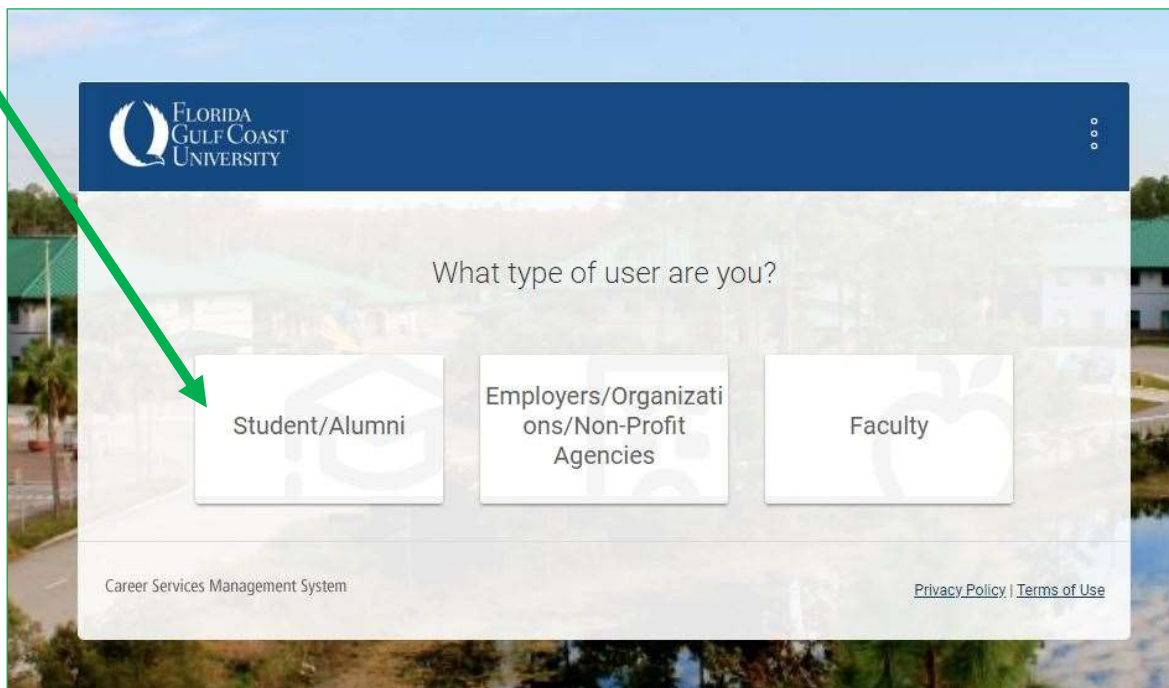


Getting Started on Eagle Career Link

1

STEP 1

Go to <https://fgcu-csm.symplicity.com> and click "Student/Alumni"

