

# CENTER FOR CAREER SERVICES



JOHN CABOT  
UNIVERSITY

*An American university in the heart of Rome*



The John Cabot University Center for Career Services is dedicated to helping students and alumni successfully prepare for the workforce. Our services are open to all students.

Our relationships with approximately 730 leading companies and organizations provide competitive work opportunities that allow students to put into practice what they learn in class while gaining valuable international work experience and employable skills.

## WHAT WE DO

- ⦿ Internship and job opportunities for students and graduates
- ⦿ Career counseling for students and alumni
- ⦿ Companies and Alumni talks
- ⦿ Webinars and seminars for orientation to the job market
- ⦿ Three career fairs per year

## AREAS OF EMPLOYMENT

No matter what your area of study is, the Center for Career Services offers employment opportunities across industries, including

- ⦿ Consulting, Management and HR
- ⦿ Marketing, Digital and Innovation
- ⦿ IGOs, NGOs, Public Administration and Embassies
- ⦿ Schools, Universities and Research Centers
- ⦿ Food, Hospitality and Tourism
- ⦿ Banks, Financial Institutions and Services
- ⦿ Entertainment
- ⦿ Museum, Art Galleries and Art Institutions
- ⦿ Construction and Transportation
- ⦿ Communications and Journalism





# INTERNSHIPS

## NOT FOR-CREDIT INTERNSHIPS

- ⦿ REQUIREMENTS:  
at least sophomore standing and minimum GPA of 2.5
- ⦿ HOW TO APPLY:  
follow the instructions in the job descriptions and send your application [careerservices@johncabot.edu](mailto:careerservices@johncabot.edu)
- ⦿ NUMBER OF HOURS:  
on average, students will work between 10 and 20 hours per week

## FOR-CREDIT INTERNSHIP REQUIREMENTS

- ⦿ Internships must be obtained through the JCU Center for Career Services
- ⦿ Junior standing (60 credits completed)
- ⦿ Minimum GPA of 3.0
- ⦿ Good administrative standing

## FOR-CREDIT COURSE REQUIREMENTS

- ⦿ The internship and the for-credit class must be taken in the same semester
- ⦿ 20 hours of in-class instruction
- ⦿ 150 minimum number of work hours that will be verified by the CSC upon completion of the internship
- ⦿ A daily internship log
- ⦿ In-depth interview with the internship sponsor or organization
- ⦿ A 2500 to 3000 word "White Paper" presenting a solution to a work problem
- ⦿ Positive evaluations from your employer and the for-credit class professor
- ⦿ The for-credit internship course is graded on a "pass/no pass" basis and is worth 3 academic credits

## FOR-CREDIT INTERNSHIP PAPERWORK

- ⦿ Once a student obtains an internship, the Center for Career Services will take care of necessary paperwork and insurance
- ⦿ Students will have to complete and submit the for-credit form to the Career Services' director
- ⦿ The Chair of the Department will have to approve the internship and confirm it is related to the students' field of study

## FOR CREDIT INTERNSHIP: CLASS REGISTRATION

- ⦿ Once the Chair of Department approves the internship, the Registrar's office will register the student for the for-credit internship class.

### SPRING AND FALL:

For-credit internship classes start the 4th week of classes. If they obtain a for-credit internship, students will have time until the 3rd week of classes to drop a course.

### SUMMER:

The course will begin the 1st week of classes and students must be registered by then.

## HOW TO APPLY FOR FOR-CREDIT INTERNSHIPS

- ⦿ Spring internship applications: October 15th to December 15th
- ⦿ Summer internships applications: February 15th to April 15th
- ⦿ Fall internship applications: May 15th to July 15th



**86%**

**OF INTERVIEWS  
LEADS TO A  
POSITION**



**3**

**CAREER FAIRS  
ANNUALLY**



**900<sup>+</sup>**

**INTERNSHIPS  
AND JOBS OFFERED  
EACH YEAR**

APPROXIMATELY

**730  
PARTNER  
COMPANIES AND  
ORGANIZATIONS**







BNP PARIBAS  
REAL ESTATE



CAFFEINA  
IDEAS NEVER SLEEP

Corriere dello Sport

Orienta  
Agenzia per il lavoro



telethon MARS

EATALY  
alti cibi

MACRO  
MUSEO D'ARTE CONTEMPORANEA ROMA

LOTTOMatica

LUXE  
ASSOCIATES  
TRAVEL



Group  
YOUR JOB, OUR WORK



pwa  
Professional Women's Association

terme di  
SATURNIA

NATURAL DESTINATION

Vanalize



knowledge services

KPMG

Your  
HOTEL Moments

Photography

VOI hotels  
Vera Ospitalità Italiana

Pedevilla  
gusto naturale

LIU·JO



Istituto  
Amedeo Modigliani

Johnson & Johnson



glocalize yourself  
explore experience engage

Brioni



CENTRO STUDI AMERICANI



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## CONTACT US JOHN CABOT UNIVERSITY

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