer to a specific interview question and the opportunity to readdress it. This can be a way to effectively redo an interview question that you didn’t feel went well.
14. Forgot to say something important? That’s okay. Make sure you bring it up in your thank you letter.
15. If you feel that this job is a perfect fit for you, seal the deal. Outline goals you would accomplish in the first few months of the position. Start working before you even get hired.
16. Haven’t heard back from the employer when they said they would contact you? Use that to your advantage. Send a thank you rejection letter. Thank them for interviewing you and while you may be disappointed, you appreciated the opportunity and look forward to connecting in the future.
17. Don’t want to job? Use the thank you letter to soften the rejection. Interviewing is very much about the employer finding the right fit, as well as the candidate finding the right fit. Politely thank the employer but respectfully decline to move forward in the interviewing process. Be sensitive and careful of mentioning why the organization is not a good fit – you don’t want to ruin the newly formed industry relationship. If anything, they could refer you to someone else or another organization.
18. Send a Thank You letter even if you didn’t get offered the job. They could still recommend you to other positions.
19. What’s next? Don’t forget to ask or reiterate next steps of the interviewing/hiring process. This can help you to better assess the timeline and what you will need to do next.
20. Don’t wait too late. Send your thank you note on time, within 24 hours.
21. Utilize industry language. Similarly with your cover letter, it shows your knowledge of the field and your understanding job.
22. Always focus on the positives. Do not mention negatives or lack of experience.
23. Do not utilize ambiguous language or emotional-based language. For example:
   a. “I think I am perfect fit for this position because…”
   b. “I believe in…”
   c. “I would love to…”
24. Double and triple check for grammatical and spelling errors.
### Verbs to Use in Resume Writing

The words below are those that best describe the duties and functions executed in summer, part-time and full-time jobs, internships, co-ops, and while involved in co-curricular activities.

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<td>Train</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Analysis</th>
<th>Craft/Artisan</th>
<th>Finance</th>
<th>Information</th>
<th>Language</th>
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<tbody>
<tr>
<td>Assess</td>
<td>Design</td>
<td>Analyze</td>
<td>Appraise</td>
<td>Translate</td>
</tr>
<tr>
<td>Observe</td>
<td>Create</td>
<td>Invest</td>
<td>Analyze</td>
<td>Interpre</td>
</tr>
<tr>
<td>Review</td>
<td>Build</td>
<td>Budget</td>
<td>Inventory</td>
<td>Lecture</td>
</tr>
<tr>
<td>Direct</td>
<td>Entertain</td>
<td>Inventory</td>
<td>Structure</td>
<td>Converse</td>
</tr>
<tr>
<td>Interpret</td>
<td>Perform</td>
<td>Evaluate</td>
<td>Design</td>
<td>Negotiate</td>
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<tr>
<td>Discern</td>
<td>Draw</td>
<td>Appraise</td>
<td>Categorize</td>
<td>Compare</td>
</tr>
<tr>
<td>Conscience</td>
<td>Reader</td>
<td>Construct</td>
<td>Document</td>
<td>Understand</td>
</tr>
<tr>
<td>Discover</td>
<td>Illustrate</td>
<td>Develop</td>
<td>Process</td>
<td>Comprehend</td>
</tr>
<tr>
<td>Infer</td>
<td>Compose</td>
<td>Aspire</td>
<td>Manage</td>
<td>Proficiency</td>
</tr>
<tr>
<td>Illuminate</td>
<td>Construct</td>
<td>Deploy</td>
<td>Program</td>
<td></td>
</tr>
<tr>
<td>Clarify</td>
<td>Conserve</td>
<td>Manage</td>
<td>Link</td>
<td>Teach</td>
</tr>
<tr>
<td>Quality</td>
<td>Choreograph</td>
<td>Project</td>
<td>Coordinate</td>
<td>Tutor</td>
</tr>
<tr>
<td>Qualify</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conclude</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

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**Clemson University Career Center**
3112 Tillman Student Center
(864) 656.1344
careercenter@ Clemson.edu

Find us on all major social media @ClemsonCCCD
Your

RESUME CHECKLIST

Guide

OVERALL DOCUMENT FORMAT
☐ Is the formatting consistent, not too much white space and appropriate margins used (5 - 1.0)?
☐ Is the font size between 10-12 pt. and used consistently? Is the typeface professional and easy to read?
☐ Is the resume free of grammatical and spelling errors?
☐ Do you use present tense for current positions and past tense for past experiences?
☐ Is the document an appropriate length (suggested one page for undergraduates)?
☐ Are the contact sections listed in order of what is most relevant, with Objective and Education at the top?
☐ Do you use short, concise statements and avoid using personal pronouns (I, me, my)?

CONTACT
☐ Does the resume contain the necessary contact information? Did you provide your name (14-16 pt), mailing address (permanent and/or local), one email address, one phone number, LinkedIn URL?

OBJECTIVE (OPTIONAL)
☐ Does the objective clearly describe the position or type of position you are seeking? Does it include what skills you seek to use/develop?

EDUCATION
☐ Does this section begin with Clemson University academic information? Degree, major/concentration, graduation or anticipated graduation date and location?
☐ Are honors, academic scholarships and awards listed (if applicable)?
☐ Are study abroad experiences and other languages (conversational, proficient, etc.) included?
☐ Is GPA treated appropriately? Included if 3.0/4.0 or above, omitted if below.

EXPERIENCE SECTION(S)
☐ Does each experience include position title, organization name, location and date/duration? Student, class and university included if the experience was a course project?
☐ Does the resume exclude all outdated experiences? Omitting high school information after your Clemson sophomore year?
☐ Do your bullet points start with a variety of strong action verbs?
☐ Do your bullet points effectively describe what you did, how you accomplished it, why the task was important, and/or what impact your performance had within the organization?
☐ Are your experiences described in ways that support your objective and use career field specific language?
☐ Have you included keywords that are found in the job description?

ADDITIONAL EXPERIENCE & SKILLS
☐ Are relevant non-working experiences, extracurricular activities, volunteer work, leadership roles, etc. included in an additional section?
☐ Is your “Skills” section limited to technical skills relevant to the position that you are seeking?

REFERENCES
☐ Does your resume exclude names of references or the phrase: “References available upon request”?

BOTTOM LINE
Overall, are you proud of the way your resume looks and reads? Have you made the key information easy to find and understand? Can you provide a rationale for each piece of information included (in terms of relevance)? Lastly, the purpose of a resume is to obtain an interview. If you were an employer, would you want to interview the person represented by this resume?
Need additional help with your resume?

https://career.sites.clemson.edu/michelin_career_center/career_development_recruiting/resumes/
Section 4

Career Counseling
CAREER ETIQUETTE AROUND THE WORLD

ARAB AND ISLAMIC COUNTRIES

GREETINGS - Always use your right hand for any contact; the left hand is reserved for personal hygiene. If you are left handed, explain why you are using your left hand. Arabs usually stand very close when talking, do not back away. In social situations, if you are kissed on both cheeks while shaking hands, return the greeting.

ATTIRE - Men should wear suits and women should wear dresses or skirts that fall below the knee. Women should also keep arms covered to the wrist.

BUSINESS - Plan carefully when scheduling meetings; business is not conducted during religious holidays, which usually are observed between June and September. Business also does not take place from Thursday night to Friday night, which is the Sabbath in the Persian Gulf countries.

SOCIAL SETTINGS - Alcohol is forbidden. Do not attempt to take alcohol to an Islamic country, the penalty is serious. Be careful about complimenting any possession belonging to business associates in these countries; if you praise any possession, your host will feel obliged to give it to you, and you will be obliged to reciprocate with a gift of similar value. If you are offered a gift of a personal possession, politely but firmly refuse.

AUSTRALIA

ATTIRE - Business dress is more casual than in other countries.

BUSINESS - Somewhat male-dominated and very democratic, so more people may participate in meetings than in other countries.

SOCIAL SETTINGS - The custom is for each person to take turns paying the tab for rounds of drinks.

CHINA

GREETINGS - Bow head slightly when introduced, as a sign of respect. Do not attempt body contact. Chinese who are used to interacting with Westerners will shake hands. A lack of eye contact should not be interpreted as a lack of assertiveness. Do not attempt to become too friendly too soon. Do not insist that they call you by your first name. The American pattern of quick informality should be resisted. Chinese point at objects with an open hand instead of the index finger. Beckoning to someone is done with a palm facing down. Avoid beckoning with your index finger facing up (this is the way to call a dog). If a Chinese business associate gives you a compliment, it is polite to deny it graciously. Modesty is highly valued in China.

ATTIRE - Business dress should be conservative. Men should wear suits and women should never wear all white, the color of mourning.

BUSINESS - Business cards are exchanged when people meet, but formal business may not begin immediately. Accept a business card with both hands and place it in front of you, not immediately in your pocket or briefcase. Be patient. Chinese business associates go slow to avoid the rush rather than offend. The head or leader of a group will be the first to sense a room, so Americans should follow this custom when in China. Wait until the end of a presentation to ask questions; it is considered rude to interrupt.

SOCIAL SETTINGS - During meals, be prepared to use chopsticks. Do not eat or drink until your host does. When toasts are made, it is expected that everyone will empty his or her glass. Be prepared to respond to a toast; if one is given by your host. Always leave something on your plate at the end of a meal, so that your host does not think you are still hungry. A gift should always be wrapped, but avoid plain black and white paper because these are the colors of mourning. Present the gift with both hands as a sign of courtesy and always mention that this is only a small token of appreciation. Do not expect your gift to be opened in your presence. This indicates that it is the thought that counts more than the material value. Do not give a clock, handkerchief, umbrella or white flowers, particularly chrysanthemums, as a gift, as all of these signify taxes and/or death. Do not give sharp objects such as a knife as it would signify the cutting of a relationship.
# 4 Year Career Development Plan and Competencies

As you progress through the 4-Year Plan with involvement in clubs, organizations, and experiential learning opportunities, you develop skills within the nine Core Competencies. The below experiences also contribute to the development of multiple competencies, which is shown in the overlap of action points in this plan.

<table>
<thead>
<tr>
<th>Freshman</th>
<th>Sophomore/Junior</th>
<th>Senior</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Communication</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Create LinkedIn (L) profile</td>
<td>- Schedule appointment with success counselor</td>
<td>- Mirror postings in CIT and other tools</td>
</tr>
<tr>
<td>- Learn how to write a resume</td>
<td>- Learn how to articulate the acquired competencies</td>
<td>- Update resume</td>
</tr>
<tr>
<td>- Updated campus success facts</td>
<td>- Attend resume workshop and update resume</td>
<td>- Do a mock interview for jobs in graduate/professional schools</td>
</tr>
<tr>
<td>- Attend campus success facts</td>
<td>- Conduct informational interviews</td>
<td>- Attend campus success facts and employee info sessions</td>
</tr>
<tr>
<td>- Networking skills</td>
<td>- Develop networking skills</td>
<td>- Network and use LinkedIn</td>
</tr>
<tr>
<td><strong>Collaboration</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Updated campus success facts</td>
<td>- Develop networking skills</td>
<td>- Updated campus success facts and employee info sessions</td>
</tr>
<tr>
<td>- Attend campus success facts</td>
<td>- Conduct informational interviews</td>
<td>- Attend campus success facts and employee info sessions</td>
</tr>
<tr>
<td>- Attend campus success facts and employee info sessions</td>
<td>- Networking skills</td>
<td>- Attend campus success facts and employee info sessions</td>
</tr>
<tr>
<td>- Networking skills</td>
<td>- Attend campus success facts</td>
<td>- Network and use LinkedIn</td>
</tr>
<tr>
<td><strong>Leadership</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Updated campus success facts</td>
<td>- Attend campus success facts</td>
<td>- Updated campus success facts and employee info sessions</td>
</tr>
<tr>
<td>- Attend campus success facts and employee info sessions</td>
<td>- Networking skills</td>
<td>- Attend campus success facts and employee info sessions</td>
</tr>
<tr>
<td>- Networking skills</td>
<td>- Updated campus success facts</td>
<td>- Network and use LinkedIn</td>
</tr>
<tr>
<td><strong>Adaptability</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Updated campus success facts</td>
<td>- Attend campus success facts</td>
<td>- Updated campus success facts and employee info sessions</td>
</tr>
<tr>
<td>- Attend campus success facts and employee info sessions</td>
<td>- Networking skills</td>
<td>- Attend campus success facts and employee info sessions</td>
</tr>
<tr>
<td>- Networking skills</td>
<td>- Updated campus success facts and employee info sessions</td>
<td>- Network and use LinkedIn</td>
</tr>
<tr>
<td><strong>Analytical Skills</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Attend campus success facts</td>
<td>- Attend campus success facts and employee info sessions</td>
<td>- Networking skills</td>
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<tr>
<td>- Attend campus success facts and employee info sessions</td>
<td>- Attend campus success facts and employee info sessions</td>
<td>- Networking skills</td>
</tr>
<tr>
<td>- Networking skills</td>
<td>- Updated campus success facts and employee info sessions</td>
<td>- Network and use LinkedIn</td>
</tr>
<tr>
<td><strong>Technology</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Updated campus success facts</td>
<td>- Attend campus success facts</td>
<td>- Updated campus success facts and employee info sessions</td>
</tr>
<tr>
<td>- Attend campus success facts and employee info sessions</td>
<td>- Networking skills</td>
<td>- Attend campus success facts and employee info sessions</td>
</tr>
<tr>
<td>- Networking skills</td>
<td>- Updated campus success facts and employee info sessions</td>
<td>- Network and use LinkedIn</td>
</tr>
<tr>
<td><strong>Self-Awareness</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Updated campus success facts</td>
<td>- Attend campus success facts</td>
<td>- Updated campus success facts and employee info sessions</td>
</tr>
<tr>
<td>- Attend campus success facts and employee info sessions</td>
<td>- Networking skills</td>
<td>- Attend campus success facts and employee info sessions</td>
</tr>
<tr>
<td>- Networking skills</td>
<td>- Updated campus success facts and employee info sessions</td>
<td>- Network and use LinkedIn</td>
</tr>
<tr>
<td><strong>Professionalism</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Updated campus success facts</td>
<td>- Attend campus success facts</td>
<td>- Updated campus success facts and employee info sessions</td>
</tr>
<tr>
<td>- Attend campus success facts and employee info sessions</td>
<td>- Networking skills</td>
<td>- Attend campus success facts and employee info sessions</td>
</tr>
<tr>
<td>- Networking skills</td>
<td>- Updated campus success facts and employee info sessions</td>
<td>- Network and use LinkedIn</td>
</tr>
</tbody>
</table>

