

# USC Dornsife Gateway Internship Program Summer 2023

## Gateway Program Team

### Program Coordinators

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### Career Pathways Team

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## Mission

The USC Dornsife Gateway Internship Program provides paid summer internship experience, professional mentorship, and leadership seminars. The leadership seminars integrate the Gateway experience by providing a forum for interns to engage with peers, Dornsife leadership, alumni, and industry professionals. Each seminar session is designed to explore and advance individual leadership and career preparation through facilitated discussion and action items conducive to career development.

**Attendance at all Gateway seminars is required to satisfy program requirements** (unless indicated as optional). Inability to attend seminars as agreed upon in the Gateway Internship Program Acceptance Form will result in disciplinary action and referral to Student Judicial Affairs and Community Standards for further review. **Please notify Sonya Vanhoof Jimenez or Octavio Avila in advance if you are unable to attend a seminar session.**

**Program Attire:** Business or Smart Casual at minimum

## Program Dates

5.16 | 6:00pm - 8:00pm (PDT) | Program Orientation | USC Campus – Michelson Hall - MCB 101

5.23 | 6:00pm - 8:00pm (PDT) | Welcome Event | USC Davidson Conference Center Vineyard Room

6.06 | 6:00pm - 7:15pm (PDT) | Maximizing Your Internship Seminar | <https://usc.zoom.us/j/93948227645>

### Week of June 5 | 1:1 Check-in w/ Program Staff

6.13 | 6:00pm - 7:15pm (PDT) | Networking Seminar | <https://usc.zoom.us/j/93948227645>

6.20 | 6:00pm - 8:00pm (PDT) | Networking Event with Mentors | USC University Club

### Week of June 26 | 1:1 Check-in w/ Program Staff

6.27 | 6:00pm - 7:15pm (PDT) | Graduate/Professional School Panel | <https://usc.zoom.us/j/93948227645>

7.18 | 6:00pm - 7:15pm (PDT) | Career Panel | <https://usc.zoom.us/j/93948227645>

7.25 | 6:00pm - 8:00pm (PDT) | Closing Event | USC Davidson Conference Center Vineyard Room

## Zoom Seminar ID for all seminars

<https://usc.zoom.us/j/93948227645>

Meeting ID: 939 4822 7645

One tap mobile: +16699006833,,93948227645# US (San Jose) | +13462487799,,93948227645# US (Houston)

## Seminar & Event Dates

**May 16**  
6-7:00pm

### **Program Orientation | USC Campus – Michelson Hall - MCB 101**

Welcome & Introductions  
Program Overview | Conduct & USC Policies

Panel Q &A

Harout Danielyan, Gateway Intern | King's Seafood, 2022  
Valentina Gomez, Gateway Intern | WISE Readers to Leaders, 2022  
Jennifer Polhemus, Economist | Gateway Mentor

7-8:00pm

Activity: Intern Networking

**May 23**

### **Welcome Event | USC Campus – Davidson Conference Center Vineyard Room**

5:30 - 6:00pm  
6:00 - 6:30pm  
6:30 - 7:30pm

Mentors arrive  
Program Welcome  
Mentor/Mentee meet & greet

**June 6**

### **Maximizing Your Internship | Zoom: <https://usc.zoom.us/j/93948227645>**

6:00 – 6:10pm  
6:10 – 6:55pm

Welcome & Staff Introductions  
Maximizing Your Internship | Led by Caroline Fraissinet, Ed.D.

- Actions you can take to make a good first impression on your internship
- Strategies to maximize your internship experience
- Staying connected with the people you meet at your internship after it ends

6:55 – 7:15pm

Career Pathways Staff Q&A

**June 13**

### **Networking | Zoom: <https://usc.zoom.us/j/93948227645>**

6:00 - 7:15pm

Network Like a Pro! | Led by Kristine Anassian & Laury DeSanctis

- Learn what networking is + when, where and with whom you can network
- Develop networking talking points and track your connections
- Identify networking tools, resources and events

Activity: Breakout Room Speed Networking

Assignment: Network in 3:

1. Join the Trojan Network, reach out to (2) alumni & consider joining the Mentorship Program
2. Strengthen your LinkedIn profile and use the networking practices you learned
3. Research associations in your industry of interest to help make new connections

**June 20**

### **Networking Event with Mentors | USC University Club | 6-8pm**

**June 27**

### **Graduate & Professional School Panel | Zoom: <https://usc.zoom.us/j/93948227645>**

6:00 – 7:15pm

Industry professionals discuss the pursuit and attainment of Graduate and Professional School and its impact on career and professional development | Moderated by Jennifer O'Connor