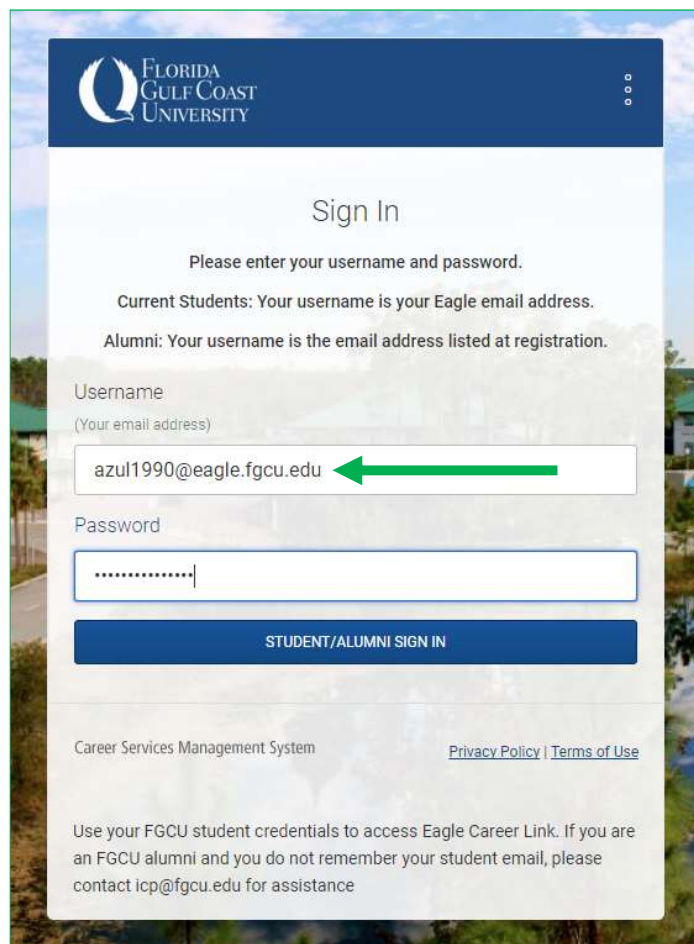


2

STEP 2

Log in with your @eagle.fgcu.edu email and corresponding password.

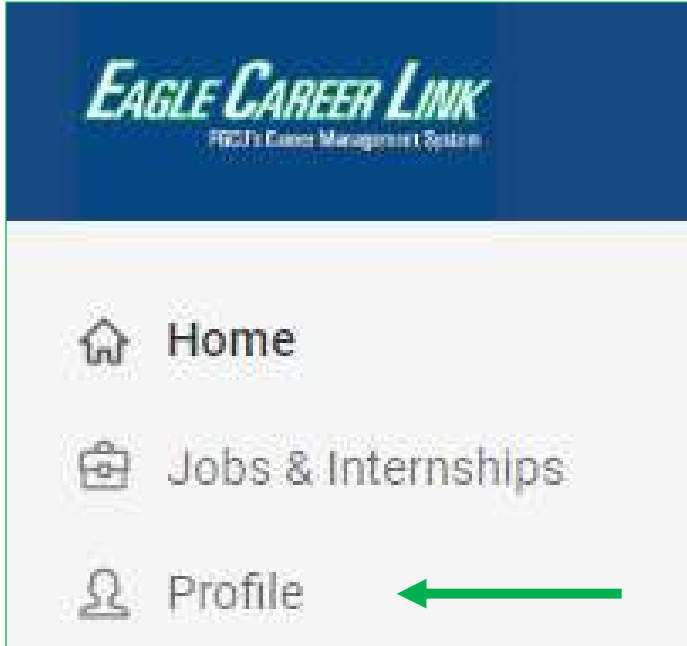
For log-in issues or other questions regarding Eagle Career Link, please contact the **Office of Internships & Co-Operative Programs** at (239) 745-4423 or by email at icp@fgcu.edu