**Additional Opportunities:**
- Attend campus success facts
- Attend campus success facts and employee info sessions
- Networking skills
- Updated campus success facts
- Network and use LinkedIn
## Transferable Skills

Examples of skills people can apply in a variety of different situations, jobs, or roles

<table>
<thead>
<tr>
<th>Competency &amp; Definition</th>
<th>Transferable Skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication</td>
<td></td>
</tr>
<tr>
<td>Engaging in dialogues that lead to productive outcomes and points of connection by effectively articulating one's self to individuals within and outside of one's industry or area of expertise.</td>
<td>Speaking, public speaking, provide non-verbal cues, perceive non-verbal cues, facilitate, provide feedback, translate research, describe feelings</td>
</tr>
<tr>
<td>Collaboration</td>
<td></td>
</tr>
<tr>
<td>Developing authentic and mutually beneficial relationships by valuing everyone and taking responsibility for one's role within a team.</td>
<td>Support, navigate conflict, respond to concerns, open-minded, follow through, desire to learn</td>
</tr>
<tr>
<td>Leadership</td>
<td></td>
</tr>
<tr>
<td>Being able to recognize, respect, develop, and capitalize on the unique strengths of individuals from all backgrounds and being an active member in a group that achieves a shared vision.</td>
<td>Encourage, participate, delegate with respect, follow, seek inclusion, facilitate meetings, motivate, empower, leverage strengths, optimize shared vision</td>
</tr>
<tr>
<td>Adaptability</td>
<td></td>
</tr>
<tr>
<td>Taking the initiative to further enhance one's skill set and being creative with ways of thinking or approaches that allow for action, reflection, failure, and resilience in an ever-changing world.</td>
<td>Evaluate, take initiative, implement solutions, use humor appropriately, seek outside perspectives, create a flexible environment</td>
</tr>
<tr>
<td>Analytical Skills</td>
<td></td>
</tr>
<tr>
<td>Seizing the opportunity for organizational improvement that prompts critical thinking and problem solving by obtaining, processing, and synthesizing information.</td>
<td>Problem identification, make recommendations, obtain information, use field-related technology, analyze information, make recommendations, create a flexible environment</td>
</tr>
<tr>
<td>Technology</td>
<td></td>
</tr>
<tr>
<td>Employing current and emerging software and tools to solve general and industry-specific challenges.</td>
<td>Aware of field-related technology, conduct research, use field-related technology, comfortable learning new, software or tools, solve challenges</td>
</tr>
<tr>
<td>Self Awareness</td>
<td></td>
</tr>
<tr>
<td>Understanding one's strengths, limitations, emotions, and biases in a variety of situations and articulating how one's interests, skills, and values align with educational and professional goals.</td>
<td>Multitask, motivated, manage time, proactive, set goals, recognize biases, articulate interests, skills, and values</td>
</tr>
<tr>
<td>Integrity &amp; Ethics</td>
<td></td>
</tr>
<tr>
<td>Making choices and consistently acting in a manner that displays integrity (following internal principles, morals, and values) and ethics (following external laws, rules, and norms) in personal and professional settings.</td>
<td>Principles, morals, and values, articulate, set, enforce, understand, articulate, set, articulate, set, enforce</td>
</tr>
<tr>
<td>Professionalism</td>
<td></td>
</tr>
<tr>
<td>Demonstrating the continual development of a positive impression or image in every facet of life while seeking feedback from others to ensure congruence between one's intended and perceived reputation.</td>
<td>Professional, meet deadlines, pride in work, respect, handle others' concerns, respond to concerns, set priorities, articulate, communicate effectively, build authentic network, has high standards</td>
</tr>
</tbody>
</table>

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CLEMSON
Center for Career and Professional Development

Find us on all major social media:

[ClemsonCCPD](https://www.clemson.edu/clemsonccpd)
The Center for Career and Professional Development (CCPD) is comprised of three departments: Michelin® Career Center, Cooperative Education, and UPIC (University Professional Internship and Cooperative Education Program). Students should utilize the CCPD throughout their time at Clemson and can utilize it up to one year after graduation. The following items are resources, programs, and services the CCPD provides at no additional cost to students:

<table>
<thead>
<tr>
<th>Career Assessments</th>
<th>Career Counseling</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assist students choosing a major or career field that aligns with their interests, skills, and values</td>
<td>Drop-in/appointments for resumes, cover letters, search and interview tips, etc… Call (864) 656 - 0440 for more info</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Experiential Education</th>
<th>Interview Assistance &amp; Interview Space</th>
</tr>
</thead>
<tbody>
<tr>
<td>Help students search for on/off international internships and connect to cooperative education</td>
<td>Provide customized mock interviews and rooms for phone or Skype interviews</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Career Fairs</th>
<th>Grad/Prof Schools</th>
</tr>
</thead>
<tbody>
<tr>
<td>Never too early to attend these events to meet employers for internships and full-time jobs</td>
<td>Provide assistance with personal statements and researching different programs</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>On-Campus Interviews</th>
<th>ClemsonJobLink Careershift GlassGlobal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employers come to campus to interview Clemson students – Students can log into ClemsonJobLink for more info</td>
<td>Search tools Clemson students have free access to when seeking part-time jobs, internships, and full-time jobs</td>
</tr>
</tbody>
</table>

| Workshops & Networking Opportunities | CCPD staff provide networking opportunities with employers as well as class presentations and workshops. Check the online event calendar for pre-scheduled events. Student organizations may request workshops through an online form – CCPD encourages groups collaborate when possible especially when hosting workshops on weekends or after regular business hours. |

Top 3 Things You Can Do for Yourself and Other Students:

1. Follow us and encourage your students to follow us on social media for postings and careers-related content.
2. Remind yourself and your students that the above resources, programs, and services are available to them – even during the summer!
3. Remind yourself and help your students understand how everyone is developing competencies, employers, and graduate/professional schools are seeking through various experiences. Visit our center to learn about how to leverage experiences on resumes, in cover letters, in personal statements, and during interviews.
For insights into making yourself more marketable

“What Gives You a Competitive Edge?” Powerpoint by Britt Beemer

Section 5

Language and Culture learning
There are numerous opportunities outside of class to help you build your understanding of language and culture.

Cultural Exchange Community

http://housing.clemson.edu/living-learning/general-information/cec/

Language Professional Societies.

In addition to the language clubs there are Language Professional Societies to help you build you network as well as build your competency in specific business cultures.

http://www.clemson.edu/caah/departments/languages/academics/lnit/lnit-professional-societies.html

**Building language proficiency**

Proficiency in a foreign language is often the determining factor in hiring for the most attractive jobs after you graduate. Therefore, the most successful majors in Clemson’s L&IT degree program are those who continuously work toward building proficiency in their chosen language. During your years at Clemson, it is recommended that you actively seek ways to practice your language. Here are a few suggestions offered by previous L&IT students:

**To practice speaking:**
1. Find a buddy in your L&IT 127 class, or in any foreign language class. Exchange phone numbers and set aside specific times on a regular basis when you will speak only in the target language.
2. Join a language club (e.g. Spanish Club, Japanese Club). Attend activities as often as possible. Make a conscious effort to get to know the native speakers in that club. Speak with them in the target language.
3. Ask your L&IT advisor for names of native speakers in the community with whom you could practice.
4. If you are in Spanish L&IT, volunteer to teach English to local Spanish-speakers, in exchange for practice time in Spanish.

**To practice listening/viewing:**
1. Rent a foreign language film from Netflix or borrow from our library.
2. Take advantage of foreign language film series on our campus.
3. Listen to music in the target language as you commute. Ask one of your professors for suggestions of CD’s or groups that you might be able to find on Youtube or Pandora.
4. Look for foreign language TV programs. Many are on Youtube and Dailymotion. Build viewing times into your schedule. Watch the whole program, even if you understand almost nothing. Remember that babies start from nothing, and they develop into native speakers!

**To practice reading:**
1. Read foreign language periodicals in the CU library. (see next page) set aside time in your schedule to do this. You may want to read portions of an article out loud from time to time for extra practice in pronunciation. Suggestions for periodicals and A/V sources follow
   - Keep a vocabulary notebook for new words.
2. Find a foreign language newspaper or publication on the Internet. (e.g. Tagesschau.de, lefigaro.fr, elmundo.es)
3. Surf the net for interesting foreign language websites on topics of your choosing.
4. Take an extra literature course in your language as an elective.

**To practice writing:**
1. Exchange emails with a buddy from a class, and give each other feedback.
2. Ask one of your professors for the name of a native speaker email pal.

Following are some additional audio-visual and printed resources to help you build fluency on your own.

**French**

http://www.facccarolinas.com/ (French American Chamber of Commerce of the Carolinas)

http://www.face-atlanta.com/ (French American Chamber of Commerce in Atlanta)

https://atlanta.consulfrance.org/ (Consulat Général de France in Atlanta)

http://www.lexpress.fr/ (L’Express, Actualité politique et économique)

http://lexpansion.lexpress.fr/ (Actualité économique)

https://www.lesechos.fr/ (Economie, Bourse, Finance)

http://www.boursorama.com/ (Informations économiques et boursières)
German

News

https://www.youtube.com/user/tagesschau

or visit Tagesschau.de

Deutsche Welle  http://www.dw.com/de/themen/s-9077

Practicing basic language

Alles Gute  https://www.youtube.com/results?search_query=alles+gute+deutsch+lernen

Extra auf Deutsch (silly but good review)  https://www.youtube.com/results?search_query=extra+auf+deutsch

Practicing complex concepts

Explainity (for various concepts such as money and banking, federal elections, etc.)  :  https://www.youtube.com/results?search_query=explainity+einfach+erklärt

Sendung mit der Maus:  https://www.youtube.com/results?search_query=sendung+mit+der+maus

For more sources see Appendix 1
Section 6

International Programs and Services
Clemson University offers a wide variety of undergraduate and graduate opportunities to study abroad, many of which are ideally suited for L&IT students. Programs vary in length from one week to an academic year. In order to fulfill the L&IT study abroad requirement, you will need to study abroad at least for a semester.

Study Abroad programs may be found on the Department of Languages and Clemson Abroad websites.

