# ELON UNIVERSITY

## Student Professional Development Center

### First-year
- Resume
- Informational Interview
- EJN Profile
- LinkedIn Profile
- Two Assessments

### Second-Year
- Experiential Experience/Co-op
- Professional Discovery Week (PDW)
- Job & Internship Expo
- Graduate and Professional School Fair or Teacher Fair

### Third-Year
- Mock Interview
- Update Resume
- Employer Information Session
- Etiquette Dinner

### Fourth-Year
- BUS Majors: Case Study Interview
- COM Majors: Reel or Portfolio
- Transitions Strategies Course
- Reflection Paper

## Objectives/Qualifiers/Accomplishments

### Registration-01
- Obtain a C²C Rewards card and First Reward, a DigiClean wipe, by stopping by the Student Professional Development Center located in Moseley Center, room 140.

### Resume-02
- C²C member must **schedule two sessions** with SPDC professional staff to create, or update resume, preferably first-year and third-year. Resumes must be completed in advance of an internship and required for on-campus employment.  
  - If C²C member has an existing resume, this will be an opportunity to have it reviewed.

### Informational Interview-03
- C²C member must utilize the [Elon Job Network](#)/Elon Mentor Network or [LinkedIn](#) to identify an individual working in a company of his/her interest.  
  - The C²C member must schedule a 15-30 minute informational interview with the mentor. (phone, video-conference, Skype, or in person) There are five interview suites available in the SPDC that are equipped for this purpose.  
  - The C²C member must also **provide questions** and answers discussed during the informational interview to SPDC ambassador or professional staff.
**Completed EJN Profile-04**
- C²C member must develop an in-depth EJN profile. This includes uploading a revised version of his/her edited resume.
  - C²C member must understand how to seek employment and internship opportunities, and how to maintain their professional profile. Profiles will be reviewed by a career advisor during the time of their appointment.

**LinkedIn Profile-05**
- C²C member must establish a LinkedIn profile and have its completeness verified by a career advisor during the time of their appointment.
  - If an existing profile exists, the objective can be met by meeting with advising staff to review and revise and learn advanced features and capabilities of LinkedIn.

**Career Assessment-06-06A**
- C²C member must complete two career assessments: Strong (identify career-related interests and possible career options), and MBTI (understand personality type and how personality preferences might impact career choices).
  - The C²C member must schedule two meetings: One 30-minute and one 60-minute meeting for each assessment to review outcomes.
  - The first appointment is informational and will last 30 minutes. C²C member will receive instructions for taking the assessment of their choice.
  - A follow-up one-hour appointment must be scheduled to review the assessment for an interpretation.

**First Year Reward-07**
- C²C member has now gained a good foundation for a successful beginning and deserves a reward, and can pick up a BPA free Bottle with twist lid and carry handle by stopping by the Student Professional Development Center located in Moseley Center, room 140.

**Exploring Internships/Co-ops-08**
- To discover how to utilize SPDC resources to meet one of the five experiential learning requirements at Elon - a C²C member must schedule an appointment with an advisor or the director of internships, in the Office of Career Services, Love School of Business or the School of Communications to discuss internship interests and gain a solid understanding of the Experiential Learning program.
  - Note: students engaged in only one ELR at Elon had an employment rate of 14% compared to 47% for the whole graduating class. Likewise, 14% were accepted into graduate school compared to 40% for the whole graduating class. Source: Elon team at AAC&U summer institute-July 2012.

**Professional Discovery Week-09**
- C²C member must attend and participate in one Professional Discovery Week event to build his/her network, discover plans of action, and to increase real world expectations.

**Job & Internship Expo, Graduate & Professional, and Teacher Fair-10**
- C²C member must attend a Job & Internship Expo, Graduate & Professional, or Teacher Fair. The opportunity allows the C²C member to learn in-depth information about companies, employment opportunities, and graduate and professional school opportunities.

**Second Year Reward-11**
- C²C member has now gained a good foundation for a successful beginning and deserves a reward, and can pick up a pad folio by stopping by the Student Professional Development Center located in Moseley Center, room 140.

**Mock Interview-12**
- C²C member must schedule an appointment for a 30-60 minute mock interview. The advisor will complete an evaluation. If the evaluation meets expectations, the objective is achieved. If evaluation is less than satisfactory, the C²C member must schedule an appointment for a mock-interview and meet expectations in the evaluation to achieve completion of the objective.
This objective will sharpen the C²C member’s interview skills and introduce him or her to possible interview questions.

**Finalize Resume - 13**

- C²C member must schedule a follow-up appointment to update their resume. The objective will be met when the advisor reviews and approves the updated version of the C²C member’s resume.

**Employer Informational Session - 14**

- C²C member must attend an employer information session to gain an understanding of the employer, internship and employment opportunities, and corporate practices.

**On Campus Interview Recommended, not required - 00**

- C²C member should attempt to schedule an on-campus interview with an employer. This objective is not mandatory for completion of the program, but highly recommended.

**Third Year Reward - 15**

- C²C member has now gained a good foundation for a successful beginning and deserves a reward. Member will get $25 added to their Phoenix Card. Stop by the Student Professional Development Center located in Moseley Center, room 140, to let staff know if you want phoenix cash or food dollars.

**Transitions Strategies Course - 16**

- C²C member must enroll and achieve a passing grade in one COE 310: Transitions Strategies Course. TS courses are offered fall, winter, and spring terms.
  - Note: Members earn 9 rewards during Pam Brumbaugh's TS class!

**Awards and Recognition Gala Etiquette Dinner - 17**

- At the end of each academic year, the Student Professional Development Center will host a catered dinner for C²C members. Each member’s achievements and progress in the program will be recognized, and new members will be acknowledged. Employers and alumni that work in an array of industries will be invited to attend this wonderful networking event.

**COM Students only - Portfolio or Reel - 18**

- C²C member must complete a portfolio and reel outlined by the Associate Director of Career Services or the Director of Internships for the School of Communications.

**BUS Students only - Case Study Interview - 19**

- C²C member must participate in a case study interview with the Associate Director of Career Services or the Director of Internships for the Love School of Business.

**Rewards Program Reflection Paper - 20**

- C²C member must submit to a 200-300 word reflection paper that discusses how the program has benefited him/her, and who they worked with in the Student Professional Development Center. The paper must be submitted before a certificate is awarded.
  - Note: The paper may be chosen to be used as testimonial to the benefits of being a member in marketing efforts.

**Certificate of Completion - 21**

- Obtain your certificate stating that you have completed all C²C objectives and have prepared yourself with a strong foundation for a successful beginning to your professional life. Certificate will be awarded at the rewards and recognition dinner.
- Attend the C²C rewards and recognition dinner. Your name will be placed in a random drawing for an iPad, or be one of nine members to have a chance at winning a $100 Target gift card.
  - Note: Members must be present to win.