Uploading a Resume on Eagle Career Link

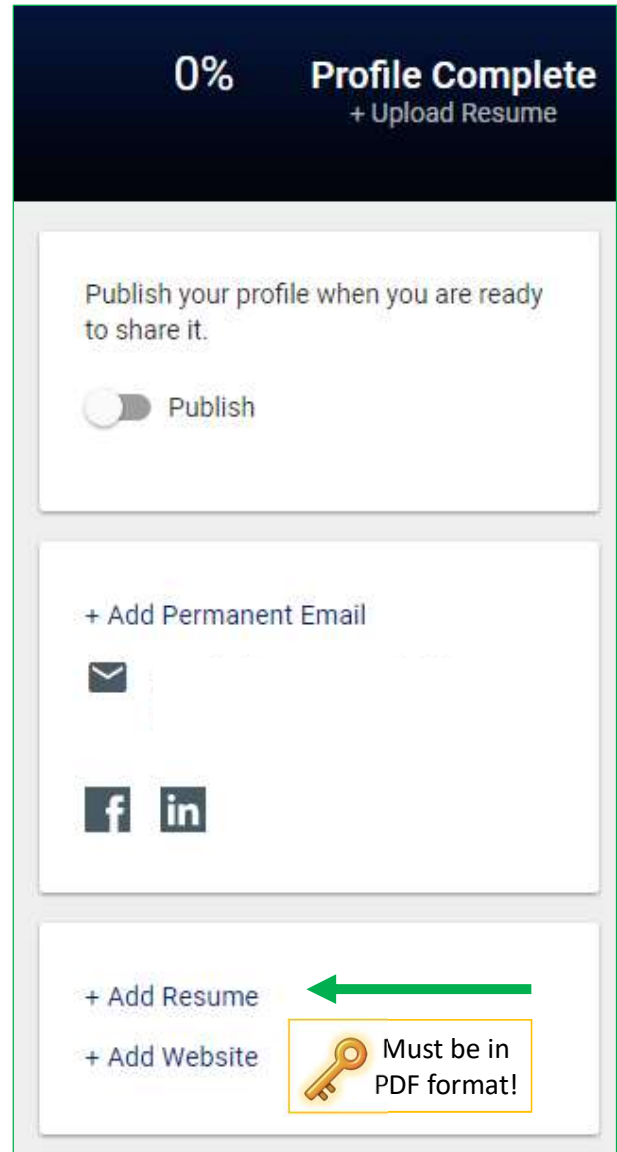
1

STEP 1
Click Profile in the left sidebar to view and edit your profile.



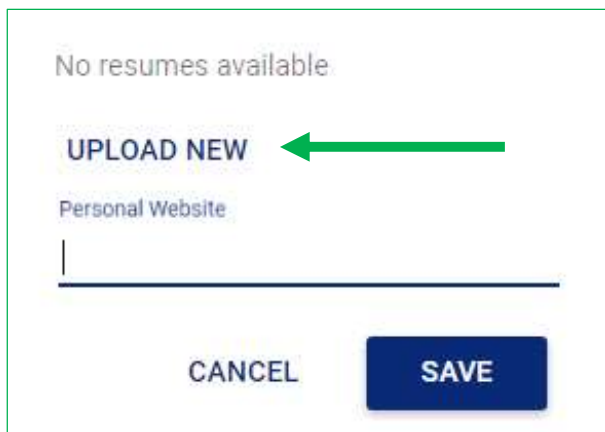
2

STEP 2
Click "+ Add Resume."



3

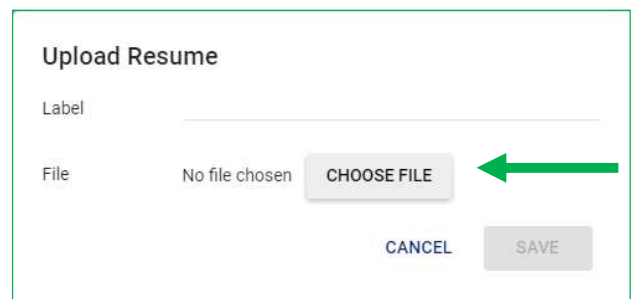
STEP 3
Click "Upload New" to upload a new resume.



For additional assistance with Eagle Career Link, please contact the **Office of Internships & Co-Operative Programs** at (239) 745-4423 or by email at icp@fgcu.edu

4

STEP 4
Choose a file from your computer and click "Save" to complete the upload.