**Study Abroad Program Types:**

**Faculty-Directed Programs**

Faculty-directed programs are designed by Clemson faculty members and/or academic departments for Clemson students. Faculty-directed programs are broken down into three different types:

1. For summer or short-term programs, Clemson faculty travel abroad with the students and teach one or all courses.
2. Semester programs draw on the knowledge and expertise of local faculty who have been vetted by Clemson.
3. A custom program, a special type of faculty-directed program, is administered by a provider organization according to specifications of a CAAH department.

**Group:** Clemson faculty and students

**Duration:** semester, summer sessions, Maymester, spring/fall break

**Costs:** Clemson in-state tuition and fees, Study Abroad fee, program fees (vary for each program).

**Coursework:** 1-2 courses generally offered for summer or short-term programs; semester programs offer a minimum of 12 credit hours

**Internships:** inquire with the faculty for credit-bearing internship opportunities; some programs have placements built in to the curriculum to meet L&IT requirements

**Credits:** Clemson courses, no transfer necessary (a few exceptions)

**Exchange Programs**

Clemson has partnerships with universities around the world, where you can take classes with students from the host country, international degree-seeking and other exchange students. Each university has their own application requirements and review process that students must adhere to, so it is important that students work with Clemson Abroad throughout the application process.

**Group:** Individual acceptance, no groups
Duration: semester, full-year

Costs: Clemson in-state tuition and fees, exchange fee, Study Abroad fee, residential costs and fees of host university.

Coursework: host university’s regular course offerings (some restrictions may apply)

Credits: Host university credits, transfer to Clemson

International Program Providers

International program providers, also referred to as third-party program providers, offer programs run by other universities and various study abroad organizations to further expand student opportunities abroad. Students will receive credit for courses taken abroad and will pay tuition and fees directly to the third-party organization.

Group: Individual acceptance, no groups

Duration: Full-year, semester, summer sessions

Costs: Clemson Study Abroad fee, tuition and program fees paid to program.

Coursework: host university’s regular course offerings (some restrictions may apply)

Internships: some providers offer placement assistance for credit-bearing internships; location restrictions and additional fees may apply

Credits: Host university/provider credits, transfer to Clemson

Initial Steps

1. Attend a Study Abroad 101 session - Learn the basics about program options, financial aid information, and how to apply credit earned abroad towards your degree.

   Study Abroad 101 sessions are coordinated by the Clemson Abroad Office and take place on Mondays from 3:30-4:30 p.m. and Thursdays from 12:00-1:00 p.m. in E-304 Martin Hall.

2. Research program options – Review the requirements and locations available for your language of study. Utilize the Clemson Abroad website and program search tool to explore study abroad program options.

3. Meet with CAAH’s Study Abroad Advisor - Do you want to complete your internship while you are abroad? Are you hoping to fulfill business and language requirements overseas? Discuss your interests and needs to refine options that are best suited to your goals. To schedule an appointment, students should contact Carolyn Crist.

4. Meet with your academic advisor- Review program choices identified in the meeting with the Study Abroad Advisor. Identify potential classes to take while abroad that fulfill your
academic requirements. Determine where going abroad and what type of program works best with your degree plan and learning path.

5. **Apply** - All Clemson students who are planning to study abroad must complete the Clemson Study Abroad application for their chosen program. Program applications are available online.

**APPLICATION DEADLINES**
- March 1 - Summer and fall semester programs
- October 1 - Spring semester programs
Depending on the program, these common deadlines may vary. It is the student’s responsibility to confirm specific program deadlines.

**Scholarships and Funding Resources:**
There are numerous financial resources available to assist in funding international experiences. Participants should meet with Financial Aid to discuss what current scholarships, grants and loans can be applied to their study abroad.

Students are encouraged to utilize the Clemson Abroad Scholarships page, as well research independently. Scholarships typically require an additional application. Depending on the scholarship, the approval process can be extensive with deadlines over a year in advance, so it is important to plan ahead!

**Additional Resources:**
Apply for or renew your passport
Research your destination:
- Find out the process for acquiring a visa to your destination and other countries of interest
- Review country specific health regulations and vaccination requirements
- Monitor safety and security conditions of the region you are traveling to

**Contact Information**
**The Department of Languages**
HP: [http://www.clemson.edu/caah/departments/languages/academics/study-abroad/index.html](http://www.clemson.edu/caah/departments/languages/academics/study-abroad/index.html)
The Office of Global Engagement for the College of Architecture, Arts & Humanities

Carolyn Crist, Study Abroad Advisor
   Office: 106 Strode Tower
   Phone: 864-656-3636
   Email: ccrist@clemson.edu
   HP: http://www.clemson.edu/caah/global-engagement

Regina Foster, Director
   Office: 102A Strode Tower
   Phone: 864-656-2318
   Email: rkomo@clemson.edu
   HP: http://www.clemson.edu/caah/global-engagement

Clemson Abroad Office
   Office: E-301 Martin Hall
   Phone: 864-656-2457
   Email: abroad@clemson.edu
   HP: http://www.clemson.edu/studyabroad/index.html
Section 7

Interviewing for a Job
INTERVIEW TIPS

BEFORE THE INTERVIEW:

1. **RESEARCH** the company, organization, or agency with whom you will be interviewing.
   - Learn about the history, mission, organizational structure, philosophy, and position descriptions within the organization.
   - *Why?* To make sure it is a place you will be happy working and to be well prepared for the interview.
   - *Where?* Career Resource Library, Cooper Library, the Internet

2. **PREPARE** for Interview Questions.
   - Study possible interview questions and think about how you will answer them. Be comfortable with your responses; try not to sound exhausted.

3. **THINK** about your qualifications. Be sure you can verbalize them to a potential employer.

4. **PRACTICE** your communication skills.

5. **PLAN** for travel, if necessary.
   - If you are traveling to a local interview, make sure you know how to get there. Drive to the building the day before your interview, if possible.
   - If you are traveling out of town for an interview, make sure you clarify with the employer before your trip who will be responsible for travel costs.

DURING THE INTERVIEW:

1. **ARRIVE** 15 minutes early.

2. **BRING** extra copies of your resume, a pen, and some paper.

3. **MAKE** sure you know how to properly pronounce the interviewer’s name.

4. **DRESS** professionally and conservatively.
   - Even if you know that you will dress more casually for the actual job, an interview is still a professional business meeting, and a dark suit for men and women is most appropriate. If you want to add a little color, do so with a tie or a scarf.
   - Keep accessories to a minimum. For men: stick with your watch and a class or wedding ring. For women: stick with simple and classic jewelry (no dangling earrings or bracelets).
   - Go without cologne or perfume. (You never know if your interviewer might have allergies).

5. **MAKE** a positive first impression.
   - Offer a firm handshake.
   - Greet the employer by name.
   - Be relaxed and enthusiastic.
   - Do not smoke or chew gum.
   - Maintain eye contact about 70% of the time.
MY 30 SECOND COMMERCIAL

- Hello I am ________________________________ (offering handshake and/or resume).
  I am a (graduate/undergraduate) student at Clemson University majoring in ________________________________ OR
  I am a recent graduate from Clemson University and graduated with my degree in ________________________________ and I have interned at ________________________________ and/or have experience in ________________________________.

- I am interested in your company because ________________________________ OR
  I am looking for ________________________________.

  (Briefly share your career goals, innovative ideas, etc)

- Over the past XX years I have been involved in/with ________________________________

  OR researched ________________________________ OR published ________________________________

  I have been recommended by ________________________________ (optional)

  I am confident that I can contribute my ________________________________

  ________________________________, and ________________________________ skills to your company/organisation/program.

- Could you tell me more information about your position openings/company? OR

  Do you have a position description, brochure, or business card available?

- This could be an opportunity for you to ask some strategic/planned questions.

- Great, Thank You! (optional FIRM handshake here)

NOTE: Please feel free to rewrite these statements into your own words, but just remember to practice, practice, And PRACTICE.
THE 2ND INTERVIEW

2ND INTERVIEW ALLOWS YOU TO SAY WHAT YOU DIDN’T SAY

• The second interview will provide you with the opportunity to expand upon your responses from the first interview. Review the notes you took during that interview to see what you might have missed talking about and what you could clarify or add.
• You can ask for additional meetings with staff, especially the people you might be working with, to make sure the job and the company/organization is a good fit for you.

ARE YOU ASKING MANY QUESTIONS? NO.

• You were invited to interview for a second time so chances are good that you are in contention for the available position.
• Use this to your advantage – it’s appropriate to ask a lot of questions.

DRESS PROFESSIONAL – EVEN IF THE WORKPLACE IS CASUAL

• Dress in your best interview attire, unless you are told otherwise.
• If the interviewer mentions that you can dress down, business casual attire would be the most appropriate. This might occur if your second interview includes a site visit, tour of a facility, or some other active component.

BE PREPARED FOR A LONG DAY

• Ask for an itinerary so you know what to expect.
• Often times you will be interviewing with a group or multiple groups.
• You will need to answer/address industry specific scenarios or questions.
• Continue to sell yourself – your skills, abilities, attributes, knowledge, experiences.
• Watch out for tricky questions – be prepared for off-the-wall questions coming from left field.
  ○ These questions are usually asked to see how well you handle the question.

CONTINUE YOUR RESEARCH

• Learn everything you can about the company.
• Search for the latest information and news.
• Visit message boards to research what is being discussed.
• Use social media to your advantage – Do they have a LinkedIn account?
• If you have a connection at that establishment, contact them to get some insider information on management, staff, and the organization in general.

REVIEW INTERVIEW QUESTIONS – PRACTICE, PRACTICE, PRACTICE

• You can never practice too much.
• You want to sound prepared and confident.
• You may be asked the same questions from round one interview. Make sure you’re prepared on hearing those again and having an appropriate response.
### Answering Improper Interview Questions

August 9th, 2013 by DirectEmployers

This post was provided by Claudia Allen, writer and editor at the National Association of Colleges and Employers (NACE). NACE connects campus recruiting and career services professionals, and provides best practices, trends, research, professional development, and conferences.

When you interview for a job, your prospective employer will ask questions—on the job application, during the interview, and as part of the testing process. While federal, state, and local laws prohibit discrimination in employment based on certain characteristics protected by law—race, sex, disability, or age—the focus of questions you are asked should be: What does the employer need to know to decide whether you can perform the functions of the job? Here are some examples of legal and illegal questions:

<table>
<thead>
<tr>
<th>Inquiry</th>
<th>Illegal Questions</th>
<th>Legal Questions</th>
</tr>
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</table>
| National origin/citizenship | • Are you a U.S. citizen?  
• Where were you born?  
• What is your “native tongue?” | • Are you authorized to work in the United States?  
• What languages do you read, speak, or write fluently? (This is okay as long as the ability is relevant to the job.) |
| Age                      | • How old are you?  
• When did you graduate from college?  
• What’s your birth date? | • Are you over the age of 18? |
| Marital/family status     | • What’s your marital status?  
• Do you plan to have a family?  
• How many kids do you have?  
• What are your childcare arrangements? | • Would you be willing to relocate if necessary?  
• Travel is an important part of the job, are you able and willing to travel? (This is okay if all applicants for this job are asked it.)  
• This job requires occasional overtime. Will you be willing to work overtime as necessary? (This is okay if all applicants for this job are asked it.) |
| Affiliations             | • What clubs or social organizations do you belong to? | • List any professional or trade groups or organizations that you belong to that you’d consider relevant to your ability to perform the job. |
| Personal                 | • How tall are you?  
• How much do you weigh? (Questions about height and weight are not acceptable unless minimum standards are essential to the safe performance of the job.) | • Are you able to lift a 50-pound weight and carry it 100 yards? (If necessary for the job.) |
Dining Etiquette and the Interview

Ten Table Tips
- Turn cell phones and pagers off during the meal
- Pass the salt and pepper together
- Don’t push food onto your fork with your fingers, instead use the knife to push food onto your fork
- Never move your plate away to signal you have finished
- Be sure to engage in conversation but never do all of the talking
- Never ask for seconds unless offered first
- Don’t smash or shuffle your chips
- Always place your napkin in your lap when eating
- Never talk with your mouth full
- Never reach across others for any item on the table

Invitation
- Respond to invitations ASAP. If by chance you are unable to keep the reservation notify the host immediately
- Let the host/interviewer know in advance about any special eating requirements

Prior to the Dining Engagement
- Plan to arrive 10-15 minutes early
- Wait in the lobby or at the table
- Stand when host/interviewer arrives
- Don’t order anything until your host/interviewer arrives
WHAT TO WEAR

What do I wear to my interview?
It’s normal to feel stressed during an interview, so it’s important to feel confident in what you’re wearing. Plan in advance what you will wear so that you will look professional, feel like yourself, and can focus on what you have to say.

