

COVID-19 RESOURCE GUIDE



Experiential
Learning

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ABOUT THE GUIDE

In order to stay focused and take advantage of opportunities, Experiential Learning has compiled a list of resources and steps students can take to continue their professional development and remain marketable.

OUR SERVICES

Experiential Learning is open and operating on a fully-remote basis, and our team is here to support you.

ADVISING

We offer 30-minute appointments, Monday – Friday, via phone or video. Appointments are available for: **internship advising, internship course registration (including CPT), resume and cover letter review, and interview preparation**. Appointments made in [Handshake](#).

WORKSHOPS

We offer many workshops designed to assist you with the internship search process and gaining experience. Check the “**Events**” section in [Handshake](#) to learn more!

EMPLOYER MEETUPS

Are a great way to connect with employers and learn about the organization and what opportunities they offer. Check the “**Events**” section in [Handshake](#) to learn more!



Internships | Interviews | Careers | Events | Resources

About Handshake

Handshake is your one-stop-shop for career-related services and resources!

- Search for internships and jobs
- Schedule advising appointments
- See upcoming events and workshops

Searching for Internships

Handshake available to all UCF students and alumni. Through Handshake you can search for internships and jobs, sign-up for interviews, RSVP to events and workshops, and much more!

Remember to filter for “**remote**” positions or use “**remote/virtual**” in your keyword search.

Scheduling an Appointment

- Log into Handshake
- Select **Career Center**, then **Appointments**, then **Schedule a New Appointment**
- Click **Experiential Learning**, then **select the appointment type**
- Select the Experiential Learning staff, then the date and time that fits your schedule

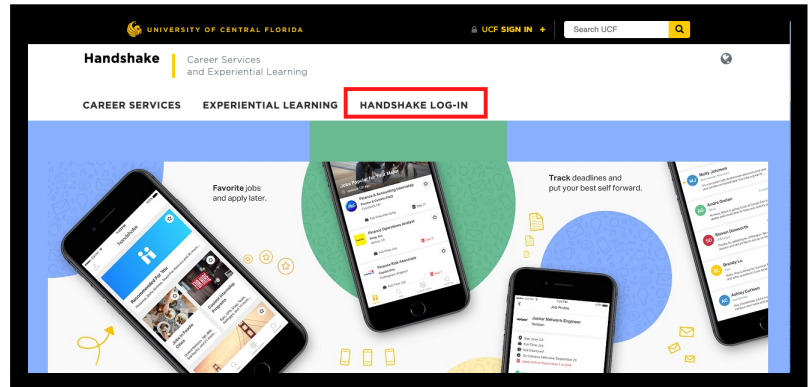
Handshake Hints & Training:

Handshake has a great [Help Center](#) full of Q & As, short videos, tutorials and materials to help you find your way!

ACCESSING HANDSHAKE

STEP 1:

Visit csel.ucf.edu and click "Handshake log-in"



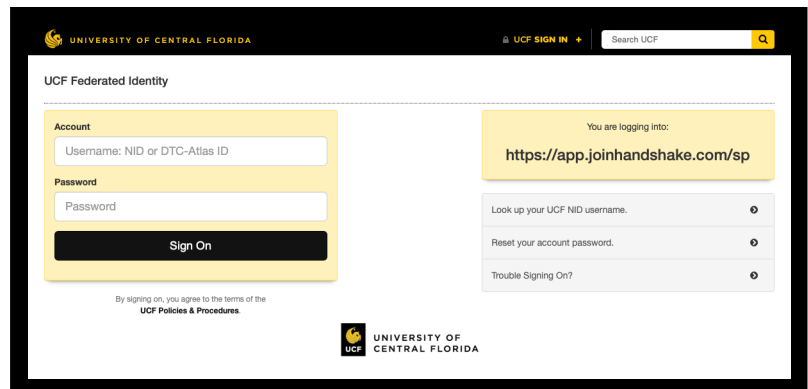
STEP 2:

