# Participate in Work-Based Learning

## PURPOSE

Work-based learning enhances academic learning by applying your knowledge and skills to the workforce. In most cases, employers are seeking talent who have related experience, skills and education. When an ideal candidate demonstrates they meet basic qualifications, their employment opportunities increase. What does this mean for you? In order to be marketable, you must demonstrate that you have employability skills that can be used in a work setting. Participating in work-based learning gives you a competitive advantage in the workforce. This activity aids you in developing a plan to successfully participate in work-based learning while attending Clark.

## ACTION

* Identify what actions or activities you have already experienced that you believe could help support your internship search.
* Determine the support that you may need in executing your internship search.

If you have previous work or volunteer experience, how does that relate to your future career goal? What are the transferrable skills you may have developed?

Focusing on your future ahead, what skills do you need to improve in order to be marketable and competitive in your job search? What are the desired qualifications/skills for your career goal?

(Refer to the [Professional Readiness Competencies](http://www.clark.edu/myplan/) section of Career Planning for ideas, or review the Career Awareness Essential activity)

Are there thing you need to learn about a certain profession or organizational environment to assess if it is a good fit? What do you need to know more about?

Is a co-op/internship part of your program requirements (e.g. BUS 199, MGMT 199, etc.)? If what have you done or need to do in order to find your internship site?

### Review & Reflect

What are the *top three things* you need help with in preparing for, or executing your internship search?

1.

2.

3.

## NEXT STEPS

By participating in work-based learning, you can gain skills that are valued by employers which may be attained outside of the classroom setting. These professional skills will help you understand and prepare for workplace expectations. To continue preparing and exploring your work-based learning options, consider any of the following suggested activities:

* Review the [*Co-op/Internship - Work-Based Learning Website*](http://www.clark.edu/enroll/careers/coop-internship/index.php)
* Meet with the Work-Based Learning Program Manager in [Career Services](http://www.clark.edu/enroll/careers/index.php) for support in developing a plan and identifying opportunities.
* Conduct [informational interviews](http://www.clark.edu/enroll/careers/documents/InformationalInterviewing.pdf)
* Job shadow someone who works in your field of interest
* Participate in part-time [student employment](http://www.clark.edu/enroll/careers/job-search/student-employment.php) in your area of interest
* [Volunteer](http://www.clark.edu/enroll/careers/resources/international.php) with an organization related to your field of interest
* Join professional organizations for your field; [join clubs,](http://www.clark.edu/campus-life/student-life/clubs/index.php) meetings and an-campus [activities](http://www.clark.edu/campus-life/arts-events/index.php)

You are now one step further in *MyPlan*. At this point we encourage you to discuss your progress with a faculty or staff member at Clark College; such as an Academic or Faculty Advisor, Career Services staff, or an Instructor.

It may be useful to print out and refer to this completed activity before your meeting, or email it to the staff/faculty ahead of time.