Men

- Charcoal and navy are best
- Pinstripe or solid patterns are appropriate
- Wear a white or light blue button down for the first interview
- Shoes should match the belt (leather to leather)
- Socks should match the pants

Fit

- Slacks can be plain-front or pleated
- You should not be able to step on your pants
- You look best in a suit that is tailored correctly for you
- 2 or 3 buttons on the suit jacket

How to Wear It

- Never button the bottom button of a 2 button jacket
- Shirts should be tucked in

Ties

- Keep it conservative
- No bold patterns or colors
- Striped ties are a good choice

Women

- Keep it neutral
- Black, grey, beige, or navy are appropriate
- Avoid bright colors especially reds, yellows, and oranges
- Hot colors may cause the interviewer to form an opinion of you before you even start speaking
- No bold prints (leave the Lilly Pulitzer at home)

Fit

- Skirts should be to the top of the knee
- Clothing should not appear stretched
- The small slit in the back of business skirts should not be spread wide when standing normally
- Avoid clothes you have to tug at and fidget with
- Wear what is flattering and makes you feel confident
- Shoes should be closed toe

How to wear it

- Tuck in shirt tails
- Collars go outside of jackets

Jewelry

- If it clinks and clacks, don’t wear it
- No bangles or noisy bracelets
- Traditional is best
- Pearls are a good choice
SKYPE INTERVIEW TIPS

1. Do a trial run a few days before the real interview, with a friend on the other end to give you feedback on how your clothes look on screen, if you are speaking loud enough.

2. Pay attention to your physical background and make sure clutter is out of the frame.

3. Pay attention to the lighting.

4. Keep other programs on your computer closed, especially if they might make noise during the call.

5. Position yourself correctly by sitting a bit farther back than normal so that your face and shoulders are framed in the shot. Place the computer higher than normal, so that it is capturing you face-on.

6. Use the highest-speed Internet connection you can.

7. Remember to look into the camera, not at the picture. Looking at the picture makes you look down from the person doing the interview.

8. If you find the image of yourself distracting, cover it with a post it note or change the settings so it isn’t there.

9. Plan for technological difficulties, but be sure to keep your computer plugged in and keep your phone nearby in case you need it.

10. Don’t hesitate to tell your interviewer up front that this is your first time doing a video interview. This can help break the ice and also they may be more inclined to be understanding.

*Adapted from article in US News by Alison Green

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PHONE INTERVIEW TIPS

Why do employers use phone interviews?

Phone interviews are cost effective and take less time than a live interview. In addition, they provide convenience to the interviewee. Some employers use phone interviews in the screening process before bringing the “finalist candidates” on-site. Unscheduled phone interviews let the prospective employer know how well the candidate can think on their feet. Phone interviews are used to confirm resume information, ask basic questions, and inquire about reasons for leaving the previous employer. Overall, the employer is trying to gauge whether you, the position, and the organization are a good fit.

Before the Interview:

- Confirm all details (date, time, and who you will be talking to). Be sure you know whether the interviewer is calling your or if you need to make the call.
- Keep a log of everywhere you apply to so that you can aptly answer if you are called unexpectedly.
- Practice going through a phone interview.
- Record a professional message for your answering machine or voice mail.
- Dress the part for the interview. Experts say if you’re dressed in a professional manner, you’ll speak the same way.
- Use a landline when possible. You don’t want to have to worry about a dropped call.
- Choose a quiet, comfortable, and private space for the interview. Be sure to communicate with others that you wish to not be disturbed. Turn off all distractions before beginning the interview.
  - If you need to reserve a quiet space on campus, plan ahead and check availability at the Center for Career and Professional Development, the Academic Success Center, or the library.
- Have all your tools organized in front of you:
  - Resume, transcript, and position description
  - A “cheat sheet” with a brief list of your qualifications, strengths, and skills relevant to the job you’re interviewing for
  - Pen and paper to jot the interviewer(s) name(s) down immediately and to take notes
  - Company research (with relevant information highlighted)
  - Questions to ask about the company and position
  - A loosely written outline of points to make or items to cover as you talk about the position
  - A glass of water
TIPS FOR STANDING OUT IN AN APPLICATION

Application
• Read and understand the application and job description fully before completing the application and submitting
• Update your resume and create a cover letter even if the application does not ask for one
• When answering questions, be specific and give detailed answers and examples
• Focus on the skills you have acquired, including the CCPD Core Competencies at https://careers.clemson.edu/ccpd/
• Showcase your interpersonal skills and non-work activities in your documents and in an interview as employers are additionally interested in these qualities
• Use only black or blue ink on a paper application
  o Write clearly and minimize extra marks when completing application and use whiteout when needed
• Stand out before you apply:
  o If you know someone is recommending you, then inform them of what you would like them to showcase about you. It would be helpful to give your references a copy of your resume.
• When completing an online application, utilize spellcheck, use minimal exclamation points and proofread
• Utilize LinkedIn
  o Ensure you have a strong profile that includes a professional picture and updated contact information
  o Use action words, ask for endorsements and join multiple groups including the Clemson Alumni Assn
• Tailor your resume, cover letter, and job application to that specific job
  o Craft a resume and cover letter to show how you fit into that position and consider creating a video on a website to display your technical skills
• Do your research on companies before you complete the application and before the interview
  o Identify what the company is looking for in an applicant (e.g. good communicator, able to travel, etc.)
  o Know the mission statement, newsworthy updates, and the name and background of interviewers if possible
• Prepare for the interview with a Mock Interview at the Centre for Careers and Professional Development or practice with a virtual mock interview on Clemson@JobLink

Interview
• Arrive 10-15 minutes early as this shows initiative and will help you prepare mentally
• Body language is key to displaying your interest in the position
  o Remember to breathe deeply if you are nervous as this will help calm your nerves
  o Think about your posture, tone and SMILE!
• Be friendly and kind to everyone you interact with as many employers ask the front desk staff about interviewees
• Have a good firm, strong handshake
• Bring business cards if you have them
  o Build your brand with a uniquely tailored business card from Clemson University’s Print Services
• Dress for the company
  o If in doubt, always dress more professionally than may be necessary
  o Make sure to have a suit to look professional
• Use the interviewer’s name 3 or 4 times throughout the interview
• If it is a start up or new company, offer a suggestion to the company if the opportunity arises

Post Interview
• Send an email thank you letter and a handwritten thank you note
  o Make it personal by adding specific topics discussed in your interview
• Build connections to help you in the future
  o Most positions are filled internally so make sure to build connections with every interview so that you can expand your network
  o Keep in contact with the company if you had a strong connection, even if you do not get the job
  o Conduct informational interviews with employees in your dream job
Section 8

Resources
CAREERSHIFT TIP SHEET

CareerShift offers the most comprehensive online resources, designed to support the number one request of job seekers! This is an easy to use website to conduct and organize your job search. FREE FOR CLEMSON STUDENTS!

ACCOUNT SET UP

Log on to the Center for Career and Professional Development website: http://career.clemson.edu/

• STEP 1: On the top panel navigation titles, click on Resources

• STEP 2: Scroll to the bottom of the page to find the header, Favorite Resources

• STEP 3: Under Favorite Resources, find the header Student and Family

• STEP 4: Under Student and Family, click Career Shift

• STEP 5: Create your account by answering a few personal information questions under (Register To Begin). After which, you are now ready to enter your member log-in information at the top of the CareerShift webpage to start and save your searches

• To access CareerShift again, just go to www.careershift.com and input your email address and password under ‘Member Login’

SEARCH

• To begin your job or internship search, go to my jobs tab at the top left
  1. Enter keywords in your interest area or major
  2. Enter the city/state and mileage
  3. Determine if this search is for an internship or part-time/full-time position

• If you are overwhelmed with too many opportunities, try narrowing or being more detailed with the key words that you enter. If the search does not produce the number of opportunities desired, simply try broadening your search. Search with related terms in your field of interest. Please see the example majors and keywords on page 2. You may also save your search and refer to the job/internship findings the next time you log onto the website.
ClemsonJobLink Cheat Sheet

LOG ON TO ClemsonJobLink
1. Go to http://career.clemson.edu/ and click on "ClemsonJobLink" on the menu on the left.
2. Proceed to the "Students" section to log into ClemsonJobLink and enter your Novell username and password.

CREATE YOUR ACCOUNT
1. Select "My Accounts" from the left column of tabs and enter your personal information.
2. Click "Save" to go to the next tab. Enter your academic information and click "Save." It is important to update your information each semester because the system automatically evaluates your qualifications based on your profile. If your information is outdated, you may be excluded from job opportunities.
3. In the privacy settings, you can select to "Receive Email Notifications. Include in Resume Book, Include in Global Talent Search, Sync Options" to make the system work better for you and receive text alerts as jobs are posted. It is important to check the box if agreeing to the "Privacy Policy and Consent Guidelines" to Release Records. Click "Save Changes and Continue."

PUBLISH YOUR PROFILE
1. Select "Profile" from the left column and click the banner on right to edit. A cover image and profile photo can be added and edited. To edit personal information such as your name and academic information select the edit pencil symbol.
2. To add a personal statement to your profile, select the "add personal statement" option located under the banner. When statement is written be sure to select "save" before moving on. Following the same procedure Education, Experience, Projects and Skills and Competencies can also be added. It is important to update your information as you gain more experience.
3. The right section provides you with an opportunity to publish your profile, add a permanent email link your account to Facebook and LinkedIn, and link any professional websites you provide over.

UPLOAD DOCUMENTS
Select "Documents" from the left column of tabs and click on the "Add More" button.
Label the document and choose the type.
For jobspecific cover letters or resumes, include, the employer name is the label to ensure that it submitted to the correct job posting.
Select "Choose File" and locate the document on your computer. Click "Submit" when finished.
You can use the options column to delete documents or select one as default.

POSITION TYPES
Professional Full-time: Positions for those who will be graduating or have graduated and looking for full-time employment.
Fellowship: Short-term opportunities that are sponsored by a specific organization seeking to expand leadership in their field.
Internship (OffCampus): Part-time or full-time opportunities related to a student’s major/career interest; can be completed in the summer/semester with an employer located off campus.
Internship (UCPF Program): Part-time or full-time opportunities related to a student’s major/career interest; can be completed in a summer or during a semester and is located in a department on campus.
On Campus Internships (Non-UCPF): Part-time or full-time opportunities related to a student’s major/career interest; can be completed in the summer or a semester and is located on campus.
Part-time (Off-Campus): Part-time employment opportunities at businesses in Clemson and the surrounding area.
Part-time (On-Campus): Part-time employment opportunities with departments on Clemson’s campus.

SEARCH FOR JOBS
Under the "Jobs" tab, select "ClemsonJobLink Postings" from the tab at the top of the page, and then select the "Advanced Search" tab to the right.
Begin your search by choosing a position type, and then select "More Filters" at the bottom of the page. Under "Majors/Concentrations" select your college/major, and then "Search."
For a more focused search under your major, check "Yes" next to "Ignore jobs with 'All Majors' selected" and click "Search."
Select "SORT BY" at the top of the job postings page, by Position Type, Job Title, Employer, Date Posted and Deadline.

SEARCH BY EMPLOYER
Select the "Employers" tab on the left of the page. Underneath employers click "Employer Directory."
Type the employer name in "Keywords." The employer's name will appear if they have registered an account.
Select the employers name to learn a brief overview of the employer and current available positions.

You will need to have an uploaded resume in ClemsonJobLink before being able to apply for any positions.
GOING GLOBAL CHEAT SHEET

Going Global is a web resource designed to help candidates search country career guides, H-1B information, key employer directory, internships and full-time employment opportunities, internationally.

