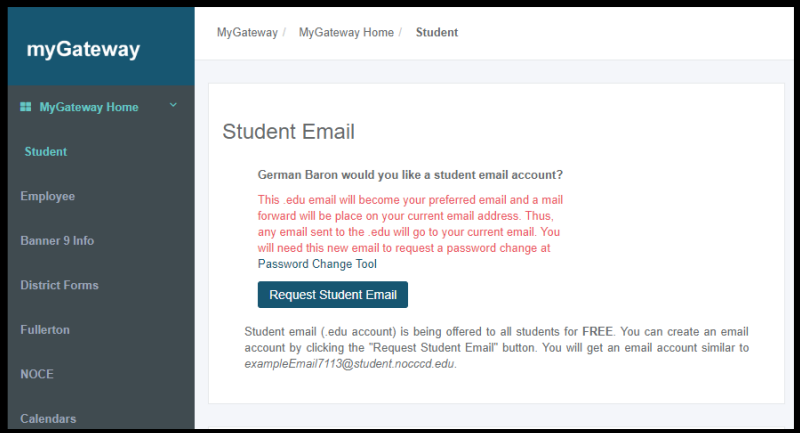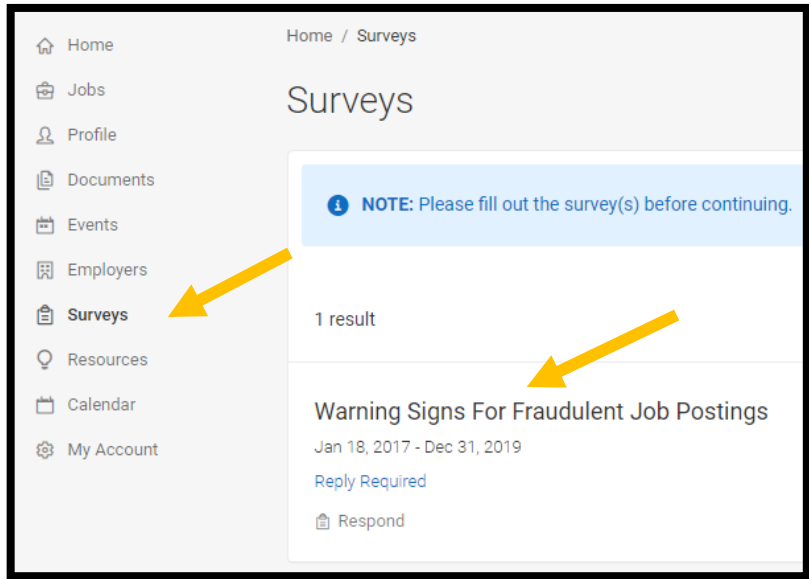# FCCareerConnect
Student Guide

Follow the instructions on the next pages to learn how to use FCCareerConnect to:

1. Find an internship
2. Search for full-time and part-time jobs
3. Read informational material regarding resume and cover letter writing, interview techniques, and job searching tips
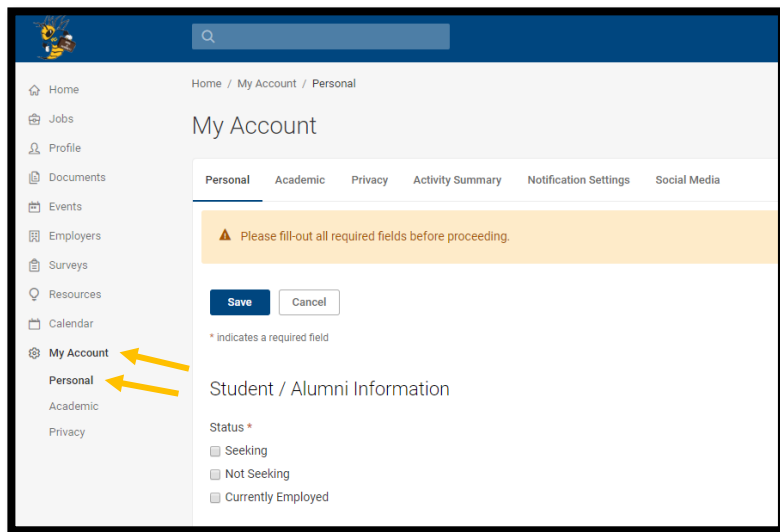4. Access resume, cover letter, and reference page samples

1. Log in to your MyGateway.	
2. Scroll down until you see Career Center and click on the "FCCareerConnect" or "Buzzy."	

3. Click on "Warning Signs For Fraudulent Job Postings" link by hovering over the words.

4. Read "Warning Signs For Fraudulent Job Postings."

5. Initial at the bottom of the page to show that you have read the document.

Note: if you do not see **the Warning Signs For Fraudulent Job Postings**, click "Survey" on the left side of the screen to access the document.

