



## Graduate CPT Course



# Graduate CPT Course

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**Course Description:** This graduate course is designed to combine classroom theory with practical application through job-related experiences. Students are actively employed in diverse organizations and agencies that relate to their graduate academic training and career objectives. Students will create obtainable SMART goals that apply to their personal and professional goals. Students will build skills related to interviewing etiquette to assist in successful job acquisition. Additionally, students will have the opportunity to reflect on supervisor feedback and their overall experience in the graduate internship.

**Learning Outcomes:** Upon completion of this course, the student should be able to:

1. Create achievable SMART goals.
2. Connect academic knowledge with a professional setting.
3. Recommend etiquette for professional interviews.
4. Evaluate personal accomplishments and experiences related to master's program of study.
5. Analyze how to achieve professional growth in industry.
6. Reflect on feedback provided by supervisor.





# Part 1: Preparing for Success

By the end of this chapter you should be able to:

1. Create achievable SMART goals relevant to your job-related experiences. **(LO1)**
  2. Develop a current resume and references. **(LO2)**
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## Preparing for Success

What success means is different for everyone. However, in the workforce, there are some key components that aid in the overall success of an individual. These include setting goals that are achievable, crafting a well-formatted, concise resume, and collecting a short list of professional references who will act as supporting evidence that details your achievements and positive characteristics. This chapter will cover each of these elements as you begin developing your goals and documents along your path to success.

## Goals



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In all aspects of life it can be beneficial to set goals. Setting goals can promote change, growth, development as well as provide a sense of accomplishment. Worth noting is that while you may set a goal, this does not mean that there is a rigid path to follow to achieve that goal. Often, new opportunities may become available that change or shorten your path toward your desired goal.

Professional goal-setting revolves around what is important to you. Review this list and identify which items may be important to you professionally:

- Earn a promotion
- Apply skills learned in graduate program
- Obtain full-time status in current occupation
- Develop new skills that would propel you into a new position
- Create a network of field-related colleagues that serve as a support and knowledge base
- Locate a potential mentor
- Financial security
- Health insurance benefits

This is by no means an exhaustive list of professional goals. Before moving forward, consider, what your priorities are in life? How many more items could you add to this list? Brainstorm ideas below of goals that you would like to achieve.



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Consider the goals listed above that relate to you. Are they SMART goals? SMART goals are Specific, Measurable, Achievable, Relevant, and Timed. Review the slides below to learn more about SMART goals. Review the slides below to learn more about SMART goals.



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## Realizing Your Resume

A resume is a summary of your relevant work experience (both paid and unpaid), your educational background, and potentially any awards, scholarships, or other relevant accolades. Resumes are a snapshot of you as a potential employee, so they should be created with care and an attention to detail. Remember it is a snapshot or a quick look at you and your background. It will not detail all of your characteristics, just the highlights. It is beneficial to be concise in your presentation of information and use action words rather than passive language.

According to Queensland Government, these are the top items that employers are looking for in your resume:

- Contact details
- Career strengths
- Employment history
- Education and training achievements
- References

For more helpful information, check out [Trine University's Career Center](#) which offers assistance with resumes, cover letters, and more.

## Selecting References

References should be professional or educational, they should not be personal. Most places will conduct reference check, so when you are asking others to be a listed reference, consider these questions that may be asked:

- How was the applicant's performance at their job?
- What position did they hold?
- What were the responsibilities and duties that they completed successfully?
- Why did the applicant leave that position?
- Would the applicant be rehired if they applied?

Reflect on who could provide positive information like this for you? Create a list of potential references that you could contact.



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## Additional Learning Materials:

Read:

1. [7 Tips for Writing an Effective Technical Resume](#) (LO2)
2. [The Reference Check: More Than a Formality](#) (LO2)
3. [Key Components of a Resume and Cover Letter](#) (LO2)
4. [How to Write an Effective Entry-Level Resume](#) (LO2)

Watch:

1. [Building a Resume and Cover Letter](#) (3:30) (LO2)
2. [Top 5 Reasons Not to Lie on Your Resume](#) (3:56) (LO2)
3. [How to Write a Resume for a Job Application](#) (3:04) (LO2)

Listen:

1. [Building a Resume](#) (40:59) (LO2)
  2. [SMART Goals](#) (7:00) (LO1)
-

## References for Remixed Content:

BC Cook Articulation Committee (n.d.) *Working in the food service industry*. Pressbooks. <https://opentextbc.ca/workinginfoodserviceindustry/chapter/setting-goals/>

Bearman, A. (2022). *Graduate Internship*. Pressbooks. <https://pressbooks.palni.org/graduateinternship/>

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## Part 2: Interviews, Etiquette, and Ethics

By the end of this chapter you should be able to:

- Recall ethical behavior in the workplace. **(LO3)**
  - Analyze how to achieve professional growth in industry. **(LO4)**
  - Reflect on feedback provided by supervisor. **(LO5)**
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### Informational Interviews

Informational interviews have one main purpose: to provide you information. It is a valuable opportunity to meet with someone in a relevant field and ask questions you may not be able to ask otherwise. Informational interviews can provide information about their experiences entering the field and provide insight on thriving in that field. Informational interviews should be taken seriously, so prepare to the best of your ability, with questions ready to ask. Informational interviews can prepare you for opportunities in the future when searching for a position. Please view the following three TED talks that discuss strategies that can help you interview better for a position.