Log into to Going Global: Go to https://career.clemson.edu/

1. Click on the 4th tab called “Resources” listed in purple
2. Under Favorite Resources for Students and Family, Going Global will be the 7th option
3. Click “Click here to log into Going Global”
4. Make sure to always log on through the Clemson Career website, otherwise it will ask for payment

Create your account:

1. Select “Create Personal Account”
2. Follow prompts and click save at the end

***Research Jobs and Internships:

- Click “Job Postings and Internship Listings”
- Fill in the options suggested and as needed for your search
- Be aware of your search keywords and language because the job may be listed as something different around the world
- Research often so you can see the jobs listed frequently

Other Resources:

- Country Guides: This tab at the top allows you to see the vast options in that country. This includes:
  - Job and Internship listings
  - Job Search Resources
  - Top Companies
  - CV/Resume Guidelines
  - Cultural Advice
  - Employment/Salary Options
- USA/Canada City Guides: information on American and Canadian cities
- H-1B Information: guidelines and information about H-1B for US and Abroad
- Employer Directory: search any company and business across the world to find their location, contact, and more.

For more information, please visit the Michelin Career Center during drop-ins from 1:30 to 3:45 Monday through Friday or call and make an appointment with a counselor (864-656-0440).
**JOB OFFER TIP SHEET**

A. Things to consider while applying and interviewing for jobs

Ideally, the job you will accept will be with a company you believe in and has a culture that fits your values. The job duties might not be exactly what you were looking for but weigh the possibility of future growth and advancement. Candidates will often take a job with the hopes of moving into a new and more challenging position.

Specific items you may want to consider before accepting a position are:

- **Salary**

  Amount mentioned above, not everything is about the salary. The opportunity for growth, training, and ensuring the first job are all important factors to consider. Be mindful of the difference of Gross Income (often referred to as 'salary') and Net Income (take home pay)

- **Location**

  The location of your job is an important factor to consider, knowing what your work will be like and where you will be working near home is for you. Consider the cost of living in the area and the commute to work. Specific things to consider are: a) traffic patterns, b) public transportation, c) parking availability & fees, and d) personal safety at different hours

- **Insurance**

  Will you be able to qualify for insurance immediately upon being hired or do you need to wait 30 days or longer? If you need to wait, you will need to look into temporary health and life insurance policy. What is your cost per paycheck if the employer offers health insurance? How much will insurance cost on the open market? Especially for small businesses, private sellers are often the only option. Is the employer offering Long or Disability Insurance?

- **Vacation & Sick Leave**

  Some companies will negotiate week hour for more vacation or sick days, and, in general, there can be more flexibility here than with other elements of the employer's benefits package.

- **Flexibility**

  Some companies may offer options other than the traditional 9 to 5 workday. Be sure you know what the employer expects from you. Does the organization offer a teleworking opportunity?

- **Relocation Expenses**

  If you are relocating, does the employer offer financial relocation assistance?

- **Retirement**

  What kind of retirement package is offered? Is the employer offering to match the contributions? When do you have access or when are you vested? If no package is offered - how will you save for your own retirement? Roth or Traditional IRA?

- **Taxes**

  What are the tax deductions per paycheck? A useful resource is ADP's paycheck calculator (you can find the link below)

- **Travel**

  Know how much travel is expected in your new job. It is important to consider if you will use your car, a rental car, or if the company car will be provided.

- **Commuter**

  Does the employer offer commuter benefits (i.e., a parking or public transportation pass)

- **Education/Certifications**

  Many companies have professional and educational development programs. Find out if your company offers these benefits and whether you qualify. Will you get paid while attending your educational or professional/technical training? Additionally, some companies offer tuition reimbursement

- **Insurance and Health Benefits**

  These will be spelled out in your offer, but make sure you understand all the terms and conditions. You may want to consult with someone who works with finances. Organizations and Human Resources departments might offer a session on meeting and reviewing benefits - ask if that is an option.

- **Mobile Phone**

  Will you be given a mobile phone for business only or personal use? Is it in the form of reimbursement or deducted amount upfront for a certain amount? And if so, does having a company mobile phone mean you would expected to respond during non-work hours?

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B. You've found the perfect job and are progressing through the interview process. Now what? RESEARCH!

It is never too late to start researching a company and having an expected salary range. Research is going to be critical in successfully negotiating your job offer down the road. It is not enough to simply tell an employer that you deserve more money or an additional benefit - you need to have information/data to support how you meet the minimum and preferred qualifications. Research is, often, easier said than done but there are numerous resources available online.

- **Cost of Living**

  Whether you are moving across the state or across the country, evaluating the cost of living will help you understand how far your paycheck will go. For instance, there is a large cost of living difference between Clemson (Anderson), SC, and Los Angeles, CA. There are three excellent websites for cost of living:

<table>
<thead>
<tr>
<th>ORGANIZATION/WEBSITE</th>
<th>LINK</th>
<th>GOOGLE SEARCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>NerdWallet</td>
<td>NerdWallet</td>
<td>NerdWallet cost of living calculator</td>
</tr>
<tr>
<td>MoneyGeek</td>
<td>MoneyGeek</td>
<td>MoneyGeek cost of living calculator</td>
</tr>
<tr>
<td>BankRate</td>
<td>BankRate</td>
<td>BankRate cost of living calculator</td>
</tr>
</tbody>
</table>

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**CLEMSON Center for Career and Professional Development**

3rd Floor, Family Student Center
Phone: (864) 656-4410
email:cumc.career@ Clemson.edu

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PART-TIME JOBS
Identifying Opportunities On and Off-Campus - Fewer than 28 hours per week

A part-time job is a form of employment where the employee works fewer than 28 hours per week. ClemsonJobLink is available to Clemson students and first year alumni to assist them with finding opportunities located on campus or off campus.

Log onto ClemsonJobLink
1. Go to http://career.clemson.edu/ and click on "ClemsonJobLink" on the menu on the left.
2. Proceed to the "Students" section to log into ClemsonJobLink and enter your Novell username and password.

Create Your Account
1. Select "My Account" from the left column of tabs and enter your personal information.
2. Click "Save" to go to the next tab. Enter your academic information and click "Save." It is important to update your information each semester because the system automatically evaluates your qualifications based on your profile. If your information is outdated, you may be excluded from job opportunities.
3. In the privacy settings, you can select to "Receive Email Notifications, Include in Resume Book, Include in Global Talent Search, Sync Options" to make the system work better for you and receive text alerts as jobs are posted. It is important to check the box if agreeing to the "Privacy Policy and Consent Guidelines" to Release Records. Click "Save Changes and Continue."

Upload Documents
1. Select "Documents" from the left column of tabs and click on the "Add New" button. Label the document and choose the type.
2. For job-specific cover letters or resumes, include the employer name in the label to ensure that is submitted to the correct job posting.
3. Select "Choose File" and locate the document on your computer. Click "Submit" when finished. You can use the options column to delete documents or select one as a default.

* You will need to have an uploaded resume in ClemsonJobLink before applying for any positions.

Using the Advanced Search Option: Part-time Position Types
- Parttime (On Campus): opportunities with campus departments and offices
- Parttime (Off Campus): opportunities at businesses in Clemson and the surrounding areas (Anderson, Seneca, Easley, etc.)

Apply for a Position
1. After reviewing the job description, you will see the instructions on how to apply for this position. Follow the company’s instructions, as some positions will require you to submit a resume on their website through ClemsonJobLink.
2. If the instructions read "Apply," click on "Apply" and the instructions will state what documents the company is requesting. Scroll down to select the document and press "Submit" to complete the application process.
3. If you do not have the document needed, such as a cover letter or unofficial transcript resume, click "Add New" and browse your computer for the document you wish to use.
Alumni

In searching for a job, do not forget your alumni network. Alumni have been where you are. They have experience and insights to offer in making the transition from the university to the workplace. They may even have a job or a lead to offer.

The following alumni from our L&IT program would be delighted to help:

Chinese

Nicole Nissen  nmnissen@yahoo.com
Stephanie Brown  sabrown06@gmail.com
Jaclyn Spangler  jaclyn.spangler@gmail.com

French

Brigitte Briere, Distribution Supervisor, Expeditors International, Email: brigitte.briere@expeditors.com
Brittany Bentz, Client Support Specialist at Indeed.com. Email: bbentz@clemson.edu
Caroline Vargas, Customer Representative at Michelin USA. Email: cvargas@g.clemson.edu
Brianna Woodsby, Director, International Trade Compliance at AFL. Email: Brianna.Woodsby@aflglobal.com

German

Catherine McDavid (Catherine.mcdavid@bmwmcext.com)
William Middlebrooks (middlebrooksw@gmail.com)
Eric Seawell (eric.seawell@boschrexroth-us.com)

Japanese

Bernell King Ingraqm  king@visionsmadereal.com
Stephen Vaughn  svaughn@mmmlaw.com
Spanish

Carrie Burkhalter  C.Burkhalter@TENCATE.COM
Jessica Shearer  Jessica.shearer@ge.com
Section 9

The Internship
An internship of a minimum of 140 hours with a company that corresponds to your language and culture focus (i.e. your language track) is a defining part of your major. Therefore an qualifying internship is essential to your completion of this program. This can be worked out with your advisor and must be approved by the L&IT Director.

A. Internship in the USA. Students can work for an international firm or agency in the United States for a minimum of 140 hours. This could be ten hours per week for one full academic semester, 20 hours per week for at least 7 weeks in the summer, full time (40 hours per week) for one month, or any other combination that adds up to at least 140 hours. Note that this is the minimum. Most internships in the United States run from 6 to 12 weeks. The more internship experience you have, the better are your chances for employment! Note: in some cases, a position with a domestic firm based in the USA could count as an international internship if a majority of the employees or clients are native speakers of the target language. Such internships are approved on a case-by-case basis.

For additional information contact Troy Nunamaker, tnunama@clemson.edu, 864-722-2033

B. Work abroad. Students work in an internship abroad for a period of 6 to 12 weeks. Internships must be approved in advance by the L&IT advisor. The next fall semester at CU, the student signs up for 3 credit hours of L&IT 4000 and writes the research paper on the company where he/she worked in the target language. (See guidelines in this booklet Appendix 4 below)

C. Co-op. Students complete alternate semester of academic study with paid, career-related semesters of work. For more information, go to http://www.clemson.edu/coop or see guidelines in this booklet. You may also contact Jeff Neal, jfneal@clemson.edu, 656-3150

Upon completion of the internship, the employer should write a letter certifying the student’s work.

How can I fulfill my Study Abroad requirement if money is an issue?

Clemson University has exchange agreements with a number of foreign universities, whereby a Clemson student pays tuition, room, and board for Clemson but studies in a foreign university. In other words, fees are exactly the same as if you were attending Clemson. The only extra expense is the plane ticket. There are a number of partial grants-in-aid to assist students who are studying abroad. For more information, contact your L&IT Advisor or Meredith Wilson (mfant@clemson.edu) (E-301 Martin).

You must submit the contracts on the following two pages, completed in order for your internship to be acknowledged by the program.
L&IT INTERNSHIP CONTRACT TO completed by student intern

Student’s name_______________________________________ Age ___________________
Date of Birth ____________________________________________
Student ID # _______________________ Classification (Fr/Soph/ Jr/Sr) ___________________
Major at Clemson __________________________   Minor ___________________________
GPA ______________   GPA in Major ______________   Date of Graduation _____________
School Address ___________________________________________________
Phone ______________________________   Email ____________________________
Home Address _______________________________________________
Emergency Phone _______________________________   Email ____________________________
Language(s) __________________________________      English:
List
Level: _____________ Intermediate   _____________ Advanced

___________ Advanced   _____________ Superior

___________ Superior   _____________ Native

___________ Native
Computer skills: ________________________________________________
Other Pertinent skills: _______________________________________________

Previous employment experience: ___________________________________

The student intern agrees to:

•   Abide by Clemson University code of conduct
•   Abide by policies/codes of conduct as pertain in place of employment
•   Abide by a professional work ethic at all times

Signature of student intern ___________________________ Date ___________________
L&IT INTERNSHIP CONTRACT TO BE COMPLETED BY THE EMPLOYER

Name of Firm/ Agency/Company ______________________________________________________
Contact Person: __________________________________________________________________
Title: __________________________________________________________________________
Street Address: ___________________________________________________________________
City: ____________________ Country: ______________________________
Phone: ____________________ email: _______________________________________________
Position available for internship: _________________________________________________
Description of duties: __________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
Length of time:
_________ weeks, for _________ hours per week      Total hours _________
Dates of internship: ______________________ to ___________________________
The employer agrees to:

• Provide appropriate orientation to student intern regarding duties and responsibilities
• Provide a safe working environment
• Communicate with the student intern in case of problems
• Provide student with a letter upon completion of the internship specifying length of
  internship, total number of hours worked, and quality of work.

