

NORTHWESTERN UNIVERSITY
Northwestern Career Advancement

Career Counseling Graduate Internship Program

Northwestern Career Advancement (NCA) sponsors supervised internships for graduate students in counseling during the academic year (fall, winter, and spring quarters). This opportunity is designed to give students broad and comprehensive exposure to all aspects of career services as well as in-depth experience in career counseling. Interns are asked to give approximately 20 hours each week depending on the requirements of their program.

Overview of Internship Site:

NCA provides comprehensive assistance to Northwestern University undergraduates and graduate students with their career development, graduate/professional, internship and job search needs. NCA is a comprehensive career services office in a selective, private university setting.

An internship at NCA provides an educational opportunity for graduate students to have a professional experience that will be helpful for those considering a counseling career in the area of career services and/or student affairs. The internship is designed to give the student an introduction to the type of work roles performed within a career services office and to begin to teach the student the skills necessary to be an effective professional in the field.

Key Expectations

Interns are oriented to NCA at the start of their internship. Interns are expected to:

1. Complete short assigned readings during the summer.
2. Attend training sessions to be held in early September.
3. Meet with key staff members to become oriented to each career service function.
4. Shadow counselors to observe client work.
5. Become knowledgeable about key career resources and information technology used in career services.
6. Become familiar with workshop and other outreach subjects and content.
7. Research, develop and present an original workshop.
8. Participate in staff meetings and staff development activities.
9. Meet weekly with an assigned supervisor on a scheduled basis to review client work and to discuss practicum experiences and professional practice issues.
10. Participate in scheduled group supervision sessions and activities.
11. Provide mid-term and end of term evaluations to your supervisor.
12. Participate in and assist with special events and workshops

Student Contact

The most important part of the internship is direct involvement with students. After an appropriate training period, students are expected to provide a variety of direct services to students.

1. Conduct initial individual assessment of student needs through express advising hours.
2. Provide individual career counseling for students, including needs assessment, design of intervention, assessment administration and interpretation, career decision-making guidance, job search consulting, and referral to other resources.
3. Assist undergraduate and graduate students to access appropriate services and resources by assessing and clarifying their needs, orienting them to services and programs, and guiding them to the appropriate resources and services.
4. Critique student's resumes and job search correspondence.
5. Conduct workshops on selected career topics.

Programs and Workshops

Workshops and Career Fairs play a large role in most career service offices. Participation helps interns to get a feel for the types of programming done by career service offices.

1. Attend and assist with various special events and workshops held by NCA.
2. Design and implement a workshop of choice during their internship. This may be in conjunction with an already planned workshop or be an entirely new topic of the intern's choosing.
3. Develop and implement a special project. The student and the individual supervisor would jointly agree upon the nature of such a project.

Supervision

Intern Supervision is ongoing. It offers interns a forum for asking questions, and discussing their observations and experiences. It also offers time for interns to reflect, adjust expectations, and self-assess their progress.

1. Meet weekly with an assigned supervisor.
2. Provide one recorded session to supervisor each week.
3. Participate in weekly group supervision with other interns where client cases and career-related topics are presented and discussed.

Professional Development

Career professionals must continually learn to keep their skills and knowledge up-to-date. In addition to their initial orientation, interns will also have opportunities to continue to learn and develop skills throughout their internship.

1. Attend weekly staff meetings, and participate in university student affairs professional development sessions.
2. Meet with NCA counselors and support staff to learn more in-depth about the various roles that may exist within a career services office.

To apply: Please send a cover letter and resume to:

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