Home / Surveys

Surveys

ℹ NOTE: Please fill out the survey(s) before continuing.

1 result

Warning Signs For Fraudulent Job Postings
Jan 18, 2017 - Dec 31, 2019
Reply Required
📋 Respond

6. Click the "My Account" drop down menu and select "Personal" to complete your personal profile.

7. Under the same "MyAccount" drop down menu, select "Academic" to complete your academic profile.

Home / My Account / Personal

My Account

Personal | Academic | Privacy | Activity Summary | Notification Settings | Social Media

⚠ Please fill-out all required fields before proceeding.

Save | Cancel

* indicates a required field

Student / Alumni Information

Status *
☐ Seeking
☐ Not Seeking
☐ Currently Employed

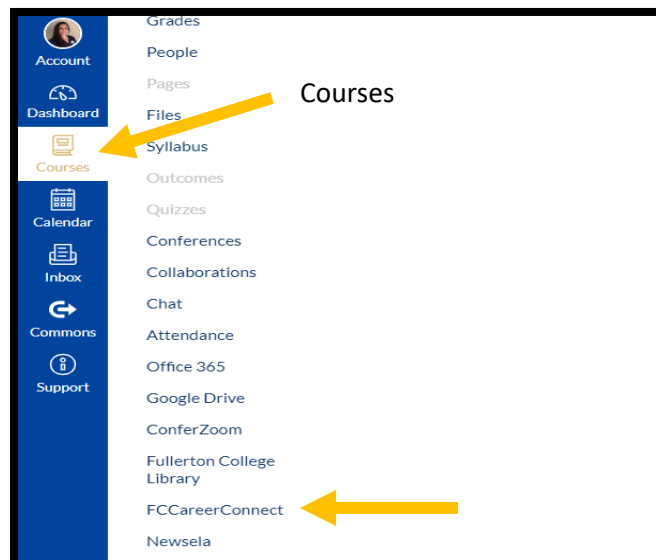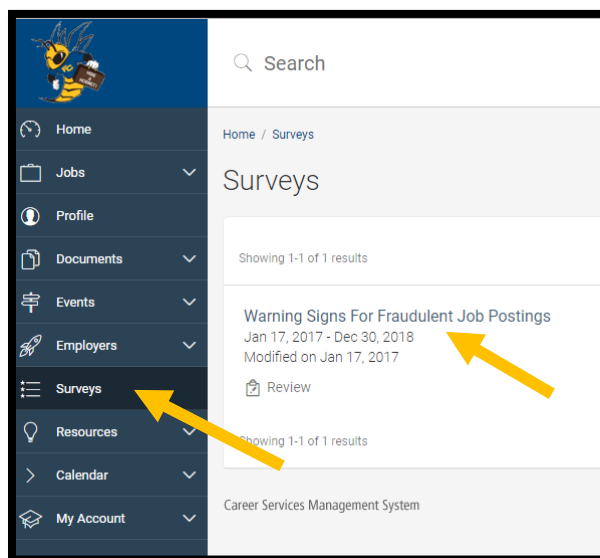|	
8. **Alternatively**, you can log in through FCCareerConnect through your Canvas. 9. First, go to the Fullerton College home website here. On the right-hand corner, click on the first icon (as shown on the right)	Search 🔍 ⚙ © ✉ 📘 📅 **Admissions+Aid** **Academics** **Visit** **Catalog+Schedule** **Donate** **About**
10. Secondly, enter your MyGateway ID (student ID) and your password.	**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT** *Greatness. Achieved.* **NOCCCD Central Authentication Service (CAS)** **MyGateway ID:** **Password:** LOGIN CLEAR Forgot username? Forgot password? MyGateway Status
11. Once you enter all your personal information, username and passwords, click on **Courses** and **FCCareerConnect** link will be at the bottom. From here, you will have full access to our FCCareerConnect services!	Account, Dashboard, Courses, Calendar, Inbox, Commons, Support Grades, People, Pages, Files, Courses, Syllabus, Outcomes, Quizzes, Conferences, Collaborations, Chat, Attendance, Office 365, Google Drive, ConferZoom, Fullerton College Library, FCCareerConnect, Newsela
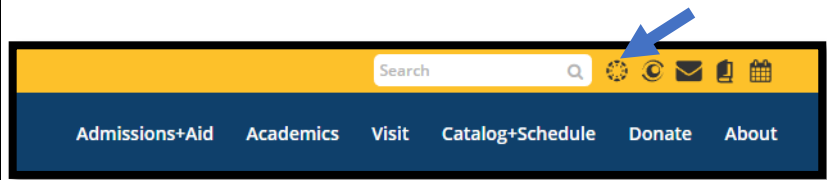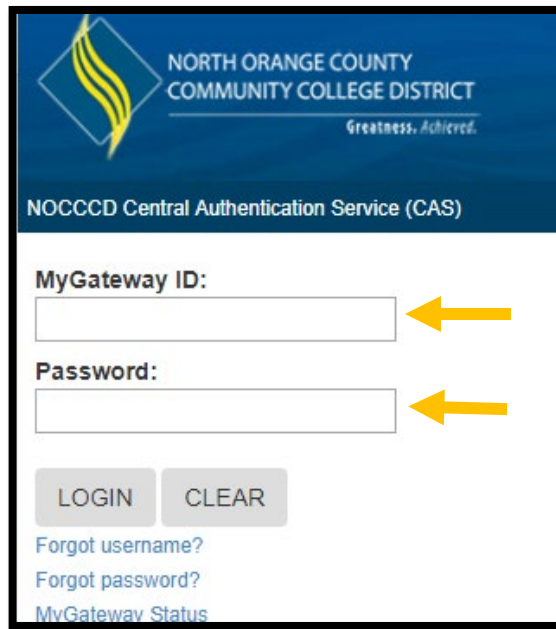
You are responsible for securing your own internship. However, if you need assistance, please contact Jennifer Merchant at jmerchant@fullcoll.edu to set up a time to visit the Career and Life Planning Center. You are encouraged to use FCCareerConnect to search for an internship by following the steps below. If you are unable to find an internship using FCCareerConnect, please use other sources as outlined below.