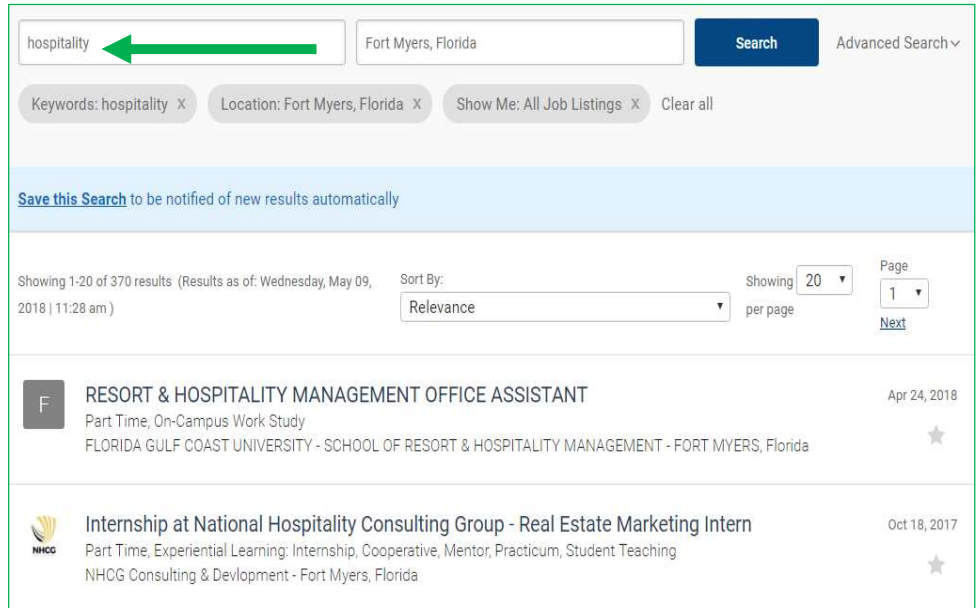


Finding & Applying to Internships on Eagle Career Link

1 **STEP 1**
Click "Discover" in the left sidebar to search and apply for internships.



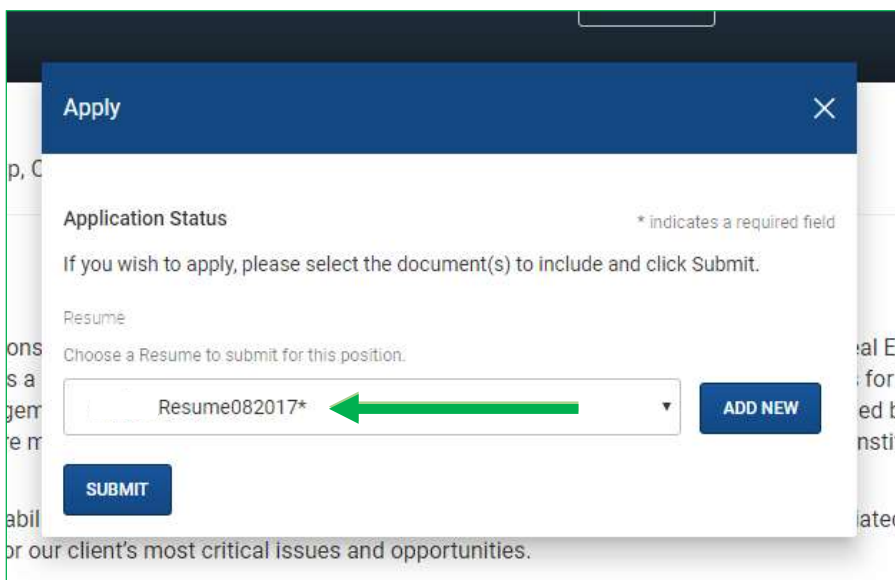
2 **STEP 2**
Enter specific keywords related to your interests to filter your search.



3 **STEP 3**
Find your desired posting and click "Apply."



4 **STEP 4**
Select the resume you want to upload from the dropdown menu. Click "Add New" to upload a new resume.



For additional assistance with Eagle Career Link, please contact the **Office of Internships & Co-Operative Programs** at (239) 745-4423 or by email at icp@fgcu.edu

Finding & Applying to Internships on Eagle Career Link (Continued)

Internship at National Hospitality Consulting Group - Real Estate
Marketing Intern ★
Part Time, Experiential Learning: Internship, Cooperative, Mentor, Practicum, Student Teaching
NHCG Consulting & Development – Fort Myers, Florida

+ FOLLOW

APPLY

Click the Employer/Company name to see more information including contacts, address, and website.

Click the “+ FOLLOW” to begin following the company for updates on new job/internship postings and events.

R	2018 Summer Hospitality Internship Experiential Learning: Internship, Cooperative, Mentor, Practicum, Student Teaching ResortQuest by Wyndham Vacation Rentals - Fort Walton Beach, Destin, Panama City Beach, Florida	Feb 13	★
S	Catering Server Part Time, Resort & Hospitality Management Sanibel Catering Company by Bailey's - Sanibel, Florida	Jan 29	★
S	paid intern Part Time, Resort & Hospitality Management Sanibel Skin Spa - Sanibel, Florida	Aug 31	★
NHCG	Internship at National Hospitality Consulting Group - Real Estate Marketing Intern Part Time, Experiential Learning: Internship, Cooperative, Mentor, Practicum, Student Teaching NHCG Consulting & Development - Fort Myers, Florida	Oct 18	★


Click the stars to the right of your favorite postings, and easily find them later for your review!

