Internship Council

September 20, 2013

**Minutes**

Welcome and Introductions

Guest Speaker:

Melissa Frank, Department of Procurement Services, shared information on understanding university liability. She explained when and how the university or students could be at risk, when insurance is needed, etc. Her PPT is on the internship website, which includes contact information.

Topics:

* New Name and Rebranding – Career Services is now the Center for Career Development. The new name and look will be appearing all year as the old one is phased out.
* Website Updates – [www.internships.uconn.edu](http://www.internships.uconn.edu) – the front page is being adapted, there may be a full upgrade in spring 2014.
  + Internship Course Listings by Major: Academic PDFs are being updated. Faculty/staff should check to make sure correct information is on the website. All faculty/staff that CCD could identify as internship coordinators or department heads were contacted in summer 2013, to ensure accuracy.
* Newsletter/Twitter – a student newsletter is being generated to go to students earning credit and anyone else who might want it. A copy will go to the internship coordinators and academic advisors the CCD has on file. Twitter feeds continue. Feel free to contact [internships@uconn.edu](mailto:internships@uconn.edu) to have us tweet an internship related activity.
* UNIV 1991 and 1981 - the one credit and zero credit courses are running; both are offered all year, though they are busiest in the summer months. Employers are challenged regularly by the CCD staff if proposed internships are not demonstrating learning outside of the daily work or tasks.
* Statistics
  + Number of reported Experiential Learning Opportunities (on & off campus)
    - Summer 2012-Spring 2013 – 4,800; $4.3 million in reported earnings
    - Reports and Promotional Documents – information is shared with different constituents about internship news and facts; will be on the internship website
    - Upcoming Surveys: student, employer, faculty – going out throughout October. Look for emails, signs, etc. Hoping for more participation than in past years.
* Working with Employers – continue to reach out and offer educational support and advice. Pushing back if the employer does not demonstrate clear learning for the internship experience. CCD staff will work with employers faculty/staff don’t want to address.
* Intern of the Year Awards
  + UConn and National Level – inviting all students/recent alumni to participate who held an internship in summer 12, fall 12 or spring 13. Students who earned credit will be emailed an application. Applications will be made available on the website and emailed to faculty/staff on internship council. Hopefully, a large number of respondents to represent university well. Deadline for UConn is 11/1. One winner from UConn will be submitted to the national association by 11/15.
  + Regional Opportunity – NEACEFE is seeking an employer and intern of the year for the region. Deadline is 9/30.
* Internship presentations – the Intern Resources Team and other CCD staff are happy to come to your classes, clubs, etc. to discuss what the CCD does, internships, employer strategies, etc.
* Co-op Updates
  + Fall 2013 Participation – 3 students this fall, including NASA
  + Co-op 1000 – What is a Co-op? – new presentation conducted by Ashley P., information will be made available as it is finalized.

New email address: [coopeducation@uconn.edu](mailto:coopeducation@uconn.edu)

Guest Speakers:

Christine Wenzel and Bryanna Anderson, Center for Students with Disabilities

Addressed what their office does for students, what they do not do, how their office can work with faculty/staff. Also introduced information on the Autism Spectrum/Aspergers. A PPT was shared and will be on the internship website.

Language to use to help students when drafting a learning contract and intern coordinator (faculty/staff) wants to address the possibility of a disability:

Are you currently receiving accommodations (academic, classroom, and/or housing) and will you require them for your internship? If you are not certain, ask about it. There may be other aspects or topics for you to consider, which is why it is important to talk to your Internship Advisor or the Center for Students with Disabilities.

Surveys and Reports

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| Date Sent | Topic | End Date |
| **Mid-September** | **Summer/Fall Faculty Report Requested** | **11/15/13 – reply by** |
| Mid-October | Summer Student Survey Sent | 10/31/13 |
| Mid-October | Summer Employer Survey Sent | 10/31/13 |
| Mid-November | Internship/Co-op Fair Invitations Sent | When full |
| Early/Mid-November | Careers for the Common Good Fair Sent | When full |

**Dates of Significance –** [**www.career.uconn.edu**](http://www.career.uconn.edu), calendar on the home page:

* September 24/25 – All Major, Internship/Co-op/ Full-time Career Fair, 11-3, SU Ballroom
* 10/30 and 12/3 – Five steps to Finding an Internship Presentation
* Mid-October Informational Debriefing – What is a Co-op?
* Ten Rules to Building a Professional Image – a PowerPoint on www.internships.uconn.edu
* February 5, 2014 – The Internship/Co-op Career Fair
* February 19, 2014 – The Careers for the Common Good Fair