IMPORTANT NOTICE:
At the Career and Life Planning Center, we do our best to screen employers and opportunity postings. However, we strongly encourage all students to be vigilant and identify and report fraudulent job postings. For information regarding how to identify red flags, please read the WARNING SIGNS FOR FRAUDULENT JOB POSTINGS found in your FCCareerConnect Survey tab before you begin your search.

|	
To locate **WARNING SIGNS FOR FRAUDULENT JOB POSTINGS**, please follow the steps below: 12. Log into FCCareerConnect using steps 1-4 13. Click "Surveys" in the left-hand menu 14. Hover over and click "Warning Signs For Fraudulent Job Postings."	
To search for internship opportunities, please follow the steps below: 15. Log into your FCCareerConnect account following steps 1-4 16. Click "Jobs" in the left-hand menu 17. Click "See All Jobs" and filter by Position Type and select "Internship."	
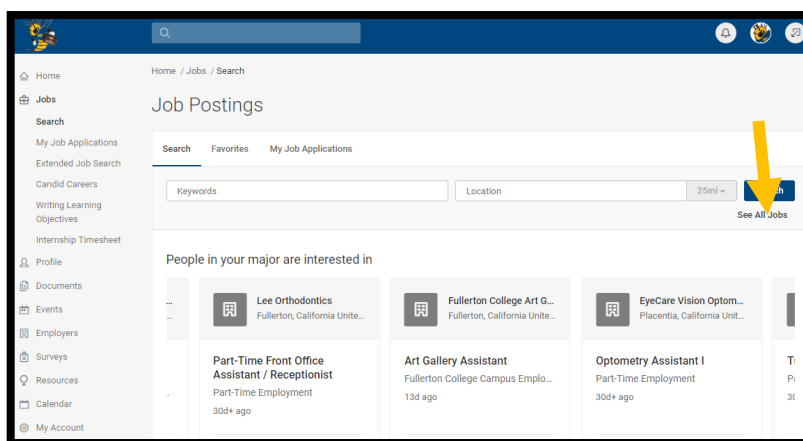
When you have obtained and Internship, please complete the Internship Placement Form on FCCareerConnect.