Click "University of Central Florida" box



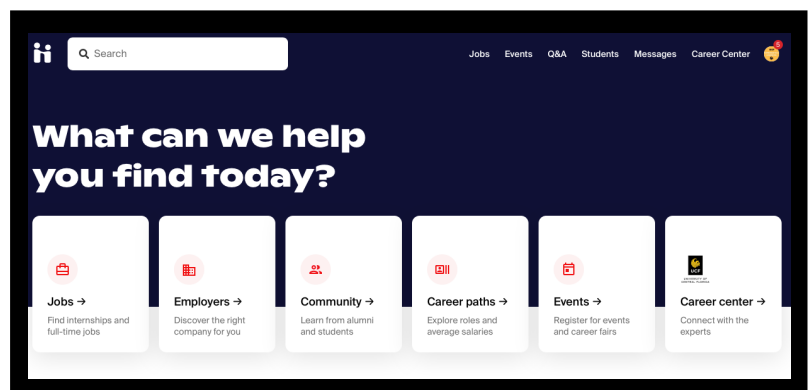
STEP 3:

Sign in using your NID and password



STEP 4:

You're in! Complete your profile and starting using Handshake



VIRTUAL WORK EXPERIENCES AND INTERNSHIPS

Career Shift

CareerShift is an online tool that allows students to search for internships and jobs from multiple job boards and company postings. Students and alumni can also find up to date contact information for millions of companies.

LinkedIn Jobs

Search LinkedIn for internships and jobs associated with your network, and access many other opportunities

Parker Dewey

Parker Dewey provides students with access to listings for “micro internships” or project-based work. These paid projects are with companies across the U.S. and are within a variety of industries and disciplines. Opportunities typically last between 5 and 40 hours and are an excellent way to gain valuable industry experience.

Virtual Student Federal Service (VSFS) Program

Through the VSFS program students work on projects that advance the work of government. Projects include helping counter violent extremism, strengthening human rights monitoring, developing virtual programs, engaging in digital communications, mapping, economic and political reporting, data analysis, graphic design, and app building. **Applications accepted between July 1-31.**

Who's Still Hiring

- [500 companies hiring students on Handshake right now](#)
 - [LIVE updates showing internship openings at companies](#)
 - [LinkedIn: "Here's who's hiring right now"](#)
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SKILL BASED LEARNING

Inside Sherpa:

InsideSherpa is a free online training program that offers multiple opportunities to learn specific skills through tasks that actually simulate what employees are asked to perform in their jobs. Any student, regardless of university degree, prior experience, location or year group, can now experience working at some of the world's top firms.

MindSumo

A platform that collects projects called "challenges" from major companies across the country. They target college students to take on the challenges and propose solutions to the problems. Challenges range from quick and fun to highly technical.

LinkedIn Learning

Complete courses to add to your LinkedIn profile and resume. Trending skills are data analysis, graphic design and excel!

Coursera

An online learning platform in which students can foster and refine their career readiness by taking flexible online skill-development classes.

Certifications

CareerOneStop's Certification Finder allows you to search for professional development opportunities in your industry,

Free Online Courses

edX offers over 2500 free online courses from 140 top institutions. Courses are offered in a variety of subjects.

VOLUNTEERING

Idealist:

An international nonprofit job board that also allows you to search local volunteer opportunities and organizations near you. Proactively reach out to organizations of interest to offer your skills and time.

United Nations Volunteers

UNV connects you with organizations working for peace and development in need of skills like research, writing, art, and design.

Smithsonian Digital Volunteers

The Smithsonian Institution is the world's largest museum, education, and research complex. Help make their collections more accessible by volunteering online to transcribe historical documents or edit Wikipedia articles related to their artifacts and research.

Amnesty Decoders

Operated by Amnesty International, volunteers help conduct research into global human rights violations.

Translators Without Borders

For those fluent in more than one language, check out this nonprofit that combines language skills with humanitarian aid. Volunteers provide translations to international organizations that focus on crisis relief, health and education.