Job Postings

Click “My Favorites” under the Job Postings tab to see a list of all your previously “favorited” job postings

JOBS RECOMMENDED JOBS **MY FAVORITES** MY JOB APPLICATIONS

< ALL POSITION TYPES FULL TIME (EMPLOYMENT ONLY - ALL INTERNSHIPS MUST BE LISTED UNDER EXPERIENTIAL LEARNING)) PART TIME EXPER

hospitality SEARCH

Employers/
Sponsors/ Non-Profit Agencies


Employers/
Sponsors/ Non-Profit A
Directory

Favorite
Employers/
Sponsors/ Non-Profit Agencies


Contact Directory

Favorite Contacts


Employer Profiles

 EMPLOYERS FOLLOWING CONTACTS FAVORITE CONTACTS

BATCH OPTIONS

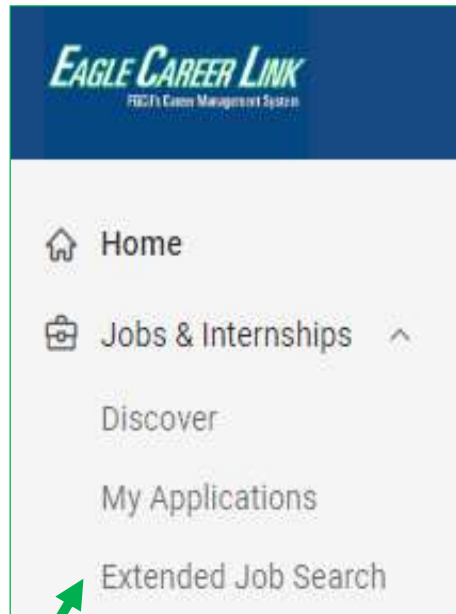
 Cato Institute (Washington, DC)
Last modified on Jun 06, 2017, 11:50 AM

Click “Favorite Employers/Sponsors...” under the Employers tab to see a list of all of the Employers/companies that you follow for updates.

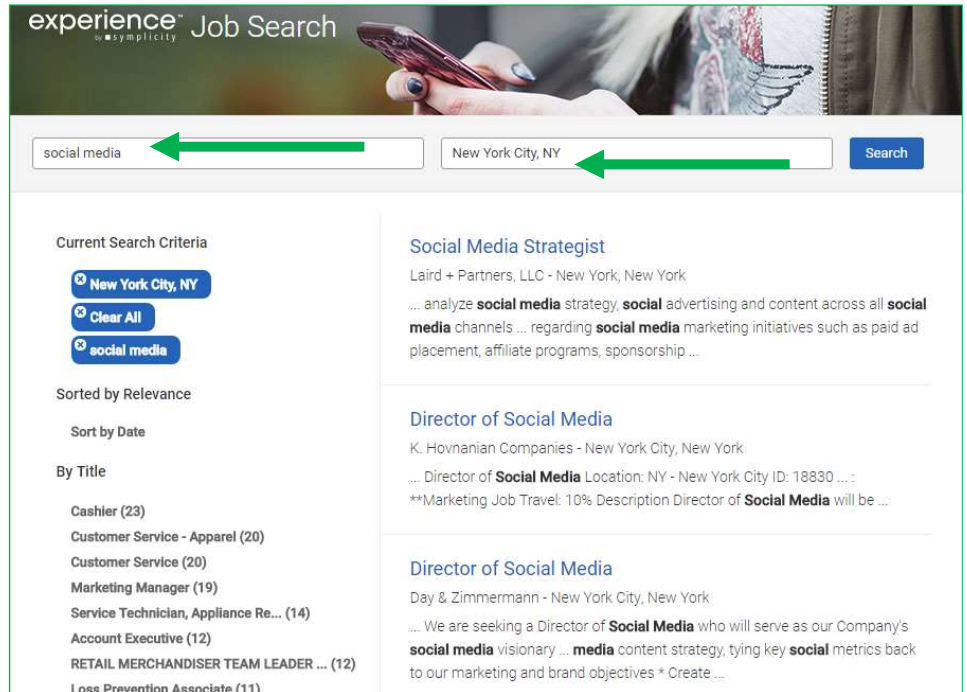

Click “Employers” to see a full list of registered employers and companies and “star” them to add them to your “Following” list.