18. To complete the Internship Placement Form, click "Home" on the left of your screen.
19. Click "Internship Forms" on the right side of your screen.
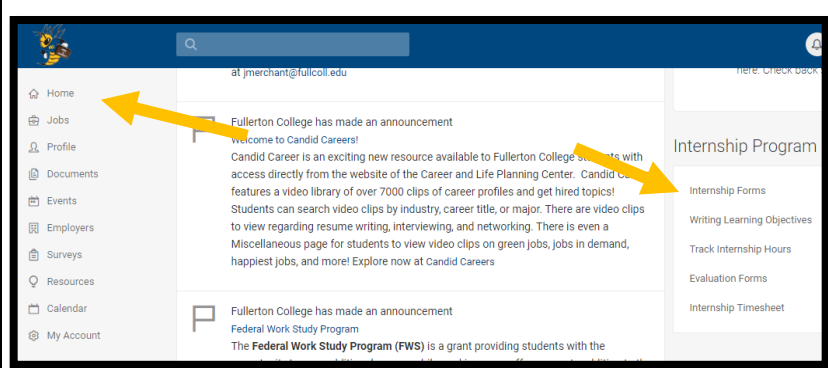
To complete the Internship Placement Form, you will need to gather the following information:

1. Employer name	8. Internship job title
2. Employer address	9. Brief job description of your duties
3. Supervisor name	10. Expected start and end date
4. Supervisor title	11. Purposed schedule
5. Supervisor phone	12. Paid of unpaid
6. Supervisor email	13. Learning Objectives (See Below)
7. Supervisor department	

Basic Guidelines for SMART Learning Objectives

Drafting learning objectives is not difficult, but does require thoughtful consideration and specifics. The most obvious shortcomings in most objectives are too much generality and not enough specifics. Every object must satisfy the following factors:

1. It must be **SPECIFIC**. The objective must state exactly what it is you intend to undertake with no latitude for guesswork or inference.
2. It must be **MEASURABLE**. The language of each objective must be stated so that final accomplishments can be easily recognized.
3. It must be **ACHIEVEABLE/ATTAINABLE**. You must be capable of completing the objective by having the needed skills, technology, access to people and materials, and on-the-job time commitment. Conversely, an objective should not be so basic that it does not offer reasonable challenge.
4. It must be **RELEVANT**. Relevant answers the questions: Should it be done? Why and what will be the impact?
5. It must be **TIME-BASED**. Time based answers the question: When will it be done?
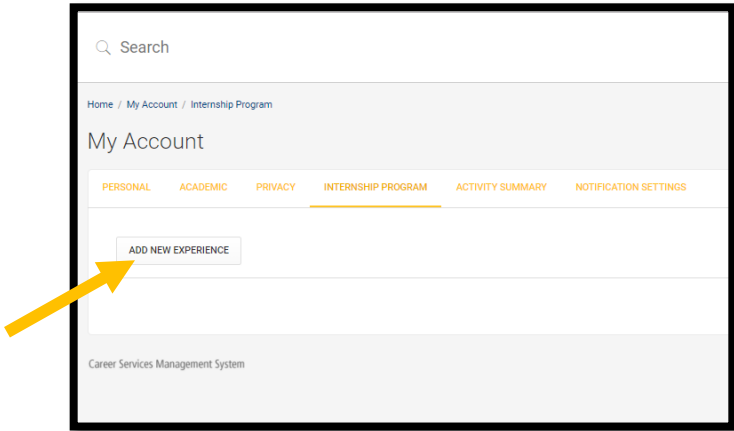
20. Click on "Add Experience"	
21. Once you complete the form, click submit. Note: The completed Internship Placement Form will be forwarded to your Supervisor and Internship Faculty for approval.	