**Internship & Co-op Council**

September 23, 2016 Agenda

**Welcome & Introduction**

* Reiterated transitions in the Center for Career Development; Beth Settje remains on staff as Associate Director. Ana Clara Blesso, leading this meeting, oversees this Council and the CCD’s internship and co-op related efforts. She can be reached via [internships@uconn.edu](mailto:internships@uconn.edu).

**Website Review & Updates**

* Provided a brief overview of CCD website (career.uconn.edu) – including updates to *Internship & Co-op* pages. A new tab has been created with graduate student-specific content, on-campus internships continue to grow, and off-campus opportunities/search engines were reviewed this past semester.
* The CCD has updated HuskyCareerLink’s platform – which is now more user-friendly and mobile-friendly. The mission of the system itself remains the same; students can search for internships, co-ops, and full-time positions. Unlike the last platform, however, the new HuskyCareerLink allows students to create LinkedIn-like profiles, through which employers can search for potential candidates. On-campus Interviewing was also highlighted.

**Guides**

* An overhaul of the *Undergraduate Student Internship & Co-op Guide* was completed this summer; a new guide was shared with the group. Copies of the guide are available at the CCD. The new guide features action sheets with content regarding preparing for searching, searching for an opportunity, and preparing for an internship or co-op.
* An updated *Off-Campus Employer Guide* is expected to be released by Winter Break. This guide will be housed on the CCD website and in HuskyCareerLink to be utilized by employers.
* A *Faculty/Staff Resource Tool* is planned for Spring 2017; a small group of faculty and staff willing to lend their input through 2-3 meetings is requested. Interested parties can reach out to Ana directly at [ana\_clara.blesso@uconn.edu](mailto:ana_clara.blesso@uconn.edu) or [internships@uconn.edu](mailto:internships@uconn.edu). This tool is intended to support faculty and staff who oversee internship courses and serve as their departmental contact regarding experiential learning.

**Legal Updates**

* CCD staff participated in the *Summer 2016 Internship Legal Update* webinar; much of the content was information already well-known in the field. The webinar did touch on one interesting point, however: should a University granting credit for an internship experience be seen as a co-employer of the student? The group discussed this – and viewpoints seemed evenly split on the matter.

**Fall 2016 Co-op Update**

* The CCD is striving to increase awareness of on-campus co-ops. If a department is working with a qualified student, who would like to work full-time in a paid role for approximately 6 months, instead of utilizing Special Payroll, co-op may be an option. 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). 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.
* There are currently 21 undergraduate students participating in co-op through the CCD:
  + 4 Disney College Program Participants, 3 IBM, 4 UTAS, 5 Electric Boat, 1 NASA-Langley, 1 Jefferson National Laboratory, 1 Fathom
  + Majors include: Engineering, Physics, Journalism
  + To date, reported salary averages (excluding the Disney College Program): $21.27/hour, $18,404 estimated total