

Frequently Asked Questions

Q. What is Career and Professional Development?

A. Career and Professional Development, or CPD, is Clark Atlanta University's office for students to develop the necessary skills to interview and enter into the work force.

Q. Will CPD place me in an internship, co-op or job?

A. No. CPD is not a placement center. The office provides resources such as interview skills and etiquette, a venue for employers to meet students and an opportunity for students to apply for job, internships and co-ops.

Q. What is an internship?

A. An internship is a great opportunity for students to get hands on experience in their field of study. Some internships are paid and others offer class credit.

Q. How do I get class credit for an internship?

A. Students who wish to earn credit for an internship must receive approval through their department chair before applying for the internship. Students who receive class credit will be required to complete assignments issued by the department head. CPD offers access to the internships; however, we do not provide class credit or take up assignments for the internship.

Q. What is a Co-Op?

A. A co-op or Cooperative Education is a great opportunity for students to obtain real world experience in their field. Typically students will enter into a co-op instead of taking classes. Students will work for a semester as a fulltime employee of the company. Students may obtain approval from their department before entering into a co-op program.

Q. Will I be paid for my Co-Op?

A. Most co-ops pay their employees for working. Students will receive school credit.

Q. What is the difference between a Co-Op and an Internship?

A. An internship is typically done during the summer or during the school year in conjunction with attending classes. Internships are not always paid positions. Co-Ops are taken instead of attending classes and typically offer the student monetary compensation.

Q. Where do I go to apply for a job, internship or co-op?

A. CPD has an online system called Hire a Panther Career Track, where they can create an account and upload their resume. Students will be able to apply for job, internship and co-op opportunities through

this system. The address is: cau-csm.symplicity.com or they can download the mobile app: careers by symplicity

Q. What is Hire a Panther Career Track?

A. Hire a Panther Career Track is the official online platform used to distribute job, internship, co-op and career related events to all students who have registered. Students will have access to over 400 employers who have posted over 2000 job, internship and co-op opportunities. Employers register with our system because they are looking for OUR students specifically. This system may be referred to as Symplicity, which is the platform host.

Q. How often should I check my Hire a Panther Career Track account?

A. Many of the job, internship and co-op opportunities update on a daily basis. Students are encouraged to check the online system at least three times per week and should be applying for opportunities weekly.

Q. Does CPD offer resume help?

A. Yes. CPD offers resume assistance. Students are encouraged to email their resumes to hireapanther@cau.edu for review. Typically it takes up to three business days for the office to review, make comments and return the resume to students. In order for students to have their resumes reviewed, they must first be registered with Hire a Panther Career Track at cau-csm.symplicity.com.

Q. Does CPD offer career counseling?

A. Yes, the members of the office are available to meet with students to counsel them on career opportunities. The office does not counsel students on which classes to take or not to take, students seeking this type of help should contact their advisor.

Q. What should I bring to my meeting at CPD?

A. Students should always bring their resume to each meeting with the department. This will allow us to make sure we help you update it. Students should dress professionally when coming to visit this office. We are preparing you for your career. Students should arrive at the office for their meeting at least 5-10 min early.