**Internship Council**

**May 21, 2013**

**Minutes**

**Attendance:**

**Carolyn Chartier, Laurie Enderle, Kimberly Bergandahl, Maureen Croteau, Ann Traynor, Jodi Eskin, Sharyn Rusch, Katie Upson, Kristin Osmundson, Heather Parker, Rachel Jackson, Arthur VanLear, Kate Andrew, Becca Herman, Meghan Hanrahan, John Chudy, Gina DeVivo Brassaw, Susan Hyde-Wick, Inda Watrous, Joshua Proulx, Halina Hollyway, Brian Schwarz, Jeff Flaherty, Kathy Hendrickson, Elaine Holman, Debbie Philips, LuAnn Saunders-Kanabay**

**Career Services: Beth Settje, Ashley Pedersen, Keely Nearpass, Paul Gagnon, John Bau, Darlene Reynolds**

## Introductions

Those in attendance introduced themselves and their departments.

* News from Career Services
	+ New Staff Since January
		- Paul Gagnon – career consultant embedded in CANR
		- John Bau – career consultant embedded in Engineering
		- Ashley Pedersen – Internship Resources Consultant
		- Jim Lowe – Assistant Vice Provost/Executive Director of Career Services
		- New staff continuing to be hired throughout the year
	+ HuskyCareerLink Faculty/Staff Access
		- Darlene Reynolds, Career Services On-Campus Interview Coordinator presented on using the faculty/staff module.
		- Log into site through Career Services.
		- Contact: recruiting@uconn.edu or 6-6156 with questions.
		- Directions were handed out and are going to be attached to email with minutes distribution
	+ 2013-2014 Career Fair Dates – all in SU Ballroom
		- 9/24/13 and 9/25/13 – Fall Career Fair two day event
		- 2/5/14 – Internship & Co-op Career Fair
		- 2/19/14 – Careers for the Common Good Fair
	+ Guidebooks – three guides receiving summer updates; all will have hard copies and be accessible on the internship and Career Services’ websites.
		- Student Internship Guide
		- On-Campus Employer Guide for Internships
		- Off-Campus Employer Guide for Internships
* Courses
	+ UNIV 1991 – one credit course
		- Career Services continues to offer this one-credit course
		- Using book: InternQube, also a good website: [www.internqube.com](http://www.internqube.com)
	+ UNIV 1981 – zero credit transcript notation
		- Career Services is now offering this option for students not looking for credit yet wanting the experience on their transcript
	+ Academic Internship Courses across campus
		- All courses listed on internships.uconn.edu
		- All department pages getting overhauled
		- Look out for emails and calls from Beth or Ashley for updated information on internship sites and course content
	+ Internship Reports
		- Being prepared and will go on the websites
		- Three reports: Students, Faculty/Staff, University Administration
* Unpaid/Paid Internships – News, Rules, and Procedures
	+ Reviewed FLSA requirements
	+ New page in the student guidebook to explain FLSA, adding clearer language in the off-campus employer guide as well
* Risks and Insurance
	+ International Internships
		- Shared that there is a group on campus looking at risk for international experiences.
		- CS going to partner with 6-8 international internship agencies and these will be vetted, as well as will have MOU’s with CS
	+ Liability Insurance/Certificate
		- Beth meeting with Melissa Frank to discuss certificate of liability issues regarding interns. Looking for clarity of how students are protected by the university when they go out on unpaid and/or for credit internships.
* Alumni Association – Relationship Building and Programs
	+ Josh Proulx, Director, Husky Alumni Network
		- HuskyAlumniNetwork is comprised of all 230,000 alum
		- Introduced Career Net, smaller facet to connect on career related issues, about 30,000 in system, with about 700 offering to serve as a mentor in some capacity
		- Work Place Ambassador Program – connect alum at organization with an intern at same location, can be minimal, most important just to be introduced and let students know alum work at the site.
		- Offered to come to classes and organizations to introduce ways current students can reach out to alum
* Miscellaneous Topics
	+ Intern of the Year/CEIA Award
		- UConn Intern of the Year: Taylor Ansbro, Department of Communication Sciences, interned with Converse, NIKE, Inc.
		- Higher number of entries in 2012 than in 2011
		- Program continuing to grow and expect more semifinalists next year
		- Beth going to reach out to current students about it
		- Only for academic internships
	+ Internship Start Dates and Credit
		- If allow a student to take an internship course, note the start date. If it is before the first day of classes in a term, then need to determine if student can also be registered in Intersession or May term. This can work if the student is receiving more than one credit.
		- If student not able to be registered in the smaller time frame, the student and the employer need to be aware that the student is interning without credit for a portion of the time.
	+ CLAS Policy on Internships
		- Introduced in 1999, has not been updated
		- Can be found on the internship website, in internship course section: <http://coms.uconn.edu/undergraduate/clas_internship_policy.html>
	+ Mental Health and Learning Disabilities and Disclosure
		- An area to consider and discuss at a future council meeting, not enough time today to discuss with other agenda items
	+ Disney College Program (DCP) and Professional Internships (PI)/Recruiting on campus
		- Greater recruiting presence on campus, especially with ESPN
		- Explained difference of DCP and PI
		- For the DCP, they are very receptive to CLAS majors and like education as well.
	+ CT Talent Bridge Program
		- <http://www.ctihub.com/show/technology-talent-bridge>
		- Program that provides up to $25,000 for funding for hiring interns in a technology related organization or project
		- 24 UConn interns in past year at numerous locations in state
	+ Webinars for federal government
		- CS will be viewing three webinars on the topic, in June
		- Email Beth (internships@uconn.edu) for details if interested in coming to any / all of the three
	+ Scams and what to do about it…
		- Some employers are sneaky and create false positions/companies
		- If working with a student who discloses a scam, let CS know
* Open
	+ Luann mentioned scholarships and research opportunities in IISP
	+ Susan from Waterbury shared some options
* Next Meeting Dates/Topics
	+ Look for one or two meetings in the fall, in September and November/December
	+ More in depth on Students with Disabilities and how we work with them for transitioning to the work force for an internship
	+ Veterans
	+ Certificate of Liability – what does that mean at UConn?

**Department of Career Services // WCB 201 // 860.486.3013 // www.career.uconn.edu // www.internships.uconn.edu**