Finding & Applying to Internships & Jobs on Eagle Career Link: Extended Job Search

1 **STEP 1**
Click "Extended Job Search" in the left sidebar to search and apply for positions.



2 **STEP 2**
Enter specific keywords and a location related to your interests to filter your search.



3 **STEP 3**
Find your desired posting and click Apply. You will be redirected to the company's website for the complete application.



Use the Extended Job Search to search nationwide or globally.



If seeking an internship, use search tools like quotation marks () or plus signs + to filter your search. Example: "social media+intern"

Laird + Partners, LLC
Social Media Strategist in New York, New York

Apply Now

Current Search Criteria

- Laird + Partners, LLC
- Social Media Strategist
- New York
- New York
- Clear All

analyze social media strategy, social advertising and content across all social media channels including Facebook, Twitter, Instagram, Tumblr, Pinterest, Medium, Vine and Snapchat; gather information regarding social media marketing initiatives such as paid ad placement, affiliate programs, sponsorship programs, email promotions or viral marketing campaigns on social media websites; assess brand value of social channels; write and review social content; measure and report on social media engagement metrics

Apply Now

Creating a New Experiential Learning Record on Eagle Career Link

1 **STEP 1**
Click "Service Learning & Internships Forms" in the left sidebar and select "Service Learning & Internships Forms again."

Service Learning & Internship Forms
Personal Info
Academic Info
Privacy
Service Learning & Internship Forms

2 **STEP 2**
Click "Add New."



3 **STEP 3**
Enter your internship term, your major, the type of internship, and total academic credit hours earned.

Experiential Learning Record

Term *
Enter year, then semester - for example - 2025 Spring
2018 Fall

Please identify your Academic Major *
FGCU Majors
Resort & Hospitality Mgmt X ADD...

Type *
Placement ExperienceType
Internship

Are you an international student? *
 Yes No

Internship/Cooperative Type
If working more than 24 hours per week, this must be listed as a co-op and you must be paid.
RHM Internship I

Credits Hours earned *
95

4 **STEP 4**
Select your internship course (if applicable) along with the course prefix and number. Enter the associated faculty, your internship title, and your internship compensation.

Course Identification *
Course associated with experience
ADD...

Faculty/Staff related with this experience *
Please identify the faculty or staff member connected to t

Course Prefix
Example: IDS

Internship Title *

Course Number
Example: 3920

Internship Pay *

5 **STEP 5**
Enter the name of your internship company/organization. If your employer does not appear in the first box, please enter the name in the "New Employer/Agency/Partner or Program" box.

Employer / Agency/ FGCU Department/Organization / Professional Program
Please enter your placement organization here to see if they are already registered with FGCU.

NHCG Consulting & Development

New Employer/Agency/Partner or Program
Use this field if the employer/agency/partner does not exist in the system.

- If you are unsure about your internship type, contact your advisor or internship coordinator.
- Be sure to include the correct course prefix and number for your internship experience.
- To find the amount of academic credit hours, search your unofficial transcript on Gulfline.

Creating a New Experiential Learning Record on Eagle Career Link (Continued)

6

STEP 6
Enter your position title, start date, and end date. Also, indicate how you found your experience.

Information Sheet and Learning Objectives

Title of experience being pursued for listing on co-curricular transcript *

Use the appropriate title -Service-Learner, Mentor, Intern, Teaching Assistant, Researcher, Student Teacher, etc.

Events Intern

Start Date *

Must start within a standard semester experience. Spring, Summer, or Fall ** Service-Learning hours may be submitted at anytime.

2018-08-01 SELECT CLEAR

End Date *

Must end within a standard semester experience. Spring, Summer, or Fall ** Service-Learning hours may be submitted at anytime.

2018-12-14 SELECT CLEAR

Experience Connection *

How did you find this experience? Select the primary resource for your placement connection.

