Internship & Co-op Council Meeting

Center for Career Development (CCD)

May 13, 2014

**Minutes**:

* CCD updates
  + A number of retirements and new hires have been occurring in the department; more will be posted on the CCD website over the next few months as we transition.
  + Currently still in two locations. Please refer all students to the Wilbur Cross Office, Room 201, for general inquiries.
* Courses, dates, numbers
  + UNIV 1991 – the CCD one credit course. Inquiries and Enrollment numbers are down this summer. Not sure of the reason. Other academic departments are noticing the same trend. Guesses include cost to take the course, increase in online options, and either an increase in paid options or an unwillingness to accept unpaid options.
  + UNIV 1981 – the CCD zero credit option. Low cost, allows students to document their experience on their transcript. Still must be approved by CCD and supported by an academic department.
  + Service Learning Designation – Julie Yakovich spoke about the way a course is designated in PeopleSoft. Go to [www.service-learning.uconn.edu](http://www.service-learning.uconn.edu) for more information.
  + Policies and protocols (working over break, harassment, driving, academic standing at the college, etc.)
    - Working over breaks, like Spring and Thanksgiving; it is a decision between the host site and student. It is okay for the student to work or to ask for time off.
    - Driving – UConn does not, to Beth’s knowledge, have restrictions on students running equipment, driving, etc. Students do need to work with their insurance companies should these questions arise.
    - Harassment is obviously never acceptable. Should a UConn student intern face any harassment while on site, regardless of earning credit, it needs to be reported. Some states are making sure unpaid interns are getting equal rights as paid employees on this subject.
    - Verifying academic standing – only refers to GPA, not conduct. Beth will sign off on forms about verification, especially for internships she knows are legitimate, i.e. CT Judicial, DCF, etc. She will review affiliation agreements and provide guidance. She will not sign off on documents looking for Good Standing, as that refers to behavior and conduct. That is handled through a designee of the Division of Student Affairs.
  + Pro Publica data collection – Beth recommended that if receive an inquiry from them, either delete or refer to her. This group is collecting data on unpaid internships and university policies.
* Site Visits and Conversations with Site Supervisors
  + Effective to have conversations with supervisors at beginning, middle and end of internship experience. Expectations from the university can be made and relationships are established.
  + Consider sharing the course syllabus with the supervisor at the beginning of the semester, so they know what the student is doing for the course.
* Cooperative Education at UConn
  + Ashely Pedersen gave a brief presentation about how it works, contact her at [careercoop@uconn.edu](mailto:careercoop@uconn.edu) with questions.
  + Stepping up efforts to reinvigorate the program at UConn, looking for more students to consider and do it.
  + Average salary now for a UConn Co-op is over $17,000 for six months of work.
  + Student retains FTE status while on co-op
* Academic Pages regarding internship courses and the website: [www.internships.uconn.edu](http://www.internships.uconn.edu)
  + Updates will be occurring in August
  + Please check to make sure information is correct
* Newsletters
  + The Internship Insider is being sent to students who are enrolled for internship credit each semester.
  + Two issues are released each term, one focusing on starting and setting the tone; the other is about wrapping up.
  + Samples will be attached to the minutes and eventually added to the internship website.
  + Council Members may also get a copy moving forward, when students are sent theirs, as well.
* Summer and Fall Internships Still Available on HuskyCareerLink, so please encourage students to keep looking
* Legal Documentation and Affiliation Agreements
  + Title IX – Beth and Arthur Van Lear met with Clear Channel to discuss their reinstatement as a UConn approved site for internships. They will be on probation for two years, based on prior actions and future behavior.
    - Similar to above, if any behavior is reported from a site, notify UConn CCD and ODE immediately, so the situation can be addressed and documented.
  + Liability – on the student for the most part, so encourage them to talk about these topics when agreeing to intern and/or in their orientations and onboarding process.
  + Insurance – same as liability
  + Updates on Lawsuits and Harassment policies – some of the national lawsuits were settled out of court; others in favor of the intern, but they are now in appeal.
* Career Expeditions
  + Most recently, past two years, have been holding as an event on one day, with many sites. It has not generated the numbers we anticipated, so we are returning to the idea of holding 2-3 trips a semester, with focused industries and majors.
  + If you have an idea of an industry or organization to approach, contact Ashley Pedersen at [Ashley.pedersen@uconn.edu](mailto:Ashley.pedersen@uconn.edu).
* On-campus Internship Proposal
  + A student approached Beth in the spring about expanding how on-campus internships are offered at the university. He wants to put together a vibrant mechanism where students can talk about their interests, help one another and generate ideas. Beth has met with him a few times, and some of his ideas will be occurring in the fall. Beth will also be approaching more departments about offering on-campus internships.
* International Internships
  + We will be formalizing agreements with 6-10 third party agencies for international internships. This will be a project that the CCD’s new GA, Tina, will be spearheading.
  + The CCD and Study Abroad will continue to work together as well, as on this topic.
* Statistical Data
  + Current results for 2013-2014
    - Student numbers were collected in fall ‘ 13
    - Good numbers responded, but overall, still not a strong representation of the univeristy
  + Surveys going out in May
    - To employers in HuskyCareerLink
    - We ask them if they had interns in Fall ’13 and/or Spring ’14 – numbers, salary, industry collected
  + Still need for 2013-2014 (Summer, Fall, Spring)
* Hiring Trends
  + On the rise
  + Still getting inquiries from employers looking to hire for summer and fall, for interns and full-time
* Emails:
  + Internship queries: [internships@uconn.edu](mailto:internships@uconn.edu)
  + Co-op questions: [careercoop@uconn.edu](mailto:careercoop@uconn.edu)