

Graduation Clearance and What To Know Before You Go



SHAW
UNIVERSITY
—1865—

Experiential Learning
and Career Development

Graduation Clearance Requirements

PURPOSE: To ensure students [are able to](#) responsibly manage career paths and fulfillment in experiential learning.

All Items Completed By APRIL 21st (2 weeks prior to graduation)

- Approved Resumé
 - Upload to Handshake for review, make any corrections and resubmit in Handshake the final approved version.
- Mock Interview (3 Options)
 - Option 1: Participate in Mock Madness; March 6 - March 9
bit.ly/SUMockMadnessSp23
 - Option 2: Schedule mock interview with ELCD Team via Handshake [New Appointment | Handshake \(joinhandshake.com\)](#)
 - Option 3: Complete virtual mock interview using Interviewing.com;
 - Assignment Code: M47ceP4SuGy8
bit.ly/SeniorMockInterview3
- Attendance at two (2) professional development workshops or webinars
 - These include employer information sessions, professional development workshops, career fair, and career center events. These can be found in events calendar on Handshake or the university calendar.
 - You will receive a certificate of attendance upon completion via email; You will upload to Handshake: Documents.

CLEARANCE WILL BE CONFIRMED IN HANDSHAKE UNDER DOCUMENTS. TO BE CLEARED FOR GRADUATION FROM THE CAREER CENTER YOU SHOULD HAVE AT MINIMUM 3 CERTIFICATES + 1 APPROVED RESUME.

Graduation Clearance: Experiential Learning & Career Development SPRING 2023

LET'S STAY AHEAD OF THE GAME AND SUCCESSFUL AFTER
GRADUATION

HERE IS WHAT YOU NEED, JUST TO BE CLEAR.....

- ☐ Approved Resume
- ☐ Mock Interview
- ☐ Professional Development
Workshops
 - ☐ Workshop #1
 - ☐ Workshop #2



Experiential Learning
and
Career Development
Yancy Building Suite 222
Phone: 919.278.2673
careerdevelopment@shawu.edu

Senior Clearance Information - Career Center Clearance | Handshake



or

bit.ly/SUHandshakeResources

DRESS FOR THE JOB YOU WANT
AND
NOT THE JOB YOU HAVE

Business Professional and Business Casual



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Let Us Assist You

PAWS Clothing Closet
Cordell's Clothing Closet
CFA Scholars Program

+

JCP Suit UP



Experiential Learning
and Career Development

Event Spring 2023

In-Store Event

February 7, 2023,

at

The Streets at Southpoint Mall

Durham, NC

Time: TDB

Transportation for the event

will be provided

Sign Up: TBD – Will be posted

to Handshake

Virtual Event Date TBD



Suit-Up Event

Your future's looking bright!

Men's Apparel & Accessories

- Suit Separates
- Sport Coats
- Dress Shirts
- Dress Trousers
- Ties, Neckwear
- Dress Shoes
- Dress Socks
- Belts
- Underwear & Undershirts
- St. John's Bay Pants
- Dockers & Haggar Pants
- Big & Tall Dress Apparel
- Watches
- Scrubs (online only)

Women's Apparel

- All Worthington (including jackets, pants, skirts, sweaters, knit & woven tops)
- All Liz Claiborne (including jackets, pants, skirts, sweaters, knit & woven tops)
- Ryegrass
- Suit Separates
- Juniors' Department (including blouses, tops & Hollywould pants)
- Scrubs (online only)

Travel/Luggage

- Business Bags & Briefcases

Women's Shoes & Accessories

- ### Shoes

 - Traditional, Modern & Casual Dress Shoes
 - Juniors' Dress Shoes
 - Comfort Dress Shoes
 - Dress Boots
- ### Accessories

 - All Handbags & Wallets (including juniors', Liz Claiborne, Nicole Miller & Worthington)
 - Fashion Jewelry (including juniors', lifestyle & silver)
 - Scarves & Belts
 - Hosiery (including socks & tights)

Petites

- Worthington Tops & Separates
- Liz Claiborne Tops & Separates

Plus

- Worthington Tops & Separates
- Liz Claiborne Tops & Separates
- Ryegrass

Dresses

- Modern & Contemporary Dresses
- Women's, Petites' & Juniors' Dresses

Intimates

- Flirtitude & Ambrielle
- All Bras & Panties (including Hanes, Bali, Playtex, Vanity Fair, Warner's & Maidenform)
- Shapewear

