

USC Dornsife Gateway Internship Program Summer 2024

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

Program Summary

5.14 | 6:00pm - 8:00pm (PDT) | Student Orientation | USC Campus – Michelson Hall - MCB 101

5.21 | 6:00pm - 8:00pm (PDT) | Welcome Event | USC Davidson Conference Center Vineyard Room

6.04 | 6:00pm - 7:15pm (PDT) | Career Planning Seminar | Zoom: <https://usc.zoom.us/j/98448947512>

Week of June 3 | Zoom 1:1 Check-in w/ Program Staff

6.11 | 6:00pm - 7:15pm (PDT) | Networking Seminar | Zoom: <https://usc.zoom.us/j/98448947512>

6.18 | 6:00pm - 8:00pm (PDT) | Networking Event with Mentors | USC University Club

6.25 | 6:00pm - 7:15pm (PDT) | Graduate/Professional School Panel | USC Campus – Michelson Hall - MCB 101

Week of July 8 | Zoom 1:1 Check-in w/ Program Staff

7.23 | 6:00pm - 7:15pm (PDT) | Career Panel | USC Campus – Michelson Hall - MCB 101

7.30 | 6:00pm - 8:00pm (PDT) | Closing Event | USC Davidson Conference Center Vineyard Room

Zoom Seminar ID for all seminars

<https://usc.zoom.us/j/98448947512>

Meeting ID: 984 4894 7512

One tap mobile

+16699006833,,98448947512# US (San Jose) | +12532158782,,98448947512# US (Tacoma)

Seminar & Event Dates

May 14 6-7:00pm	Program Orientation USC Campus – Michelson Hall - MCB 101 Welcome & Introductions Program Overview Conduct & USC Policies Panel Q &A Rose Ceccarelli Gateway Employer Apple One, Director Educational & Career Partnerships Cicero Aschieris Gateway Student '23 LA Superior Court Intern Trisha Iyer Gateway Student '23 WISE Readers to Leaders Intern Louis Vargas Gateway Mentor Marketing Executive
7-8:00pm	Activity: Intern Networking
May 21 5:30 - 6:00pm 6:00 - 6:30pm 6:30 - 7:30pm	Welcome Event USC Campus – Davidson Conference Center Vineyard Room Mentors arrive Program Welcome Mentor/Mentee meet & greet
June 4 6:00 – 6:10pm 6:10 – 6:55pm	Career Development Process Zoom: https://usc.zoom.us/j/98448947512 Welcome & Staff Introductions Career Development Process Led by Octavio Avila <ul style="list-style-type: none">• USC Dornsife Graduates: Career Destinations• Career Development Process• Group Activity
6:55 – 7:15pm	Career Pathways Staff Q&A
Week of June 3	1:1 Check-in w/ Program Staff
June 11 6:00 - 7:15pm	Networking Zoom: https://usc.zoom.us/j/98448947512 Network Like a Pro! Led by Laury DeSanctis <ul style="list-style-type: none">• 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: <ol style="list-style-type: none">1. Join the Trojan Network, reach out to (2) alumni & consider joining the Mentorship Program2. Strengthen your LinkedIn profile and use the networking practices you learned3. Research professional associations in your industry of interest to help make new connections
June 18	Networking Event with Mentors USC University Club 6-8pm
June 25 6:00 – 7:15pm	Graduate & Professional School Panel USC Campus, Michelson Hall - MCB 101 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
- Antonio Elefano, JD | USC Professor of Writing; USC Moot Court Coach
- Adrian Trinidad, MA, Public Policy & PhD, Education | USC Race & Equity Center
- Brandon Shim, MBA | Finance & Accounting Consultant, RGP
- Nupur Kumar, MD | Kumar Medical

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 to forward to panelist(s)

Week of July 8 Zoom 1:1 Check-in w/ Program Staff

July 23

6:00 – 7:15pm

Career Panel | USC Campus, Michelson Hall - MCB 101

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

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).

Panelists

- Kendal Turner, CPA CGMA, EVP & CFO, Los Angeles Economic Development Corporation | Non-Profit
- Charles “Chuck” Rennie, MD | Museums & Foundations
- Victor L. Wright, JD, Judge, LA Superior Court | Government - Public
- Samuel Palmer, Senior Manager of Executive Recruiting, K1 Investment Management | Private
- Michelle Valenzuela Wolf, Transformational Coach & Founder, EmpowerHer Purpose

July 30

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

Due August 9: 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.	