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## Question Preparation

Initially, it may seem overwhelming to prepare for an interview where you do not know the questions. But the reality is that many, if not all questions, asked in an interview are very similar regardless of industry. These questions are the ones you can prepare for and the ones where you can really market yourself as a valuable employee that the organization should hire.

In any interview, especially for very specialized positions, there may be industry-specific questions that you would need to answer. One trick for preparing yourself is to break down the job description, listed in the job advertisement.

- Write or type all of the components out.
- Then, start connecting each piece with your prior experiences; draw connections as often as possible.
- Once you have parsed out the job description, you can start hypothesizing what questions they might ask and how you would answer.

For the basic, most common questions you would be asked, please review the dialog cards below and prepare answers that would be succinct and meaningful in an interview. There are suggestions for each of the questions on how to respond. To use the dialog cards provided, read the question, then select the “turn” button. Read the information relevant to that question. Then, select the right-



pointing arrow, below the dialog cards to move on to the next card. There are seven questions and corresponding information.

## First Impressions

When an employer first sees your resume, cover letter, and references they have begun to form an impression of you. When they meet you in an interview, whether in person or virtually, you have the opportunity to provide the best first impression possible. In this section, first impressions will be discussed, including strategies for great initial connection with an employer. Select each of the hot spots below to learn more. Then decide whether you want to be **this** person or **that** person.



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## Types of Interviews:

Generally, there are three types of interviews that you could encounter in your job search process: face-to-face, phone, and virtual (examples: Zoom, Teams, Skype). Each of these types of interviews require different preparation and potentially different skills in order to be successful. If you have questions about how or where the interview will take place, ask the person who has

contacted you regarding an interview. Some questions that may be relevant to ask are:

- Are there specific instructions for finding your office or building?
- Are there parking fees or a recommended place to park?
- How many people will be present in the interview?
- If I have other questions, prior to the interview, who is the best person to contact?

Read more about the qualities of the different types of interviews below, familiarizing yourself with the quirks of each.



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## Ethics

Ethics is defined by the moral principles that regulate someone's behavior or how an activity is completed, like an interview. Most, if not all, business-related decisions require some form of ethical judgment. Every person that is interviewed should be treated fairly by the interviewer (or interviewers) and the position correctly advertised. Review the following information, provided by the [Equal Employment Opportunity Commission \(EEOC\)](#), which shares the full details of the laws that protect you against employment discrimination.



US Equal Employment Opportunity Commission (2022). Employees and job applicants. <https://www.eeoc.gov/employees-job-applicants>

## Illegal Interview Questions

It is important to understand that even though you are interviewing for a position, there are questions that employers are **not** allowed to ask. The Fair Inquiry Guidelines were established by the Equal Employment Opportunity Commission. These guidelines were meant to protect those that are interviewing from discriminatory practices. Please read more about [legal and illegal interview questions](#) in this article by the Bridgespan Group.



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## Additional Learning Materials:

### Read:

1. [How Ethical Leadership Shapes Employees' Readiness to Change: The Mediating Role of an Organizational Culture of Effectiveness \(LO3\)](#)
2. [Can Ethical Leadership Improve Employee's Well-Being at Work? Another Side of Ethical Leadership Based on Organizational Citizenship Anxiety \(LO3\)](#)
3. [Impact of Academic Integrity on Workplace Ethical Behaviour \(LO3\)](#)
4. [The Experience of Personal Growth in Different Career Stages \(LO4\)](#)
5. [Positive and Negative Supervisor Development Feedback, Team Harmonious Innovation Passion and Team Creativity \(LO5\)](#)

### Watch:

1. [Three Qualities Needed to Continually Advance Your Career \(9:24\) \(LO4\)](#)
2. [The Secret to Giving Great Feedback \(5:02\) \(LO5\)](#)
3. [Run, hide, or say thank you: When Faced with Feedback, what](#)

[do you do? \(LO5\)](#) (11:00)

**Listen:**

1. [Creating Ethical Workplaces](#) (20:47) (LO3)
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## References for Remixed Materials:

BC Cook Articulation Committee (n.d.) *Working in the food service industry*. Pressbooks. <https://opentextbc.ca/workinginfoodserviceindustry/chapter/setting-goals/>

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This is where you can add appendices or other back matter.