Share your new look with us!
@JCPenney and #JCPSuitUp

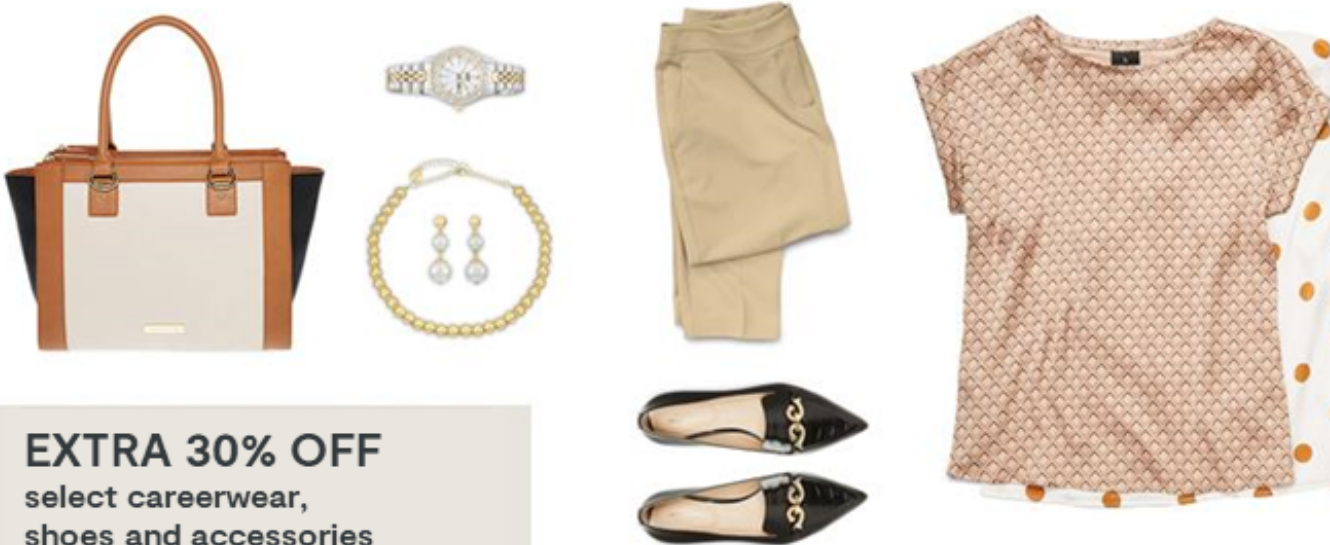
JOIN REWARDS

Earn \$10 rewards—plus get a birthday gift, exclusive offers, bonus opportunities & more.
Not a member? See an associate at checkout and join today!

JCPenney REWARDS



JCPenney
Suit-Up Event



EXTRA 30% OFF
 select careerwear,
 shoes and accessories

RESUME & Application Resources

Sample Approved Resume Format

upload to Handshake in Documents

SHAW BEAR

919-555-5555 | student@bears.shawu.edu | [UniqueLinkedInURL](#)

EDUCATION

Shaw University, Raleigh, NC
DEGREE SEEKING, MAJOR
May 20##

RELEVANT COURSEWORK

CCC ### CLASSES THAT CORE AND RELATED
CCC ### CLASSES THAT CORE AND RELATED

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CCC ### CLASSES THAT CORE AND RELATED

SKILLS

Technical Skills
Soft Skills
Relevant Skills to Field
Communication

Soft Skills Highlighted By NACE
Skills that stand out our requested in the JD
Tools and technology

PROJECTS

HBCU TV, TMT YOUTH COMMUNITY FOUNDATONS PROJECTS
• Script writing, editing film, content creation on Shaw University Campus

INTERNSHIP & WORK STUDY EXPERIENCE

Resident Assistant, Shaw University, Raleigh, NC
• Provides assistance and support
Intern, HBCU TV, Raleigh, NC
September 2021 – December 2021
• Collaborated with the organization and Shaw University to create and edit content related to education impacting people color.
• Participated in group panels with other interns about popular events impacting our communities.

ADDITIONAL WORK AND SERVICE EXPERIENCE

JOB TITLE, COMPANY OR ORGANIZATION, CITY, STATE
December 2021 – present
• ACTION VERB ALWAYS STARTS THE BULLET
• INCLUDE INFORMATION THAT IS INTERCHANGEABLE OR TRANSFERABLE
• QUANTIFY, HOW MANY AREAS DID YOU IMPACT BY DOING THIS WORK

JOB TITLE, COMPANY OR ORGANIZATION, CITY, STATE
December 2021 – present

- ACTION VERB ALWAYS STARTS THE BULLET
- INCLUDE INFORMATION THAT IS INTERCHANGEABLE OR TRANSFERABLE
- QUANTIFY, HOW MANY AREAS DID YOU IMPACT BY DOING THIS WORK

ACTIVITIES & LEADERSHIP EXPERIENCE

Student Activities Board Member, Shaw University
• Acted as a role model and guide for other students participating in activities and events on and off- campus.

BEST PRACTICES

Format

Clear flow, Details, Minimize Guessing
Technical Skills & Soft Skills
Experience & Preparation

1-2 page; Be mindful, a 2nd page is only appropriate
should the content be meaningful and adds value

WRITE WITH YOUR READER IN MIND
AND
WITH INTENTIONS TO ELEVATE YOURSELF



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RESUME & Application Resources

Cover Letters

Effective cover letters explain the reasons for your interest in the organization and identify your most relevant skills and experiences. Strong connections should be made between the job description and your cover letter, especially if your major or prior experiences are not specifically related to the position you are applying to.

Types: Prospective, Application, Networking

List of References & Recommendation Letter

ASK NOW!

