

## Career Study Off-Campus/CSOC Optimal Site Conditions



Center for Career &  
Professional Development

Seek. Connect. Build.

CSOC sites will be compatible with and supportive of the student's educational learning outcomes outlined in the CSOC Learning Contract.

- Each site will provide, as much as possible throughout the study, substantive work for the intern that makes a definable contribution to the organization. Examples may include research projects, assumption of a significant role for some time period, or participation in a small team effort where the student assumes an equal share of responsibility.
- Each site will hold the student accountable for his/her work production and evaluate the student fairly but as nearly as possible by the same standards as full-time employees.
- Each site will provide a written evaluation of the student's contribution during the internship.
- Each site will provide opportunity and time for significant conversations with site supervisors and/or other site role models which will aid the student in exploring such concerns as personal qualities required to function in the industry successfully; specific training and/or accomplishments necessary for the long term future; and the values that an individual holds in order to embrace this particular work.
- Ideally, each site will expose the student to a wide variety of employees in the industry and provide an opportunity to experience the "virtual reality" of himself/herself interacting in a future work environment.
- Each site will challenge the student to introspectively explore his/her own motivations, personal abilities, and long-term goals in relation to this particular work.

**CSOC Site Supervisors** will understand the importance of guiding a student toward successful completion of their CSOC Learning Contract and agree to act as a mentor, providing an accurate evaluation of the student.

- Supervisors will clarify early on the behavioral expectations that will best serve the organization in terms of initiative, communication, and local work ethic.
- Supervisors will outline an appropriate communication plan with the Director of the CSOC program.
- A supervisor will communicate immediately with an appropriate Austin College representative should any support be needed to optimize the study's contributions.
- Each supervisor will complete an evaluation of the CSOC experience at its conclusion using evaluation materials provided by Austin College.

During a 14-week term (Fall/Spring) students should work a minimum 10-12 hours/week. During the January term, students should spend minimally 25 hours per week but more is preferable to have a strong immersion into the career field (minimum 85 hours total).