Panelists

- Marissa Roy, JD | LSSC, Legal Team Lead | Lecturer, USC Gould School of Law
- Claire Mauss, Ph.D. Candidate, Plant Biology | UC Riverside
- Jim Patrick, MBA | Chief Marketing Officer, Robert Bender & Associates
- Veronica Stuart, MA, Psychology; Ph.D., Quantitative Psychology | Sr. Manager, UX Research, Amazon
- Linda Marie Mirdamadi, MD | Adjunct Clinical Faculty, Keck School of Medicine | Executive Board of Directors, Keck School of Medicine | USC Board of Governors

Assignment:

1. Research panelists using LinkedIn prior to the panel
2. Prepare two “thoughtful” questions to ask one or more of the panelists
3. Write a brief thank you email/message to one or more panelist(s) that shares something you genuinely found interesting, something you learned, or something that resonated with you, etc. Send e-mail message to Jen O'Connor at [jloconno@usc.edu](mailto:jloconno@usc.edu) to forward to panelist(s)

**July 18**  
6:00 – 7:15pm

**Career Panel | Zoom:** <https://usc.zoom.us/j/93948227645>

USC Dornsife alumni and professionals share their career development experience and offer insight and advice to prepare for employment | Moderated by John Foulger

Assignment:

1. Research panelists using LinkedIn prior to the panel
2. Prepare two questions to ask of the panelists
3. Write a thank you email/message to a panelist(s). Send e-mail message to John Foulger at [foulger@usc.edu](mailto:foulger@usc.edu) to forward to panelist(s)

Panelists

- Shannon Sedwick, Director, Institute for Applied Economics, LAEDC | Non-Profit
- Charles “Chuck” Rennie, MD | Museums & Foundations
- Bob Stemler | Attorney | Keesal, Young & Logan | Private
- Matthew Crane, Office of the Commissioner, FDA | MD Candidate | Public
- Jaime Lee, CEO, Jamison Realty, Board President & Commissioner, Port of Los Angeles, USC Trustee | Private & Public

**July 25**

**Closing Event | | 6-8:00pm** | USC Davidson Conference Center Vineyard Room

**Due August 4:** Gateway Reflection | Thank You Letter | Evaluation Survey

## **Mentor Discussion Questions**

On-going communication between mentor and mentee is important to develop relationships and rapport. The following are questions either mentee or mentor may ask or explore during the course of the mentorship:

- In what career areas do you need the most help?
- What are your recommendations for maximizing my internship?
- Why and when did you decide to attend or not attend Graduate/professional school?
- How do you network?
- How do you know if you made the right career-choice?
- What is your recommendation for staying in touch with my internship organization after my internship ends?
- What does leadership mean to you?
- How are you getting connected to others in the profession?
- What has been unexpected in your experience so far?
- What does success look like for you?
- What steps do you take to learn the current trends in your industry/industry of interest?

### **Additional discussion themes/questions**

- Resume, CV, and cover letter writing
- Job search strategies
- Linked-In profile and networking
- Transitioning from full-time student to full-time professional
- Letters of recommendation
- Requesting a reference
- Salary negotiation
- Declining an offer
- Navigating office politics
- Managing Success and failure
- Professional courtesy and etiquette
- How to approach recommending a solution
- How to navigate meetings
- How to approach a challenge

# Mentorship Goals Examples

Discuss and determine mentorship goals

- Exploring a career
- Drafting a resume, cv, or cover letter
- Job search strategies
- Developing a Linked-In profile
- Job shadowing
- Conducting a mock interview
- Asking for a reference
- Networking tips
- Accepting/declining a job offer
- Strategies for salary negotiation
- Dining etiquette
- Choice activity

- Applying to graduate school
- Preparing for graduate school tests
- Writing a personal statement
- Asking for a recommendation letter
- Developing an elevator pitch
- Attending a networking event
- Determining interview attire
- Conducting informational interviews
- Researching employer benefits
- Developing a personal budget
- Discussing employer 401k/403b
- Choice activity

## Prioritize Goals

Example:

*“My goal is to identify at least 1-3 different ways I can practice law outside of a courtroom. This goal is important to me because I love both entertainment and law. And, I would like to know how I can combine my interests to decide if I need to go to law school.”*

Goal	Target completion date
1.	
2.	
3.	
4.	
5.	