Signature of supervisor __________________________    Date ______________________
Title of supervisor ____________________________

For forms, see also the website link:
http://www.clemson.edu/caah/departments/languages/files/Lnit-files/Lnit-internship-contract.pdf
How to Register for INT Off-Campus Internship Course
Center for Career and Professional Development

Before registering for the INT course, have you secured an internship?
It is the student’s responsibility to secure an off-campus internship. If you need assistance in where to look for an off-campus internship, the Center for Career and Professional Development can assist you.

Where do I go to register and pay for the course?
Students can add the course just like any other class through iROAR. If it is after the last day to register/add a class, contact: Kathy Horace or Kelly Becker. The course fee is $150, and you pay it in iROAR like usual.

What is the course prefix, course number, and section number?

<table>
<thead>
<tr>
<th>Off-Campus Internship Part-Time – minimum of 160 hours</th>
<th>Off-Campus Internship Full-Time – minimum of 170 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>INT 1010: 1st Part-time Internship Experience</td>
<td>INT 1010: 1st Full-time Internship Experience</td>
</tr>
<tr>
<td>INT 1020: 2nd Part-time Internship Experience</td>
<td>INT 1020: 2nd Full-time Internship Experience</td>
</tr>
<tr>
<td>INT 1030: 3rd Part-time Internship Experience</td>
<td>INT 1030: 3rd Full-time Internship Experience</td>
</tr>
</tbody>
</table>

I registered for the course. What are the next steps?
Log into Canvas to locate the INT course. Please note: the course may not be live until the first day of the term. All relevant course documents will be found within the course in Canvas. Kathy Horace or Kelly Becker will be in contact with you throughout the term.

In the meantime, we always suggest students follow up with Student Financial Services to discuss any questions regarding financial aid or scholarships.

What are the course requirements?
Contact and Responsibilities Form & Prospectus – On Canvas, you’ll find a copy of the INT - Off-Campus Internship Contact and Responsibilities Form. Please check the accuracy of your supervisor’s contact information when completing the form. At the bottom of the form, there are instructions for how to complete your prospectus for the internship experience. You will submit those documents via Canvas.

Internship Workshop – Since most INT students’ internship experiences are not in the Clemson area, we use an internship Power Point presentation. The presentation is available in Canvas. You will take a quiz within Canvas no later than the deadline provided on the course syllabus.

Hours Documentation – You are required to complete the minimum number of hours appropriate for your course by the posted deadline in the syllabus and provide documentation via an online teacher document located in Canvas.

Final Evaluations – Your last assignment for the internship course is comprised of one online evaluation, one to be completed by you and one by your supervisor. Both documents will be due at the end of the semester prior to final exam dates. The evaluations will be sent via email to you and your supervisor approximately three to four weeks prior to the end of the semester.

Questions – Contact Us!

<table>
<thead>
<tr>
<th>Kelly Horace</th>
<th>Kelly Becker</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Director of Graduate Programs &amp; Off-Campus Internships</td>
<td>Graduate Assistant for Graduate Programs &amp; Off-Campus Internships</td>
</tr>
<tr>
<td><a href="mailto:khorace@clemson.edu">khorace@clemson.edu</a></td>
<td><a href="mailto:kbeck@clemson.edu">kbeck@clemson.edu</a></td>
</tr>
<tr>
<td>864-656-3160</td>
<td>864-656-3497</td>
</tr>
</tbody>
</table>

We look forward to working with you!
INTERNSHIP & JOB SEARCH

The job search can feel overwhelming, so it’s helpful to break it into manageable steps. The good news is you don’t have to do every step in order. For example, you can start working on your resume before you identify what you want to do. Just start checking off as many of these activities as you can, and you’ll find yourself on the way to a great opportunity.

Step 1: Know yourself
☐ I have identified my personal strengths, skills, interests and values.
☐ I have made a list of possible job titles/fields of interest.
☐ I can name two or three careers/jobs I plan to pursue.

Step 2: Know where you want to work
☐ I have researched organizations or companies that hire someone with my skills, interests and background.
☐ I have researched potential career fields: typical entry level jobs, typical salaries, best geographic location for jobs, etc.
☐ I have identified the top three geographic areas where I’d like to live and work.
☐ I have identified at least 10 potential employers for the type of work I’m seeking.
☐ I have a system for keeping track of my contacts, interviews and other job-search activities.

Step 3: Get ready for the search
☐ I have registered with ClemsonJobLink, CareerShift, etc...
☐ I have created a LinkedIn profile and examined my social networking profiles to ensure proper content.
☐ I have had my resume(s) and cover letter(s) reviewed by a staff member at the career center.
☐ I have had my resume(s) and cover letter(s) reviewed by a professional/resume writer in my field.
☐ I have prepared a portfolio or work samples to highlight my experience, skills and talent. (if appropriate)
☐ I have developed my “30-second speech” for short encounters with employers.
☐ I have identified three individuals who will serve as references.
☐ I have prepared a reference sheet that is available if an employer wants it.
☐ I have developed interview skills.
☐ I have prepared for interviews by practicing my responses to typical questions and/or doing a mock interview.
☐ I have an interview suit that is appropriate for the field in which I plan to work.
☐ I have a professional-sounding answering machine/voice mail message in case an employer calls.
☐ I have a neutral/professional email address to give to employers.
☐ I have developed a list of potential networking contacts and keep in touch with them.
☐ I have conducted informational interviews with professionals, mentors, or contacts in my field to learn about their positions, experience in the field, and their internship/job search process.

Step 4: Start searching
☐ I have uploaded my resume(s) to ClemsonJobLink or other appropriate websites for my field.
☐ I regularly check websites for career opportunities knowing new opportunities are posted each day.
☐ I read the appropriate job search resources for my field(s) of interest.
☐ I follow up on every interesting job lead immediately knowing that just because a deadline is posted, doesn’t mean a company has to keep the position posted until that date.
☐ I keep a copy of my resume next to my phone in case I receive a call from an employer.
☐ I keep important information about a company with me in case I receive a call from an employer.
☐ I track the timelines each company gives me to ensure I am not aggressive in following up about the status of my application.
☐ I send thank you letters or emails to every person who interviews me.
☐ I have written acceptance or declining letters to all job offers to maintain a good reputation in my field.
The full-time employment and internship search for international students begins with the basics of job searching. Utilizing all the resources at your disposal will help to ensure success. This packet will serve as a resource for you as you seek full-time employment and internships in the United States.

For more information, visit:

Center for Career and Professional Development
316 Hendrix Student Center
864-656-6000
career.L@lists.clemson.edu

Office of Global Engagement's International Services
E-307 Martin Hall
864-656-3614
is@clemson.edu
INTERNERNSHIP & JOB SEARCH RESOURCES

Online Resources

- ClemsonJobLink & NACElink
  ClemsonJobLink is your connection to employers and job opportunities. In your ClemsonJobLink account, you can apply for jobs and sign up for on-campus interviews. At Clemson, we work with nearly 2,000 employers who recruit new college graduates from all industries. We are also part of a consortium of colleges throughout the country who share job listings. Because of these efforts there are a wide variety of part-time, internship and full-time job opportunities in ClemsonJobLink.

  Another resource within ClemsonJobLink is NACElink. It will connect you to over a million internship and job opportunities within and outside of the United States.

- Career One Stop
  America’s Career InfoNet. Search for employers contacts by location, industry and job types.

- CareerShift
  CareerShift offers the most comprehensive online resources, designed to support the #1 request of job seekers: an easy to use website to conduct and organize their job search.

- Going Global
  A web resource designed to help candidates search for, apply and secure internship and employment opportunities in major U.S. cities as well as internationally. Search the database of US employers who have sponsored H1B candidates.

- Online Internship Books
  Internship resource books

Diversity Career Resources

- General Information
- Minority Interests
- Women’s Interests
- Resources for People with Disabilities
- Gay/Lesbian/Bisexual/Transgender Interests
- Industry Specific Internship Links
- Books

Additional Resources:

- Occupational Outlook Handbook
- O’Net
### Internships by Majors at Clemson University Center for Career and Professional Development

<table>
<thead>
<tr>
<th>Major/ (Requirements)</th>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>College of Agriculture, Forestry, and Life Sciences</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Agriculture</td>
<td>INT 1010/2010</td>
<td>0 Hours</td>
</tr>
<tr>
<td>Agricultural Education (400 level classes)</td>
<td>AGED 4070</td>
<td>12 Hours</td>
</tr>
<tr>
<td>Agricultural Mechanization and Business</td>
<td>INT 1010/2010</td>
<td>0 Hours</td>
</tr>
<tr>
<td>Animal and Veterinary Sciences</td>
<td>AVS 3900</td>
<td>1-3 Hours</td>
</tr>
<tr>
<td>Environmental &amp; Natural Resources</td>
<td>INT 1010/2010</td>
<td>0 Hours</td>
</tr>
<tr>
<td>Food Science and Human Nutrition</td>
<td>INT 1010/2010</td>
<td>0 Hours</td>
</tr>
<tr>
<td>Forestry Resource Management</td>
<td>Summer Camp</td>
<td>7 Hours</td>
</tr>
<tr>
<td>Horticulture</td>
<td>HORT 2710/4710</td>
<td>1-6 Hours</td>
</tr>
<tr>
<td>Packaging Science (15 weeks required)</td>
<td>COOP 1010, INT 1010/2010</td>
<td>0 Hours</td>
</tr>
<tr>
<td>Plant and Environmental Sciences</td>
<td>INT 1010/2010</td>
<td>0 Hours</td>
</tr>
<tr>
<td>Pre-veterinary Medicine</td>
<td>INT 1010/2010</td>
<td>0 Hours</td>
</tr>
<tr>
<td>Turfgrass</td>
<td>INT 1010/2010</td>
<td>0 Hours</td>
</tr>
<tr>
<td>Wildlife and Fisheries Biology</td>
<td>INT 1010/2010</td>
<td>0 Hours</td>
</tr>
<tr>
<td><strong>College of Architecture, Arts, and Humanities</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Architecture</td>
<td>ARCH 4800</td>
<td>1-3 Hours</td>
</tr>
<tr>
<td>Art</td>
<td>INT 1010/2010</td>
<td>0 Hours</td>
</tr>
<tr>
<td>Construction Science and Management (800 Hour Log)</td>
<td>CSM 4500</td>
<td>1-3/0 Hours</td>
</tr>
<tr>
<td>English</td>
<td>ENGL 4990</td>
<td>3 Hours</td>
</tr>
<tr>
<td>History</td>
<td>HIST 2020</td>
<td>1-3 Hours</td>
</tr>
<tr>
<td>Landscape Architecture</td>
<td>LARC 2930</td>
<td>1-3 Hours</td>
</tr>
<tr>
<td>Language and International Health (FT &amp; class requirement)</td>
<td>LIT 4000</td>
<td>06 Hours</td>
</tr>
<tr>
<td>Language and International Trade (FT &amp; class requirement)</td>
<td>LIT 4010</td>
<td>00 Hours</td>
</tr>
<tr>
<td>Modern Languages</td>
<td>INT 1010/2010</td>
<td>0 Hours</td>
</tr>
<tr>
<td>Pan African Studies</td>
<td>INT 1010/2010</td>
<td>0 Hours</td>
</tr>
<tr>
<td>Philosophy</td>
<td>INT 1010/2010</td>
<td>0 Hours</td>
</tr>
<tr>
<td>Production Studies in Performing Arts</td>
<td>PA 2790</td>
<td>1 Hours</td>
</tr>
<tr>
<td>Religious Studies</td>
<td>INT 1010/2010</td>
<td>0 Hours</td>
</tr>
<tr>
<td>Women's Leadership</td>
<td>INT 1010/2010</td>
<td>0 Hours</td>
</tr>
<tr>
<td>World Cinema</td>
<td>INT 1010/2010</td>
<td>0 Hours</td>
</tr>
<tr>
<td><strong>College of Behavioral, Social, and Health Sciences</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Anthropology</td>
<td>INT 1010/2010</td>
<td>0 Hours</td>
</tr>
<tr>
<td>Communication</td>
<td>COMM 3900</td>
<td>3 Hours</td>
</tr>
<tr>
<td>Health Science (junior/ 2.0 GPR)</td>
<td>HLTH 4200</td>
<td>4 Hours</td>
</tr>
<tr>
<td>Justice Studies</td>
<td>JUST 4920</td>
<td>9 Hours</td>
</tr>
<tr>
<td>Nursing</td>
<td>INT 1010/2010</td>
<td>0 Hours</td>
</tr>
<tr>
<td>Parks, Recreation, &amp; Tourism Majors. (Senior/ 1.0 GPR)</td>
<td>PRTM 4040/4050</td>
<td>6 Hours</td>
</tr>
<tr>
<td>Political Science</td>
<td>POSC 3100</td>
<td>1-3 Hours</td>
</tr>
<tr>
<td>Psychology</td>
<td>PSYC 4930/4970</td>
<td>3/1-4 Hours</td>
</tr>
<tr>
<td>Sociology</td>
<td>SOC 4980</td>
<td>3 Hours</td>
</tr>
<tr>
<td>Sports Communication</td>
<td>INT 1010/2010</td>
<td>0 Hours</td>
</tr>
<tr>
<td>Youth Development Studies</td>
<td>YDP 4990</td>
<td>3 Hours</td>
</tr>
</tbody>
</table>
Undergraduate Internship Handbook
Center for Career and Professional Development

This packet of information is designed to assist you throughout your internship process. The following items are reviewed in this packet:

- The purpose of an internship
- The difference between co-op and internships
- The things you need to consider when searching for an internship
- The U.S. internship legal information
- The steps you should take during your internship
- The definitions of professional dress code
- The actions you should take after completing your internship

**PACKET KEY**

- **Flag** Indicates information that applies to internships within the U.S.
- **Globe** Indicates information that applies to internships abroad.
- **Flag + Globe** Indicates information that applies both U.S. and international internships.

