PERSONAL AND PROFESSIONAL DEVELOPMENT

Personal and Professional Development

The Gabelli School of Business’s Personal and Professional Development (PPD) Center offers a comprehensive slate of programs and activities to help students develop into global business leaders.

All students at Fordham have access to the university-wide Office of Career Services. On top of that, Gabelli School students have an additional advantage in our Personal and Professional Development Center, which offers business-specific career-development programs and direct industry connections. The PPD center’s offerings include:

- One-on-one advising, including résumé reviews and mock interviews, with industry-specific advisers
- Field-specific programming in accounting, finance, and marketing
- Workshops, networking events, corporate on-site visits, and speaker series
- Industry competitions
- Outreach to target employers and alumni who may choose to hire Gabelli School students
- Online career resources
- Collaboration with business student clubs and organizations

In addition, all major personal and professional development events are listed on the Gabelli School’s online calendar. Students are strongly encouraged to take advantage of the center from their freshman year onward.

All PPD offerings are part of the Gabelli Progress Status (GPS) Checklist, a four-year sequence designed to help Gabelli School students discover their full potential and tap into it for the benefit of themselves and others. We recognize that the business world is a challenging place, and that a little extra support during a student’s college years can make all the difference in succeeding in it. The checklist is designed to give our students that extra lift toward their personal and professional goals and wraps together elements of self-discovery and self-awareness, career development, and service to others. Students emerge prepared to handle anything that life after graduation might bring their way.

Current students can make an appointment with a PPD team member via GabelliAccess.

The Alumni Network

Finding an alumni community more loyal than Fordham’s isn’t easy. Gabelli School of Business graduates have an uncommonly strong belief in the power of a Fordham education—and in the potential of current students. Alumni and students connect through an extensive networking program, both online and in person.

Students can find out about alumni networking opportunities through the Gabelli School’s online calendar. These events span a very wide range and vary by semester, but examples include:

- The Alumni/Student Supper Club: An alumnus or alumna holds a networking dinner with current students who aspire to work in his or her business field. Supper Club dinners take place at restaurants in the Bronx or Manhattan; either the host or the school picks up the check, so that students are not responsible for the cost of the meal. This small-group format, of perhaps six people total, is the best way to get to know an alumnus or alumna one-on-one.
- Boardroom Series: Alumni visit Hughes Hall to meet in a conference-style format with a small group of students, typically no more than 25. This allows students the chance to approach the alumni afterward to make a personal connection.
- Young alumni panel discussions: Coordinated by the Personal and Professional Development Center, these panels bring together up to a dozen recent graduates to speak with students about what it was like to start their careers.
- Fordham sporting events: Student groups such as the Dean’s Council may sponsor halftime celebrations for Gabelli alumni at basketball games and other contests.

In addition, because Fordham’s alumni network is global—our graduates live from Manhattan to Melbourne to Munich—the Gabelli School of Business offers ways for alumni and students to connect online. Please note that you will need to type or copy-paste these URLs into your web browser; if you are looking at the online version of this course bulletin, the links will not work directly because they are external websites.

- Gabelli School of Business Facebook page
- Gabelli School of Business Alumni LinkedIn group

For more information about getting to know our alumni, please visit the Personal and Professional Development Center.

Internships

An internship is a short-term, pre-professional work experience that provides hands-on practice and skill development in a professional environment. Internships may take place during the fall, spring, or summer semesters; may be paid or unpaid; may help you to earn college credit or not; and can be full-time or part-time. On average, 91 percent of Gabelli School students hold at least one internship during their college careers. Internships can help students to:

- Explore a possible career interest
- Choose a major or career path
- See the real-world application of concepts learned in class
- Gain work experience and develop marketable skills
- Build a résumé
- Cultivate professional contacts and references
- Test out a possible future employer
- Get into a track toward a permanent job (successful interns may receive full-time offers)
- Earn income

Please note that Gabelli School students may not pursue internships during the school year as freshmen. They may begin holding internships in the summer following their freshman year.

Successful internships depend on the right match between a student and employer. For guidance on obtaining an internship that truly will provide advancement toward a desired career, students should seek out the Personal and Professional Development Center staff. Students can search industry information on the CareerInsights database and apply for internships via the CareerLink posting site.
**Academic Credit for Internships**

Students may pursue internships of two types: for-credit and not-for-credit. The following section provides an explanation of the for-credit type and outlines the steps students must take to receive academic credit.

Gabelli School students may earn one-credit per semester for an internship opportunity. Students should work with their class dean to obtain and complete the internship forms to request credit. An internship course does not replace a full course for graduation requirements.

To receive credit for an internship, students must complete these steps:

1. **Seek an internship**¹: through the Office of Career Services, using its CareerLink database; through the Gabelli School’s Personal and Professional Development Center; by networking; by conducting your own independent search; or with the help of a Gabelli School faculty member. If you want, the Personal and Professional Development Center staff can help you to perfect your résumé and cover letter.

2. Once the internship has been secured, students should consult with their class dean about earning credit.

3. Fill out and sign the internship registration form and statement of responsibility and submit it as instructed within two weeks of starting the internship, if possible. Students should contact their class dean to obtain the registration form and statement of responsibility.

   - Students should register before the semester begins, but they may register after the semester begins with permission from their class dean. Students may not retroactively enroll in the internship course for credit after the semester has ended or near the end of the semester.
   - **Note:** Many students will obtain their internship during the semester and will still be able to register for the one-credit internship course at that time.
   - **Note:** International students on the F-1 Visa MUST register for credit when they accept their internship, then have their academic adviser fill in the required CPT form, then bring it along with their I-20 and your official offer letter from the employer to the Office of International Services BEFORE they start your first day of work. International students on F-1 Visas should make sure to follow all regulations and give themselves enough lead time to get the paperwork done.

   - Complete a minimum of 60 hours in the internship for the semester (or summer)
   - Students may receive credit for an internship whether the internship is paid or unpaid.
   - Complete the internship course by submitting the online reflection and internship evaluation and attending any required events or class meetings (if applicable). The online reflection and internship evaluation is due by the week of finals and must be submitted online. If a student’s online reflection and internship evaluation are not received by the deadline, a failing (“F”) grade will be awarded.
   - The one-credit internship course is taken on a pass/fail basis only.

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¹ Note: Students typically begin their search for an internship about four to five months prior to the planned start date for the internship, but this can vary dramatically depending on the industry and the sector within the industry. Each company, industry, and sector may have different time frames for recruiting interns. Students are urged to see their class dean or a Personal and Professional Development Center staff member for more information.