**Internship & Co-op Council Meeting**

**April 17, 2015**

Agenda:

* Introductions What is going on at the CCD/Who works there?
  + Went to CCD website, introduced new staff, updates – interactive blog, updated daily. Calendar of events. More interactive. Faculty and staff are welcome and encouraged to be guest bloggers too.
  + The interncoop.uconn.edu website is also updated since the last meeting. There are tabs and buttons for different categories, with Finding Credit is probably the most relevant right now.
* CLAS Career Exploration Plan – Designed for CLAS students but applicable to all student populations. A chance for a student without a mjor or career plan to see how he or she can use UConn resources to find the way. This plan is available on the CCD website, in the CLAS section. Students watch a 5 ½ minute video, answer a few questions, and then are provided resources. Faculty/staff may also complete the questionnaire to show students how quick it is.
* HuskyCareerPrep is an online career preparation tool that encompasses many aspects of the internship and job search process, including practice interviews and self-directed career assessments. Log in using Single Sign On, with a net ID. Faculty/staff can log in and create accounts, and see what their students are seeing. Very informative site.

* Internship and Co-op Statistics for 2014-2015
  + Average co-op salary for a 6 month co-op: $18,000
  + Average internship salary $16.38, work week was 10.6 weeks, average of 34.2 hours
  + Most reported internships came from CLAS, second was School of Business and third was Engineering
  + Top majors were accounting, communication, finance, econ and marketing
* Coding internship courses –
  + Beth met with the Registrar’s Office to craft a document that was sent to department heads by the Provost’s Office, indicating it would be preferred to have all internship courses properly coded. Please use 81 and 91 suffix, 80 and 90 are also acceptable for field work placements. Do not use 89, 95, 89, 99 as internships. 82 and 92 may be applicable, but if not completely solo oriented, fine tuning a skills.
  + This change impacts correct coding for students who are looking to get research credits later in academia as well as the University’s ability to correctly track courses.
* 30 Days of Internships – promotional campaign to kick off the spring internship season. A calendar of events was shared with about 500 students, including RAs. Students who wanted to include their experiences as part of the Certificate of Professional Development were able to do so as well.

Continued…

* Internships just for UConn students
  + - On-Campus Internships – program growing; there will be a button/tab on the [www.interncoop.uconn.edu](http://www.interncoop.uconn.edu) page in May or June. This page will link to a PDF for each on-campus internship the CCD knows about.
    - Off Campus Internships – program also growing. Place for these special programs to be highlighted, such as Urban Semester, TIP, Honors in DC, Extension, etc. More coming to the website too.
* Intern of the Year – the 2014 winner was shared (see her on the website). Looking to continue to expand the program, to get more interest from each college. Will reach out more directly to the faculty of credit bearing courses, as well as to students registered for credit. Going to start promoting it in the spring term, v. waiting till the fall the application is due.
* Workplace Ambassador Program - Program offers a connection for UConn interns and alumni at the workplace and provides support for networking, mentoring and alumni/student connection. Connection is facilitated on site through the host organization. If advisors are seeing many students placed in the same company, please let Ashley know so she can reach out to see if there’s opportunity to connect them to the alumni in their workplace.
* International Internships – different populations need different support from the CCD.
  + - US Students Abroad, working closely with Education Abroad. Any student interning overseas, regardless of credit, needs to enroll in proper insurance.
    - International Students in the US or other countries – working with ISSS to determine what these students may or may not do. Important to let the students know they must apply for their permission documentations very early in the process.
* Agreements and other legal documents
  + - Working with General Counsel and the Attorney General’s Offices regarding Affiliation Agreements. UConn has a generic version that is preferred by the University. There are two – one for in-state and one for out-of-state. These are available from Beth in the CCD.
    - Once the Agreement is prepared, it has to be submitted to the Office of the General Counsel per these instructions, using the website indicated in the directions:
* The contract process is detailed on our website, under Guidelines #2 A-E: <http://uconncontracts.uconn.edu/guidelines/> and should be followed by *all* University departments; please share the link. In this case, because the contract is with another state agency (and the template is already prepared), the departments don’t need to include most of the required provisions or affidavits and certifications discussed under section A and don’t need to submit it here for pre-review or to determine OAG approval (sections B and D).
* However, section C explains who they should have sign the agreement on behalf of the University. A Dean can sign such a no-cost agreement.
* Once the agreements are executed by UConn and DCF, our office should receive a copy for our file, but each Department should keep an original or a copy and provide DCF with either an original or copy as required for their records (see section E).

Continued…

* CT Unpaid Intern and Discrimination Legislative Bill – different bills in CT legislation right now. Most pertinent to this group is the Intern Discrimination one, which is considering how an unpaid intern is protected against harassment and discrimination. Will be up for a full vote in June 2015.
* CEIA and CCEIA Updates – nationally, CEIA is moving along to ensure best practices are occurring at the national level, offering training, definitions, etc. Locally, CCEIA is continuing to bridge intern coordinators from career offices along with employers, together, regarding internships and co-ops. CCEIA is also going to investigate legislation to let congress and the House know of its existence, as similar bills are proposed.
* National news (lawsuits, laws, etc.) – some lawsuits are still active, though most are getting settled. Many are finding favor with the interns, to get some minimal compensation. Larger companies offering unpaid internships are increasingly under scrutiny. Four-six states have legislation already passed regarding discrimination definitions.
* Summer plans for the Internship and Co-op Staff at the CCD
  + - Revising Presentations – updating content, available to present on generic or tailored topics to students, faculty, staff in departments, clubs, etc.
    - Reverse Career Fair – being planned for 9/29 after the career fair, for clubs to highlight leaders and chance for employers to meet the clubs; also individuals who had internships and co-ops will have the chance to highlight experience in a poster format.
    - Website Content – adding more about UConn only experiences, expanding some content, making it easier to navigate
    - Updating Employer Guides – Both on and off campus guides getting updates this summer.