Clemson
Internship Programs

Hendrix Student Center, Suite 316
Box 344007
Clemson, SC 29634-4007
864.656.6000
A part of Center for Career and Professional Development
## UPIC INTERNSHIPS BY MAJOR

Beginning the UPIC Internship search process can be difficult, especially when you don’t know what internships are out there that may work well with your major. This list shows a variety of Clemson majors, and the UPIC internships that may be most related or transferrable. Please note not all internships are listed. For a full list of available UPIC internships, please visit ClemsonJobLink.

<table>
<thead>
<tr>
<th>Arts</th>
<th>Campus Banner and Design-Chief Graphic Designer, Assistant Graphic Designer, Digital marketing intern Decipher Magazine-photographer, videographer, editor, Sonoco Institute</th>
</tr>
</thead>
<tbody>
<tr>
<td>Industrial and Product Design</td>
<td></td>
</tr>
<tr>
<td>Business</td>
<td>Watt Family Innovation Center- CI Marketing Intern, Madren Center-Event Operations Intern, Visitor Programs-Experience Clemson, Honors College-Student Coordinator for External Affairs Campus Life-Event Coordinator, Reservations Manager, HR Assistant, Venue Operations, Office of Budgets and Financial Planning, Office of VP of Finance and Operations, SPIRO- Analyst or Entrepreneur in Residence</td>
</tr>
<tr>
<td>Accounting</td>
<td></td>
</tr>
<tr>
<td>Business Administration and Management</td>
<td></td>
</tr>
<tr>
<td>Finance</td>
<td></td>
</tr>
<tr>
<td>Marketing</td>
<td></td>
</tr>
<tr>
<td>Education</td>
<td>Michelin Career Center- Career Development Intern, UPIC Intern VP Student Affairs, Office of Undergraduate Studies- Student Success Intern, Bridge to Clemson Program, National Dropout Prevention Center, Osher Lifelong Learning Institute</td>
</tr>
<tr>
<td>Early Childhood Education</td>
<td></td>
</tr>
<tr>
<td>Elementary Education</td>
<td></td>
</tr>
<tr>
<td>Special Education and Teaching</td>
<td></td>
</tr>
<tr>
<td>Health Professions</td>
<td>Student Health Center- CAPS, Aspire to Be Well, Alcohol and Other Drug Initiatives, Healthy Campus Office of Access and Equity, PRTM Outdoor Lab, School of Nursing- Nursing Informatics, Campus Recreation- Fitness and Wellness; Dept. of Public Health Science-GHS Intern</td>
</tr>
<tr>
<td>Health Care</td>
<td></td>
</tr>
<tr>
<td>Nursing</td>
<td></td>
</tr>
<tr>
<td>Parks, Recreation and Leisure Studies</td>
<td></td>
</tr>
<tr>
<td>Humanities</td>
<td>Watt Family Innovation Center- Chief Graphic Designer, Assistant Graphic Designer Office of Global Engagement- Graphic Designs Intern, Communications Coordinator, Study-Abroad Intern, Office of Media Relations- Writers, Public Affairs- Digital Marketing and Recruitment Marketing, Visitor Programs- Admissions, Honors College- Student Ambassador Student Affairs Publications- UPIC Magazine and C&amp;D Designer/Writer Faculty Senate,Pearce Center for Communication, Office of Community and Ethical Standards Sociology and Anthropology- Community studies intern CSA Media Relations-Multimedia journalist</td>
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<td>Communications</td>
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<td>Economics</td>
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<td>English</td>
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<td>Foreign Language and Literatures</td>
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<td>History</td>
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<td>Political Science and Government Psychology</td>
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<td>Rhetoric and Composition</td>
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<td>Sociology</td>
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<td>Spanish Language and Literature</td>
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<td>Science, Technology and Math</td>
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<td>Animal Sciences and Husbandry</td>
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<td>Aquaculture</td>
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<td>Architecture</td>
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<td>Bioengineering/Biomedical Engineering</td>
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<td>Biology</td>
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<td>Chemical Engineering</td>
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<td>Civil Engineering</td>
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<td>Computer and Information Studies</td>
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<td>Computer Engineering</td>
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<td>Electrical Engineering</td>
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<td>Engineering Technology</td>
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<td>Food Science</td>
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<tr>
<td>Industrial Engineering</td>
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<tr>
<td>Mechanical Engineering</td>
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Building Your Network

It is also important to find time to build your personal network through conferences and chambers of commerce as well as other organizations.

Conferences.

L&IT Annual Conference
http://www.clemson.edu/caah/departments/languages/academics/linit/linit-conference/index.html

Forum for German and Spanish in the Professions
http://www.clemson.edu/caah/departments/languages/events/IFGSinprofessions.html

Language Professional Societies at Clemson University
http://www.clemson.edu/caah/departments/languages/academics/linit/linit-professional-societies.html

Chambers of commerce and Professional organizations

Greenville Chamber of Commerce   http://greenvillechamber.org/

As well as country-specific chambers of commerce

Carolinas Chinese Chamber of Commerce

French-American Chamber of Commerce
http://www.facccarolinas.com

German-American Chamber of Commerce
http://www.gaccsouth.com/

Japan-America Society
http://jasgeorgia.org/

Hispanic Alliance
http://hispanicalliancesc.com/
Another option to the internship is a Co-Op

What is Co-op?

The Co-op Concept
The Cooperative Education (Co-op) Program enables students to alternate semesters of academic study with paid, career-related semesters of work. A basic goal of the program is to help bridge the gap between the academic community and the world of work. Cooperative Education, as the term implies, represents a partnership between the University, the student, and various participating industry, business, and government agencies.

Sample Co-op Work Plans
Three work periods, to include a summer, fall and spring semester, are required to obtain the minimum 12 months of experience needed to earn the Cooperative Education Certificate, which is awarded at graduation. Co-oping is not a summer job program.

Below is a sample alternating work plan of a student who begins co-oping the summer semester following his/her freshman year:

<table>
<thead>
<tr>
<th></th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
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<tbody>
<tr>
<td>Freshman</td>
<td>School</td>
<td>School</td>
<td>Co-op</td>
</tr>
<tr>
<td>Sophomore</td>
<td>School</td>
<td>Co-op</td>
<td>School</td>
</tr>
<tr>
<td>Junior</td>
<td>Co-op</td>
<td>School</td>
<td>School or Co-op*</td>
</tr>
<tr>
<td>Senior</td>
<td>School</td>
<td>School</td>
<td>School</td>
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<tr>
<td>Fifth year</td>
<td>Students should graduate some time during their 5th year, depending on the number of work sessions completed.</td>
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</table>

*students may work additional work periods beyond the required three sessions with the permission of their employer. There is no set limit on the maximum number of periods a student can work.

Back to Back Option
Due to academic considerations or special employer requests, students can work back-to-back periods of employment. Normally this would be a summer-fall combination, or a spring-summer. One additional fall or spring work period would be needed to earn the co-op certificate if you are a student in the College of Engineering and Science.

Eligibility
The Cooperative Education Program is limited to undergraduate students who:

1) Have completed 27 semester hours prior to beginning work.

2) Have a cumulative GPA of 2.45 or higher.

3) Are full-time students (minimum of 12 semester hours)

Transfer students may begin interviewing during their first semester at Clemson if they meet all eligibility requirements.
For more information:

Go to the Clemson University Co-op Website: http://www.clemson.edu/coop

Or visit the Co-op office, located in Suite 316 Hendrix Center, tel. (864) 656-3150+

**Additional Resources**

- **Competency Initiative – Unleash your Inner Tiger – website includes fillable handouts and resources** - [https://career.sites.clemson.edu/core/](https://career.sites.clemson.edu/core/)

- **Career Counseling Hours and Information**
  - [https://career.sites.clemson.edu/michelin Career Center/career_development_recruiting/counseling.php](https://career.sites.clemson.edu/michelin Career Center/career_development_recruiting/counseling.php)

- **Events** - [https://career.sites.clemson.edu/events.php](https://career.sites.clemson.edu/events.php)

- **Career Videos**
  - [https://career.sites.clemson.edu/michelin Career Center/career_development_recruiting/workshops.php](https://career.sites.clemson.edu/michelin Career Center/career_development_recruiting/workshops.php)

- **Additional Handouts**
  - [https://career.sites.clemson.edu/michelin Career Center/career_development_recruiting/web_handouts.php](https://career.sites.clemson.edu/michelin Career Center/career_development_recruiting/web_handouts.php)

- **Want to Learn What Clemson Students are Doing After Graduation (Employers, Salaries, etc…)**
  - [https://career.sites.clemson.edu/data-analytics/](https://career.sites.clemson.edu/data-analytics/)

- **Clemson International Internship Option (Deadline to apply Feb 1, 2018)**
  - [https://career.sites.clemson.edu/internship_programs/international_internships/](https://career.sites.clemson.edu/internship_programs/international_internships/)

- **Internship Packet – Look for the pages with the globe for international information**

For “International Internships: How to Search and What to Expect,” a presentation by Clemson Center for Career and Professional Development, see the following link:

Section 10

After Graduating: job search, advanced degree, etc.
**College of Business**  
**College of Behavioral Sciences.**  
**Alternatives for improving L&IT employability/job quality:**  
Also, contact these Advisors if doing related courses at another institution or abroad.  
If you have two years left, check with the appropriate undergraduate coordinator for specific concerns related to your field:  

**Contact information for College of Business Undergraduate Coordinators:**

Management: Liz Laxton pope4@clemson.edu ; Si Bischof sbischo@clemson.edu  
Marketing: Rob Massey massey@clemson.edu, 252B Sirrine  
Finance: Josh Harris jwharri@clemson.edu 656-2677  
Accounting: Mike Mendonca mendonc@clemson.edu 326 Sirrine, 656-3245  
Economics: Robert Fleck rfleck@clemson.edu, 228 Sirrine, 656-3481  
Economic Research: Dr. Raymond Sauer sauerr@clemson.edu, 228 Sirrine, 656-3481  
TREE Program: Dr. Andy Hanssen fhansse@clemson.edu, 220B Sirrine, 656-5474  
International Business Honors Program: Gabriela Peschiera, gpeschi@clemson.edu, 656-3407

**Contact information for the College of Behavioral Social and Health Sciences**

Political Science: (juniors and seniors) Adam Warber awarber@clemson.edu, 231A Brackett, 656-1828 ; (freshmen and sophomores) Mr. Jason Chavis, 327 Brackett, jcchavi@clemson.edu  
Psychology: for general inquiries:  
[https://www.clemson.edu/cbshs/departments/psychology/undergraduate/ugrad-faq.html](https://www.clemson.edu/cbshs/departments/psychology/undergraduate/ugrad-faq.html)  
Should you have questions about work to be taken abroad, please contact Cindy Pury, cpury@clemson.edu  
Sociology: Jennifer Holland hollan2@clemson.edu, 130D BRACKETT HALL, 656-2018
2. If you are close to graduation and have no slack left for more courses: Look at MBA options now to pursue after graduation. Buy a GMAT study book and do some test runs.
   * all the top 20 programs have international business imbedded in them – but most don’t accept applicants without 2 or more years work experience.
   * Below the top 20 programs, look at US News international business rankings. In some cases, they will take excellent students without work experience.

