

YOUR JOB & CAREER CONNECTIONS

We are your Career Center, open to students, alumni, staff, faculty, and community for staff assisted and self-directed services. Visit us at:

FS (Fort Steilacoom) Welcome Center, Cascade bldg. 3rd fl., M-TH 8-5 & F 8-3.

PY (Puyallup) Student Success Center, Gaspard Administration bldg., A106, M-TH 8-5 & F 8-3.

Finding an Internship

An internship, volunteer, or job-shadow experience can be a valuable way to learn about your chosen career pathway, gain hands-on experience, and help to build your professional resume and network. For many students, an internship is a requirement for their degree or certificate. Others may choose to participate simply for the experience. Whichever cause drives you to search for one, there are several points you may want to consider.

TIMING: When do you want or need to complete an internship? It can take several weeks or longer to find and secure an internship. We recommend looking a quarter ahead of when you would like to start your internship to ensure enough time to apply, have it approved by your advisor, and complete any necessary paperwork.

OUTCOMES: What do you want to garner from this opportunity? Your advisor will go over with you the requirements for your program but also the learning objectives. Are there specific processes you want to learn more about or try? Software to see in action? Skills to improve? An internship is meant for you to try out NEW things, not an extension of what you are already proficient at doing.

COMMITMENT: Each department has minimum hours or credits that must be completed. However, your site may ask for a different commitment length. It is important that you discuss with your advisor and the site to make sure the length of commitment works for both parties and for you.

FINDING IT: There are many ways to locate a potential internship. A few sources we recommend include: www.myinterfase.com/pierce_ctc/student, www.volunteermatch.org, www.internships.com, www.linkedin.com, checking with your advisor for any contacts they may have, and using your professional network. While many companies may not be able to pay you or even have an internship posted, you may choose to contact them professionally to see if they would be open to an internship, volunteer, or job-shadow experience.

FIT: An internship is more than just a requirement. Consider the type of working environment you thrive best in and/or may fit your needs. Is there a niche you have identified already or are you exploring? What characteristics of a supervisor do you desire? Think of the internship like you would a job because they are just as important in shaping your career pathway.

For assistance in preparing for and finding an internship, Your Job & Career Connections staff can help with creating a professional resume and cover letter, interview preparation, internship search resources, and more!

Job & Career Connections is in the Cascade Building at Pierce College Ft. Steilacoom & the Student Success Center at Pierce College Puyallup. Staff are available 8-11 for walk-ins or afternoon appointments as available. See the Workforce staff directory on the attached page. Call 253-964-6265, or visit us at www.pierce.ctc.edu/dist/workforce/

Funding Eligibility: www.startnextquarter.org/

Jobs & Internships: www.myinterfase.com/pierce_ctc/student

Pierce College Job & Career Connections Facebook: www.facebook.com/groups/1151589171538211/

Workforce Staff Directory

Diana Baker, Job & Career Connections/Worker Retraining Manager dbaker@pierce.ctc.edu
253-912-3641 *Available Monday - Friday at FS

Jeanette Miller, Basic Food Employment & Training (BFET)/WorkFirst Manager
jmiller@pierce.ctc.edu 253-912-3740
*Available Monday - Friday at FS

Alexis Burris, Educational Opportunity Center (EOC) Collocated Staff aburris@pierce.ctc.edu
253-964-6682 or work cell 253-722-3429
*Available Tuesday – Friday at FS, Monday at PY

Annette Sawyer-Sisseck, Business/Accounting Navigator asawyer-sisseck@pierce.ctc.edu
253-864-3362 **Available Tuesday & Thursday at PY (C190H/J/F), Wednesday at FS

Brandy Ferber-Christensen, CIS/CNE Navigator
bferber@pierce.ctc.edu 253-864-3193
**Available Monday, Wednesday, & Thursday at PY (W & TH C190B)

Denise Green, Workforce Coordinator
dgreen@pierce.ctc.edu 253-864-3385
*Available Tuesday - Friday at PY

Greg Miller, DSHS Collocated Staff
gmiller@pierce.ctc.edu, 253-912-2399 ext. 5895
*Available Tuesday at FS, Thursday at PY

Gunnar Jaeck, Basic Food Employment & Training (BFET) Coordinator gjaeck@pierce.ctc.edu 253-912-2399 ext. 5770 *Available Tuesday – Thursday at FS, Monday at PY

Mary Allason, Social Service Mental Health/Criminal Justice Navigator mallason@pierce.ctc.edu, 253-912-2399 ext 5884

Roxanne Cassidy, Puyallup Opportunity Grant/HEET Coordinator rcassidy@pierce.ctc.edu 253-840-8329
*Available Tuesday – Thursday at PY

Sarah Hoaglin, WorkFirst Coordinator
shoaglin@pierce.ctc.edu 253-912-3617
*Available Monday at FS, Friday at PY

WorkSource Collocated staff 253-964-6265 * Call for availability

Workforce partner Carol Hill, Ft. Steilacoom Opportunity Grant Coordinator chill@pierce.ctc.edu
253-964-6577 **Available Monday-Friday at FS

*Students, staff, or community members needing assistance can meet with Workforce staff on the days they are available at the campus indicated, generally: **8am-11am for walk-ins or afternoons by appointment.**
**Navigators are not always in the Welcome Center or Student Success Center. On those days' hours of availability may differ. Call Workforce partners to find out about their hours of availability.

What is Work Study?

Work study is a great way to earn wages, build your resume, and gain skills through part time employment. Students qualify for work study through their financial aid application. Work study jobs may be on campus or off campus with most students working an average of 10-15 hours per week. These are real jobs where students are expected to work and are paid by the hour. Students can check their award amount on their [Financial Aid Portal](#) or speak with a Financial Aid staff member for details about their award amount.

Many students work on campus in support roles, administrative, tutoring, and other positions. A student may also be able to work off campus with an approved employer in roles such as administrative support, youth services, social services, and more. Most work study positions will be either Federal Work Study or State Work Study. Washington State started its own work study program in 1974 and according to the Washington Student Achievement Council, more than 4,100 students earned over \$12.5 million in State Work Study wages during the 2017-2018 academic year.

Students can search for and apply for work study positions online at www.myinterfase.com/pierce_ctc/student or visit Your Job & Career Connections for help in searching for a work study position. Interested in work study or not sure if you qualify? Contact the Pierce College Financial Aid Office to discuss your personal financial aid status.

Pierce College Emergency Delay or Closure Information

Email/Text Alerts:

- **Sign up for Emergency Alerts via text/email *online during registration or by logging into your "MyPierce" account and clicking on [Emergency Notifications](#).* **
recommended option
- Sign up for FlashAlert: www.flashalert.net

Website:

- Check the Pierce College website: www.pierce.ctc.edu

Media/Social Media:

- Listen to regional Radio and TV Stations
- www.facebook.com/PierceCollegeDistrict
- Twitter @piercecollege

Did you know? All credit classes have an online presence in Canvas, which a student can access at pierce.instructure.com. Ask your professor for more information on procedures that will be followed if the college ever cancels classes unexpectedly.