BEST PRACTICES

Position + Industry Specific

Sell yourself, accomplishments, abilities

ARTICULATE THE CONNECTION

Inform your references

Two forms of contact

Request letter or Reference on LinkedIn

Professional and Academic References for STUDENT NAME HERE

Reference First Name and Last Name, Professional Working Title, Company or Organization Name,
PHONE NUMBER, EMAIL

Reference First Name and Last Name, Professional Working Title, Company or Organization Name,
PHONE NUMBER, EMAIL

Reference First Name and Last Name, Professional Working Title, Company or Organization Name,
PHONE NUMBER, EMAIL

Reference First Name and Last Name, Professional Working Title, Company or Organization Name,
PHONE NUMBER, EMAIL

Reference First Name and Last Name, Professional Working Title, Company or Organization Name,
PHONE NUMBER, EMAIL

INTERNSHIPS

Most students begin searching for an internship during the spring semester of their junior or senior year of college. However, if you are passionate about your career path, it is never too early to begin applying and never too late.

WHO CAN APPLY FOR INTERNSHIPS?

All students can apply for internships that they qualify for

CAN A RECENT COLLEGE GRADUATE APPLY FOR INTERNSHIPS?

YES!

If you're a current student or recent graduate, you may be eligible for internships and job opportunities through the Pathways and other student programs.

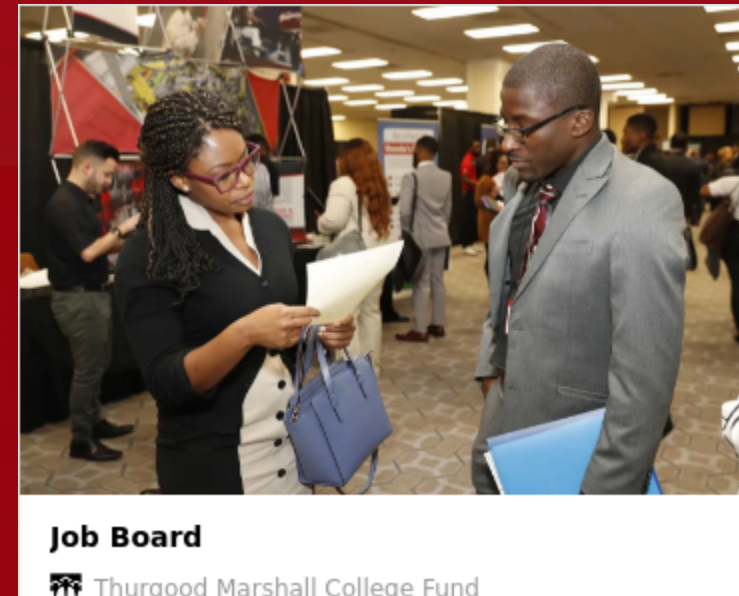
NEED HELP OR COACHING IN BETWEEN OFFERS?

NEED TO SUPPORT ABOUT THE PROCESS?



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HOW TO IDENTIFY INTERNSHIPS & JOBS



Thurgood Marshall
Foundation Job Board



bit.ly/ELCDRESOURCES

ELCD

Internships & Fellowships available apply today!

[google.com](https://www.google.com)

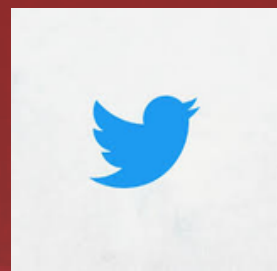
Student Response Corps

Access the database

This database contains internship opportunities submitted by host organizations. The database will be updated as organizations add and fill internship opportunities. To apply to any of these opportunities, fill out this...

[google.com](https://www.google.com)

Handshake



@ShawUELCD



shawuelcdc



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GRADUATE SCHOOL

Traditionally, graduate school has been "academic" (centered on generating original research in a particular discipline), but it may be "professional" (centered on developing skills and knowledge for a specific profession), or a combination of both.

BENEFITS

Skills development and industry advancement
Competitive Edge

PREP

GRE, MCAT, GMAT –

Books, Waivers, Digital Resources
via ETS.org, Princeton Review, etc.

HOSTED BY
THE EXPERIENTIAL LEARNING AND
CAREER DEVELOPMENT CENTER

**GRADUATE &
PROFESSIONAL
SCHOOL FAIR**



TUESDAY, APRIL 4, 2022

WILLIE E. GARY STUDENT CENTER: BALLROOM

MEET WITH GRAD SCHOOL REPRESENTATIVES FROM DIFFERENT
UNIVERSITIES AND GRADUATE SCHOOL PROGRAMS TO LEARN ABOUT WHAT
EACH SCHOOL HAS TO OFFER IN TERMS OF POS

WWW.SHAWU.EDU/CAREERDEVELOPMENT

GOT QUESTIONS? EMAIL US AT
CAREERDEVELOPMENT@SHAWU.EDU

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Scan to schedule appointment in Handshake



Morgan Ray

Director of Experiential and Learning and Career Development

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Office Phone: (919) 278-2673

Work Cell Phone: (336-539-1671)

118 E. South Street | Raleigh, NC 27601

 Connect with me on LinkedIn