Advisor

7

STEP 7
Enter your supervisor's name, phone number, and email. Also write a brief description about your experience.



Make sure this email address is typed correctly, or else your hours cannot be verified.

Supervisor Contact Information

This is your supervisor at your employer/agency site location.

Site Supervisor Name *

First and last name

Tony Jughart

Site Supervisor Phone *

2398675309

Site Supervisor Email *

This information will be used to confirm that you have discussed and agreed on your learning objectives

tjughart@nhcg.org

Write a brief description of your experience including any special projects and tasks *

I will be coordinating special events of the NHCG clients and working on consulting with newer clients under the supervision of Tony Jughart.

8

STEP 8
Enter **THREE** learning objectives. Write about what you expect to learn, how you will learn it, and how you will show that you have learned it.

Learning Objective Information

For Service-Learning - learning objectives may be entered pre/post experience.

Learning Objective Activity *

Customer Relations

Learning Objective *

Example: What I want to learn? How will I learn it? What resources I will use. How will I demonstrate that I learned it?

By communicating with new and previous clients, I will be able to expand my knowledge of appropriate and professional terminology and interaction.

Attachment(s)

Certain programs require additional documentation - if necessary, add documentation here.

ADD ATTACHMENT

9

STEP 9
If you need to add supporting documents, attach them by clicking "Add Attachment." You may need to compress the PDF files using SmallPDF.com



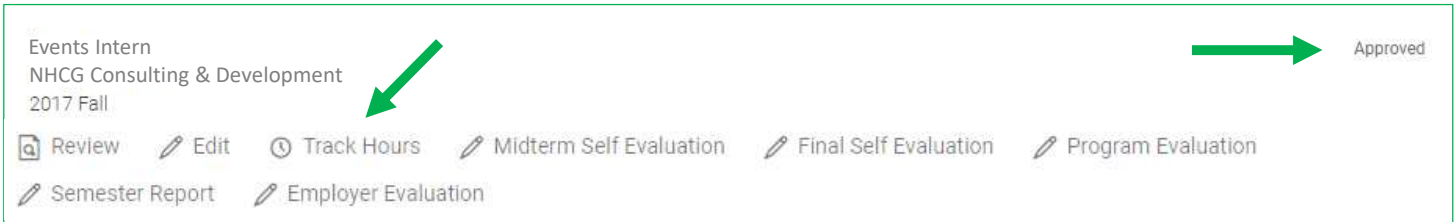
Tracking Your Hours on Eagle Career Link

STEP 1

Get on TRACK!

1

Wait 1-2 business days for the word "Approved" to appear next to your record. Click "Track Hours" to begin your time log.



