**Internship & Co-op Council Meeting**

**Center for Career Development (CCD)**

May 13, 2016

* Welcome & Transitions
  + Multiple staff transitions with many people assuming new roles. Beth Settje will remain on staff as Associate Director; she will be providing leadership regarding student counseling/coaching within the CCD. Therefore, she is not going to oversee Experiential Learning any longer.
  + Three new staff members have joined the CCD, including Ana Blesso, the new Assistant Director of Experiential Learning. Succeeding Beth in this role; Ana’s position will be internal-facing, so she will serve as the new contact person for this group. Faculty and staff can continue to utilize the CCD through the [internships@uconn.edu](mailto:internships@uconn.edu) email address.
* Website Review
  + On-campus internships continue to grow; the CCD has reached out to various offices on campus to create a list of opportunities (accessible via the CCD website).
  + Students may be eligible earn internship credit through their academic program or through the CCD; with the CCD striving to collaborate with all academic departments and a student’s department-based internship course being a first option. Documentation for both the CCD option and academic-based options were showcased on the CCD site.
  + The Faculty/Staff page was highlighted; including showcasing where ‘Resources and References’ can be found. This includes legal guidelines/information, Employer Guides, and Affiliation Agreements.
  + The Employer page was also browsed, showcasing how employers may connect with the CCD to recruit UConn students.
* Federal Law
  + Updates were shared and a general understanding of different rulings was discussed, particularly the US Department of Labor, Fair Labor Standards Act and the 2nd Appeals Court ruling (impacting the states of CT, NY, and VT). Staff and faculty vetting internship experiences for quality and appropriateness were encouraged to browse these resources and contact the CCD/Ana with questions.
* HuskyCareerLink
  + The current HuskyCareerLink log-in page was shared; available to both current students and alumni. HuskyCareerLink will be transitioning to a new platform this summer; this system has shown to be more mobile-friendly and increases ease-of-use for students. Members of the Council who would like to receive access to HuskyCareerLink are encouraged to register and contact the CCD.
* Defining A Quality Internship
  + On-campus positions have proven to be a dynamic way for students to gain experience and many departments offer internships. Staff and faculty are encouraged to work with the CCD on position development to ensure that the position is a quality learning opportunity for the student.
  + Faculty and staff supporting students engaging in off-campus positions or approving them for credit were encouraged to also connect with CCD staff for clarifications on defining and approving internships.
    - It was shared during the meeting that the faculty senate has approved a zero-credit option for CAHNR. Two departments that are moving forward with the courses are Plant Science and Animal Science. Ana and Beth will follow-up to learn more about this decision and the option it provides students.
* On-Campus Co-Ops
  + The CCD is actively striving to increase campus awareness and involvement in on-campus co-ops. This program is ideal for students who, for a variety of reasons, seek short-term, full-time employment on campus (concurrent with taking a break from academic coursework). Co-ops must last at least 4 months, though 6 months is more the norm and preferred. This option would permit students to maintain their full-time equivalent standing with the University while gaining professional experience on-campus. Offices interested in exploring this option were encouraged to contact the CCD.
* Guides
  + Student and Employer Guides are each being revised and re-printed this summer. Updated versions will be available for attendees of the next Council meeting and on the CCD website by the start of fall semester.
* Surveys & Data Collection
  + The CCD is currently collecting data for summer internships starting in July; which includes reaching out to employers and students to learn more about their summer experiences and plans. We will be collecting the academic information shortly.
  + Ana or Beth may be asking for names of students with great experiences this summer to highlight on the CCD website and social media.
* CCD News & Programs
  + First destination surveying of the Class of 2016 is taking place through the CCD and has been dubbed the “HuskiesMovingOn campaign.” Students were emailed the survey during the last week of classes and were offered a t-shirt for showing proof of completion. Students will be contacted once again 3 months and 6 months post-graduation. Results can be shared with departments, upon request.
  + The CCD maintains full operating hours during the summer – and is readily available to meet with both students and support faculty/staff.
  + Instagram Campaign
    - Two Instagram-related campaigns were shared: “Don’t Be That Intern” (15-second-long videos aimed at showcasing inappropriate intern behavior, such as taking all of the complimentary snacks and oversharing regarding one’s weekend) and “Huskies @ Work” (a campaign in which students connect with the CCD marketing team to take over the department’s Instagram page for 1 day, showcasing their summer internship or experience).
    - The “Don’t Be That Intern” videos can be watched through the CCD website.
  + CCD staff (Ashley, Beth) are currently working increase student and employer engagement in the group job shadow program. Attendees were encouraged to share with the CCD of any sites they recommend a small group of students visit for a short portion of 1 day.