Welcome to the January 2017 iExchange!
Agenda

• Alumni Engagement
  – Aztec Mentor Program
  – AHA! Aztecs Hiring Aztecs

• 2016 Campus Review Overview
  – New Resource: Employer Tool Kit

• Best Practices for Internship Programs
  – Intern Driving Policy
  – SDSU’s Release Waiver
  – ISQ/Annual Review
Juniors, Seniors & Grad Students in all majors
AMP up your Career Development

Spring 2017 Application Period: January 12 - February 9

Spend eight hours with a professional mentor during the semester and you will:

- Better understand your chosen profession or industry
- Gain insider knowledge from a professional perspective
- Network with alumni, professionals and employers

Visit amp.sdsu.edu for more information

San Diego State University
Career Services
Division of Student Affairs
AN AZTEC ASSIST

Across town, San Diego State University is developing partnerships to strengthen career success for students. SDSU launched Aztecs Hiring Aztecs (AHA!) to raise awareness amongst alumni who are in positions to hire recent graduates.

“Upon graduation, SDSU students leave the university qualified and motivated to make a difference in the workforce through internships, part-time jobs, and full-time jobs,” says vice president for student affairs Eric Rivera. “Our goal with AHA! is to increase opportunities for students and to show what many employers already know: SDSU is an institution that produces hardworking graduates with real-world experiences.”

“There are plenty of Aztecs to work with too. More than 33,000 students—including undergraduate and graduate students—are currently pursuing degrees in fields such as engineering, education, science, and business administration. Moreover, the SDSU alumni network has national and international reach.

“The term ‘Aztecs’ is very broad. Not only does it include alumni, but also members of our parents association, community supporters, sports season ticket holders, and community partners,” Rivera says. “We know they are in the market for employment talent, and AHA! is our reminder to them to say, ‘Hire the best. Hire from SDSU!’”

“My San Diego State education has been invaluable to my career, so I view the hiring and mentoring of SDSU students and graduates as a responsibility I willingly accept to help guide the next generation of Aztecs in becoming successful professionals and leaders in business and in our community.”

—Len Morales ’79, Marketing Manager of U.S. Operations, Wawanesa Insurance

AHA! Aztecs Hiring Aztecs

Visit studentaffairs.sdsu.edu/aha to learn more about hiring Aztecs.
Campus Internship Review & Tracking
Fall 2016 Internship Survey Outreach

- Outreached to 95 departments / programs to complete survey
  - Received 43 responses (45%)
    - 23-In person interview
    - 16-Reviewed and updated previous report via email
    - 4-Reported no internships available for this semester
  - 24 departments did not finish the process (25%)
  - 28 departments did not respond (29%)
Fall 2016 Survey Format:

• Questions included:
  – “Has the process changed within the last year?”
  – “Is the internship a requirement?”
  – “Are the internships paid or non-paid?”
  – “Does your area use Service Learning Agreements?”
  – “Does your internship course/program involve SDSU Alumni?”
  – “What are benefits of Students completing an internship?”
  – “Have/Are any of your students involved in internships abroad?”
Fall 2016 Survey Format:

• New Questions
  – “As part of your internship program, do you grant credit for research based projects?”
  – “Do you know of any fees students have had to pay in order to complete an internship other than class registration fees (i.e. drug test, parking, uniform)?”
Fall 2016 Internship Survey Results

• Variety of approaches in securing an internship for students
  – Department established contacts vs. Student driven initiative
  – For-credit / paid internship / both
    • Recently, number of paid internships seem to be dropping
      – A few coordinators commented that the decline in paid internships could be due to increases in minimum wage
  – Internship required for major
Common Themes & Challenges
Preparation of Students

• Completion of prerequisite courses
  – Normally upper division status

• Orientation- one time
  – Etiquette
  – Resume
  – Interview
  – Communication (faculty – student – supervisor)
  – Liability & Insurance

❖ Career Services Internship Workshop Series
Expanding Internship Opportunities

• Established ongoing relationships with employers / agencies

• Influx of employers contacting departments seeking student interns
  – Screening employers for appropriate educational experience and/or fair labor practices
  – Posting of opportunities for students

❖ Aztec Career Connection
Service Learning Agreements (SLA)

• Observation - less negative feedback about the SLA process now that it is online
• Frequent challenge across departments remains lack of staffing/resources for administrative tasks related to SLAs
  ❖ Department wide online SLA training and support available
SDSU Alumni Engagement

• Established Alumni Networks
  – Many departments use social media (LinkedIn, Facebook) to engage

• Tracking of intentional alumni engagement with internships- Most common challenge expressed in survey
  ❖ Aztec Mentor Program
  ❖ SDSU Alumni Association
Benefits of the Internship Process

- Hands-on / Relevant Experience
- Possible future employment
- Networking for both sides
- Career Direction
Internship Tracking

- Employer Survey Placements
- On-Campus Program Placements
  - Total Fall 2016 On Campus Placements | 703 internships
  - Non-Course Related | 499 internships
  - Total Respondents | 32

- iFootnote Placements
  - Fall 2016 & Summer 2016 | 2440 enrollments
    - Summer 2016 | 208 enrollments
    - Fall 2016 | 2232 enrollments
Employer Tool Kit
http://career.sdsu.edu/student_affairs/career/employertoolkit.aspx
Best Practices for Internship Programs
Best Practice - Intern Driving

• Students aren’t covered by the university’s automobile liability insurance when driving to internship sites (or to any off campus university sponsored activity). A student’s personal automobile insurance is primary coverage should an accident occur.

• Students should not drive their personal vehicle to provide a service for their internship site, due to increased risk. In very few instances, the internship site may agree by contract to provide automobile liability insurance for the student; otherwise, a student’s personal automobile insurance is primary.

• Driving and insurance information could be clarified for students in a Learning Plan or Learning Agreement (per EO 1064).

• EO 1041 relates to student travel and speaks to the Release of Liability (Waiver) requirement.

• The SLA Resource Guide includes verbiage that neither the university nor the learning site assumes any financial responsibility for a student’s injury. A student’s personal health insurance is primary.
Best Practice- Release Waiver

- Students participating in university sponsored off campus activities must sign a Release of Liability (Waiver), acknowledging the risks associated with off campus activities and to protect the university from liability.

- To facilitate a consistent application of risk control among CSU campuses, the Release of Liability, Promise Not to Sue, Assumption of Risk and Agreement to Pay Claims was developed.

- Signed waivers are to be kept on file in the department organizing the activity for three years. (If participants are minors, waivers are to be kept until participants turn 20 or three years, whichever is longer.)
Thank you for attending the January 2016 iExchange!

Save the Date - iExchange
Thursday, March 9th
11:30am-1pm
Faculty Staff Club
Lunch will be provided