Events Intern
NHCG Consulting & Development
2017 Fall

Approved

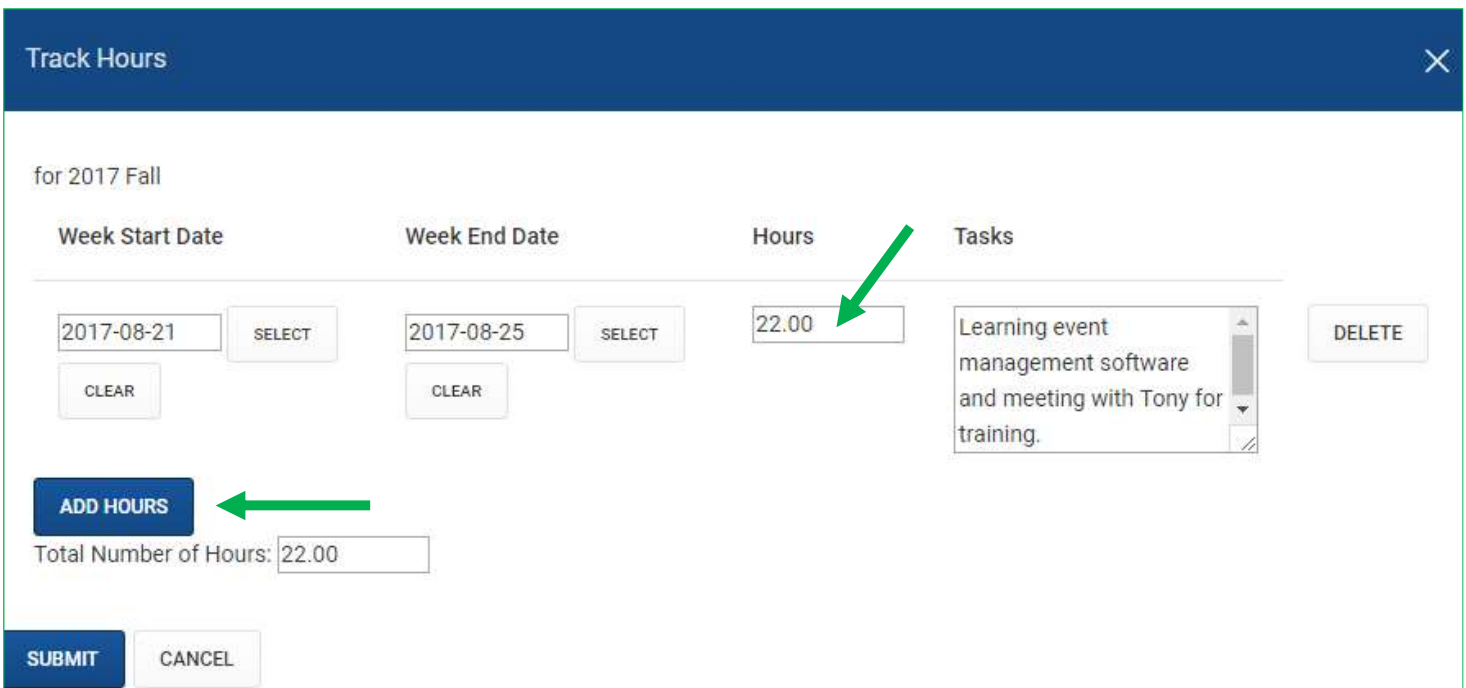
Review Edit Track Hours Midterm Self Evaluation Final Self Evaluation Program Evaluation
Semester Report Employer Evaluation

STEP 2

Wait for VERIFICATION!

2

After you've tracked your hours, your supervisor will receive a Employer Evaluation email at the end of your experience to verify your hours.



Track Hours

for 2017 Fall

Week Start Date	Week End Date	Hours	Tasks
2017-08-21 SELECT CLEAR	2017-08-25 SELECT CLEAR	22.00	Learning event management software and meeting with Tony for training. DELETE

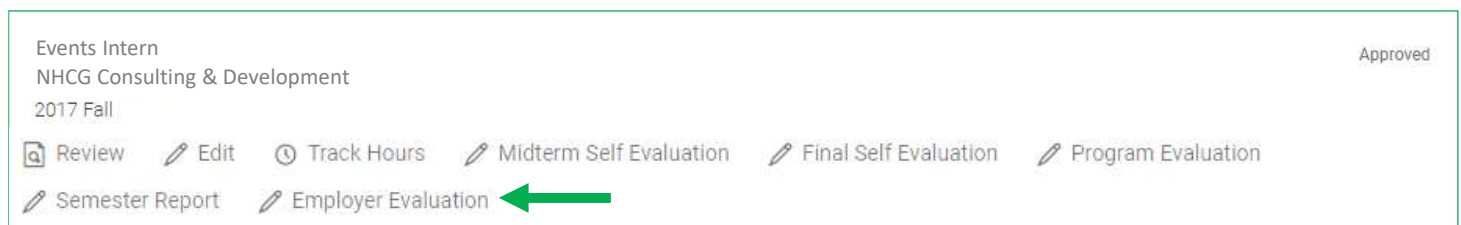
ADD HOURS
Total Number of Hours: 22.00

SUBMIT CANCEL

STEP 3

3

Check to see if your hours have been approved by finding "Employer Evaluation" under your record. If you do not see it, your hours have not been verified yet.



Events Intern
NHCG Consulting & Development
2017 Fall

Approved

Review Edit Track Hours Midterm Self Evaluation Final Self Evaluation Program Evaluation
Semester Report Employer Evaluation



Although "Employer Evaluation" may show on your record, you must click and confirm that your supervisor indicated your hours as accurate.