DoSomething.org

DoSomething empowers young people to enact social change. Volunteer online through one of our campaigns to help solve real-world problems.

PROFESSIONAL DEVELOPMENT

- Update your resume, Handshake profile, and LinkedIn profile
- Clean your online presence
- Complete a personality or career assessment
- Complete a practice interview
- Craft and/or practice your elevator pitch
- Listen to industry-related or career-related podcasts
- Conduct informational interviews
- Find a mentor
- Build a professional portfolio

OTHER WAYS TO INCREASE MARKETABILITY

- Learn another language
 - Create a website or online portfolio
 - Ask professors if you can assist with their research
 - Manage a website or social media presence for a local organization
 - Develop sample communications and marketing materials
 - Open a brokerage account to trade
 - Connect with local companies or alums doing interesting work. Propose a project you would like to help them with
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ADDITIONAL RESOURCES

Career Services

Career Services staff are available to assist students with Career Exploration and Employability. Services include:

- Career Assessments
- Workshops
- Employer Events and Fairs
- Practice Interviews

You can view their [Career Toolkit during COVID-19](#)

UCF Counseling and Psychological Services

Feeling overwhelmed and need to speak to someone? Staff in Counseling and Psychological Services can help. Visit the [CAPS](#) website to learn more and schedule an appointment.

Mental Health Resources

- [National Career Development Association Career and Mental Health Resources](#)
- [National Alliance on Mental Health COVID-19 Resource and Information Guide](#)

Pivot

Search research funding opportunities and match these with researchers within or outside your organization. Updated daily with vetted information from funding sources.

FREQUENTLY ASKED QUESTIONS

Is the Experiential Learning office open?

The Experiential Learning office is open during regular hours (8 a.m. to 5 p.m. Monday - Friday) for phone and video chat appointments.

What services are Experiential Learning providing remotely?

Students can schedule an appointment for: **internship advising, internship course registration (including CPT), resume and cover letter reviews, and interview preparation.**

How do I schedule an appointment with Experiential Learning?

Schedule your appointment through [Handshake](#). Log into Handshake, select **Career Center, Appointments, Schedule a New Appointment, Experiential Learning**, then the **appointment type**.

Where can I find the contact information for Faculty Coordinator for my major?

For a list of Experiential Learning staff visit the [Meet the Team](#) section of our website

Will there be any opportunities to connect with employers?

UCF has shifted all in-person events to virtual sessions. Continue to check the [Handshake](#), under "Events" and watch your email for upcoming events.

Are employers still hiring?

Yes, but recognize the process may be delayed and/or slower than anticipated. Previously posted positions may be put on hold but that doesn't mean they are gone forever. Keep reviewing company websites, online internship/job databases and [Handshake](#).

FREQUENTLY ASKED QUESTIONS

How do I prepare for a virtual interview?

You can schedule a virtual mock interview with Career Services or us [Big Interview](#). When creating your account, use your Knights email and **CODE 1963**.

What are employers doing about summer and fall internships?

A national survey of employers indicated 70.6% of employers intended to continue with their internships as planned. However, we've also heard some employers have a range of plans – some are moving their internships to remote work, some are postponing their intern start dates, and some are canceling their internships.

What should I do if my internship is canceled?

While this is an unfortunate event, we encourage students to work with their internship host organization to see if a virtual/remote option is feasible. If not, you can still secure another virtual internship by checking Handshake or other internship search databases. You can also consider alternative ways to add valuable experiences and skills to your resume, such as:

- Certifications that connect to your career goals
- Freelance opportunities
- LinkedIn Learning courses
- Volunteering

Can I still register my internship for credit?

Yes! Please reach out to Experiential Learning staff or schedule an appointment in Handshake. Please note, the registration deadline for the for credit course is the Friday of the first week of the semester/term.

Additional Frequently Asked Questions [here](#)