3. Research-based versus professional graduate programs
   - Master of Marketing program at Clemson
   - MS in APEC – thesis or non-thesis options
     - Statistics emphasis
     - Agribusiness emphasis
     - Economic development emphasis
     - Natural resource economics emphasis

4. APEC 4900 (003) International Economic Research class. (see Dr. Sauer)
   - Requires 3.2 GPA
   - Permission of instructor (pre-admission interview by instructor required)
   Curriculum vitae and unofficial transcript sent ahead of interview If you are planning to study abroad in either
   - Bamberg
   - Alicante
   - UCL (L’Universite Catholique de Louvain), please see Mandy Prorok, mprorok@clemson.edu | 864.656-2750
Section 11

L&IT 4000
Internship Report
Catalogue Descriptions:

After completing the internship, students register for three credits in L&IT 4000 and write a research paper in the target language on the company or organization of the internship.

Prerequisites for L&IT 4000

L&IT 4000 is designed for L&IT majors who have completed an internship (or co-op) with an international company or organization, either in the USA or abroad. Students in other majors may be admitted on a case-by-case basis, provided they have completed an appropriate internship and are capable of writing a research paper in a language other than English.

Course Requirements:

There are two steps to completing L&IT 4000 Internship Requirement:

I. Complete an internship with an international company of a minimum of 140 hours, either in the United States or abroad. You do not need to sign up for any credits during this work period, unless the company where you are working specifically requires it.

II. In the semester following the internship, sign up for three (3) credits of L&IT 4000 and write and 8-10 page research paper in the target language on the company where you worked. You will be assigned a faculty advisor and given a set of guidelines.

Grading:

The internship requirement is fulfilled only when the faculty advisor has approved the final version of the L&IT 4000 paper. All grades are Pass/Fail.

Credits:

After completing the internship, you should enroll in L&IT 4000 for three credits during the semester (Spring, fall, summer I or Summer III) when you plan to write the paper about the company where you interned. Please note that L&IT 4000 is a variable credit course, where the default on the computer is for just 1 credit. * Be sure to indicate that you want 3 credits. Note that this required course is for a grade of Pass/Fail.

- The variable credit option is available for those rare cases when an international employer insists that a student be enrolled at an accredited university during the period off the internship, even in the summer. In such case, the student signs up for just 1 credit in the summer and 2 more in the fall (or whenever s/he will be writing the paper), for a total of 3 credits.

Other option to remain registered while on internship

Topics and Length:
Your L&IT 4000 paper should be on one of these topics:

1) A detailed profile of the company where you did your internship (see Appendix 1A or B) or
2) An analysis of a problem within the company where you interned (see Appendix 1A or C).

*If for any reason you wish to write about a company other than the one where you interned, you need to see your L&IT advisor for approval of your topic.*

The paper should be between 2,000 and 2,500 words in length, approximately 8-10 typed pages. Papers should be written in the target language. See Appendix 1 for guidelines.

Guidelines and procedures:

Each student will be assigned a faculty advisor, who will help the student refine the topic, establish deadlines for drafts, and guide the student in the final editorial process. It is the responsibility of the student to get in touch with hi/her advisor. The initial meeting should take place during the first two weeks of the semester to select a topic for the paper.

The role of your advisor is as follows:

1) To approve your topic
2) To help you clarify/focus/refine your topic if necessary
3) To edit your first draft, with recommendations about any necessary changes in content, organization or mechanics (grammar and spelling)
4) To make further suggestions for as many drafts as are necessary.
5) To approve the final draft and submit the final grade
6) To set all deadlines for first and final drafts
7) To turn in a final hard or digital copy of your paper to your advisor.

Policies on Withdrawals, Incompletes:

1. Any student who has not contacted his or her advisor by the third week be dropped from the course. That student will receive a grade of W (Withdraw)
2. A student who realizes mid-semester that he/she cannot possibly complete the paper on time must either withdraw or take an incomplete.
3. The policy on grades of Incomplete (I) is explained in the Clemson University catalogue: “Incomplete indicates that a relatively small part of the semester’s work remains undone. Students are allowed thirty days after the beginning for the next scheduled session, excluding summers and regardless of the student’s enrollment status, to remove the incomplete grade. Normally, only one extension for each I may be granted, and this under unusual circumstances. A letter grade of I converts to F unless the incomplete is removed within the time specified.”
Extra help:

If you have questions regarding this requirement, please contact your L&IT advisor. The list of advisors can be found in section 1 of this handbook. See Appendix 3 for guidelines on writing the papers and Appendix 4 and Appendix 5 for suggested outlines.
Section 12

eDossier and Exit Exam
eDossier

It is a requirement for completion of the L&IT degree to complete a comprehensive eDossier. During your last semester at the university you will be required to complete an eDossier providing an overview of your various experiences in the L&IT program including study abroad, internship, leadership, studies, etc.

Guidelines for Comprehensive Portfolio (eDossier)

http://www.clemson.edu/caah/departments/languages/resources/edossier.html

Exit Exam

In addition, students of foreign language must also complete an exit exam which evaluates their level of language competency.

http://www.clemson.edu/caah/departments/languages/resources/exit-exam.html
Section 13

Appendices
Appendix 1  Other audio-visual and print resources (Section 5)

French

http://www.directetudiant.com/
http://www.en-stage.com/
http://www.internabroad.com/France.cfm
http://www.iquesta.com
http://www.offres-stage.com/
http://www.kapstages.com/
http://www.etudis.com/index2.htm
http://www.recrut.com/
http://www.lefigaro.fr/etudiant/
http://www.jobstage.com/
http://debutants.monster.fr/
http://www.cidj.asso.fr
http://www.demain.fr/default.asp?t=2
http://www.capcampus.com/stage/stageoffre.htm
http://www.talents.fr/
http://www.lexpress.fr/reussir/col/
Appendix 2  Businesses and Organizations (Section 9)

Companies employing L&IT majors

French

Michelin USA
Office of the UN High Commissioner for Human Rights
Military Intelligence Officer, US Army
CNN Tuner Broadcasting Systems
Saint-Gobain
Amazon
International Trade Coordinator at AFL
Mos Sa, International Steel Trading and Development
Scansource
Indeed.com
USA Today Network
US Department of State
Procter and Gamble
Golub Capital, New York
Expeditors
Sandler & Travis Trade Advisory Services

International Companies with branches in the US

Alstom, France, Rail Transport (http://www.alstom.com/france/)
Arianespace, Satellite Launching (http://www.arianespace.com/)

AXA, France, Insurance and Investment (https://us.axa.com/home.html)

BNP Paribas, France, Banking (http://usa.bnpparibas/en/)

Bombardier, Canada, Aerospace (http://us.bombardier.com/us/home.htm)

Carrefour, France, Retail (http://www.carrefour.com/)


Danone, France, Food (www.danone.com)

Dassault, France, Aerospace (https://www.dassault-aviation.com/en/)

Lafarge, France, Construction (http://www.lafarge-na.com/)

L’Oréal Group, France, Cosmetics (http://www.loreal.com/)

Louis Vuitton, France, Luxury Retail (https://www.lvmh.com/)

Michelin, France, Automobile Tourism (http://jobs.michelinman.com/eng/)

Nestlé, Switzerland, Food Processing (http://www.nestle.com/)


Publicis, France, Advertising (http://www.publicis.com/)


Sanofi Aventis, France, Pharmaceuticals (http://www.sanofi.us/l/us/en/index.jsp)

Schneider, France, Energy Management (http://www.schneider-electric.com/ww/en/)

Sodexo, France, Quality of Life Services (http://www.sodexo.com/home.html)

Veolia, France, Environment (http://www.veolianorthamerica.com/en)

German

BMW
Draexlmaier Automotive
Tognum (MTU)
Expeditors International
Wieland North America
Roechling Automotive
Bosch-Rexroth
ZF Transmissions
VW Manufacturing
Appendix 3  LIT 4000 Project Types (Section 11)

5A. Guideline for Writing an L&IT 4000 Paper

1. Make an outline of the key points you plan to make in your paper. Make sure that these ideas follow logically from one another. This step is vital!

2. Begin your paper with an introductory paragraph. State:
   a. that you did an internship, where, and for how long; the company with which you interned; and the main ideas covered in your paper (these are usually the headings of the major sections). OR
   b. state the name of the company that is the subject of your research and state the main ideas covered in your paper. OR
   c. state the thesis of your paper and outline the main ideas that will be covered.

3. Give a meaningful title to your paper. “My Summer Internship” is not good enough.

4. Use headings to separate major sections of your paper. Begin each major section of your paper with a summary paragraph of the topics that are going to be covered under that heading.

5. If you refer to charts or graphs that are too cumbersome to be in the body of the paper, refer the reader to where these items can be found (such as in the appendices).

6. Always give titles to your charts, and give headings to each column in the chart. Separate charts from the body of the paper with an extra space.

7. Be constantly aware of the reader – can someone who hasn’t been to company x or country X follow your thought process? Can someone who is unfamiliar with your topic follow your ideas?

8. Write a concluding paragraph that has a big impact such as: what you feel will happen to the product the company makes over the next several years: what you forecast will happen to the company in question; your outlook for the company in general.

9. Proofread your paper, paying particular attention to:
   a. The flow of ideas – does one section lead logically to the next?
   b. Paragraph structure – all paragraphs must have at least two sentences.
   c. Grammar, especially subject-verb agreement and noun-adjective agreement;
d. Long sentences with many clauses that might be difficult to follow.

e. All citations must be acknowledged with footnotes, according to MLA guidelines or other standard style manual.

f. Sources for your research must include at least two sources not on the internet or web.
Appendix 4  Suggested outline: Detailed profile of a company * (Section 11)

This outline is intended as a guide, not a mandatory outline. You can add/delete topics according to the characteristics of the company and of the products or services.

1. Brief history of the company
   Number of years in the market
   Size
   Competitive advantage
   Financial situation

2. Product/service
   Description of product or service
   Production/cost
   Factories/Facilities/number of employers.

3. Organization
   Basic department/hierarchy/management
   Special departments: technological processes, quality control, etc.

4. Marketing
   Promotional activities
   Product policies (specification, packaging, design)
   Setting prices
   Publicity

5. Sales force
   Organization and sales techniques
   Dividing up the market
   Strategies

6. Distribution
   Local market
   Distributors

7. Imports/Exports

8. Strategies for expansion and growth
   Mergers, local markets and other markets, plans for credit, expansion, etc.

*NOTE: if you did an internship with the company, include an introductory paragraph stating that you did an internship, Where and for how long?
Also include in your paper the nature of your duties.

Did your work have international or cross-cultural aspects?

Did you use foreign language in your work? For what purpose?

What percent (would you estimate) of the flow of documents within and without the firm is written in a foreign language?

In what way was your work specific to your technical option with the L&IT degree?
Appendix 5  Suggested outline: Analysis of a problem within a company where you interned

1. Introduction
   Description of the company
   Product/Services
   Market
   Other pertinent information

2. Your own involvement with the company
   Length of time you interned there, dates.
   Division in which you worked
   Nature of your responsibilities

3. Problems that the company faces
   Description of each problem (with examples)
   Relationship between the problems
   Causes (general and specific)
   Consequences: impact on the company, the customer, and the market

4. Proposed solutions
   General suggestions
   Specific suggestions
   Advantages
   Disadvantages
   Prediction of success or failure

5. Presentation of a pilot plan
   Structure
   Means to carry it out (investment of personnel, time, cost)
   Short-range and long-range benefits

6. Conclusion
   Emphasis on the positive aspects
Appendix 6: Suggested Outline: Personal Reflection on LIT Internship

This outline is intended as a guide, not a mandatory outline. You can add/delete topics according to the characteristics of the company and of the products or services.

1. Introduction
   Company, Date, Location of internship
   Detailed information about the company
   Date of founding, country of origin, etc.
   Industry, position within the industry
   Date of arrival in the US or other country (as applicable)

2. How you came upon this internship
   Contacts
   Application and interview process

3. Your expectations upon starting this internship

4. Your duties in the internship

5. What you learned about the industry, business culture

6. What you feel you still need to learn.

7. Final thoughts