Internships, CLASS and CLA students: We're All in it Together!
The Internship
Internships, CLASS and CLA students: We're All in it Together!
CLA Internship Fair
Background

- Recruiting Trends
- Other units have fairs for their students
- Highlight internships
- Piloted event in 2011
What students & employers have to say
Student Attendance Rising

CLA Internship Fair
Student Attendance

550 students attended the 2013 CLA Internship Fair
“There is a lot of opportunity available. You just have to put yourself out there. It’s all about communication and networking.”
Rachel Kinnunen (Junior)

“[…]This was an amazing experience and I feel much more confident about my ability to communicate with employers.”
Ashley Carmichael (Senior)

“It’s important to network and try to establish effective relationships with prospective employers. When you understand and can relate to personal interests, the conversation is natural.”
Ankita Sahu (Senior)
Employer Attendance Rising

CLA Internship Fair
Employer Attendance

![Graph showing increasing employer attendance from 2011 to 2013.]

38 Employers attended the 2013 CLA Internship Fair
Employers Who Attended
Industries Represented

- Communications
- Computers & Technology
- Education
- Financial Services
- Fine Arts
- Government
- Healthcare
- Human Services
- Journalism
- Retail
- Sales
- Staffing
- Travel & Tourism
"This is a great event. I can’t wait to do it again! Phenomenal students – half to three-quarters of our interns are CLA affiliated!"

*Michelle Theisen, The Arc Greater Twin Cities*

"It was amazing to meet motivated professionals with diverse backgrounds. I am confident we will find a great candidate for our internship needs."

*Caroline Abts, KellyMitchell Group*

"It is wonderful to have a gathering such as this to help students and businesses meet each other. Thank you for being so well-prepared. We learned so much, and met some great potential interns."

*Patricia Sharon, Friends of Linden Hill*
Success Summary

68% increase in student attendance from 2011-2013.

74% increase in employer attendance from 2011-2013.
Where are we going?

Larger space  More capacity  Increase Attendance  2014!
Get Involved!

“I really enjoyed volunteering at the internship fair this past September. It was great interacting with CLA students outside of advising appointments. I also think it was helpful for students to see academic advisers at the internship fair - I think seeing academic advisers made it easier for students to see the connection between their major/education and internship/career opportunities.”

Katie Koopmeiners, Academic Advisor

“Volunteering at the CLA Internship Fair gave me an opportunity to see the College working with the community for our students. It was especially fun to see some of my own students taking another important step toward their futures.”

Barbara Goodwin, Academic Advisor
September 26, 2014
Great Hall, Coffman Memorial Union

http://www.clacareer.umn.edu/CLA-Internship-Fair/

hirecla@umn.edu
ID 3208

● 1 Credit Online Course

● Offered in Fall & Spring

● For students starting or continuing an internship during the term
Key Assignments

- Learning Contract
- Resume
- LinkedIn
- Informational Interview
- Words of Wisdom
Challenges

- Students with repeat internships (our course can only be taken once)
- International Students
- Timing: Internships start dates vary, retroactive credit, summer internships
CLA Internship Scholarship
Problem

Students need professional experience and students need money.

Employers can’t/won’t always pay students to learn on the job.
CLA Undergraduate Internship Scholarship

- $1500 award
- CLA students
- Sophomores+
- 120+ hour internship

CLA Undergraduate Internship Scholarship

PURPOSE:
Internships are a great way to enhance your academic experience. The CLA Undergraduate Internship Scholarship Program is designed to provide some financial assistance to students participating in unpaid internships.

SCHOLARSHIP AWARDS:
All applicants will automatically be considered for whichever scholarship they qualify for. Below are the awards that are available:
  - CLA Undergraduate Internship Scholarship: This $1500 internship scholarship is designated for CLA undergraduate students who are doing unpaid internships.
  - Ellen Johnson Award: This $1500 internship scholarship is designated for CLA undergraduate students who are doing unpaid internships and are working with public archaeology, museums, or American Indian Studies.
  - Steve W. C. Peabody Award: This $1500 internship scholarship is designated for CLA undergraduate students who are doing unpaid internships at organizations that are involved in urban development, public policy, or social services.
  - Kevin J. Moosle Foundation Award: The Moosle Award is a funded from the LGBTQ community to support all CLA students, regardless of gender orientation. This $1500 scholarship supports CLA undergraduate students who are doing unpaid internships at organizations that are involved in LGBTQ communities.

SPECIAL NOTICE:
The scholarship is an additional award to your financial aid package. If you have questions about this, contact OneStop.

ELIGIBILITY:
To apply, you must meet the following conditions:
  1. Be an already-admitted, degree-seeking student in the College of Liberal Arts at the University of Minnesota.
  2. Be an undergraduate student with a GPA above 3.0.
  3. Have a work experience that meets the requirements of the internship:
    - You are completing or will complete a minimum of 120 hours of work at the internship site.
    - You have been assigned a supervisor at your internship site who will verify your work hours and will be available to answer any questions you may have.
    - Your work is off-campus or not directly connected to a University department/unit or to a University faculty/staff member.
    - You are not receiving a salary for your internship work. Small "perks" such as occasional lunches, free tickets, parking privileges, etc., do not count as salary. Modest stipends (less than $100 total) do not count as salary.
Internships Fundraising Campaign

- CLA Internships Working Group
- Kevin J. Mossier Foundation Gift
- CLA Alumni Email Campaign
Success!

- Working Group: $48,500
- Mossier Gift: $198,000
- Email+: $34,393

Total: $280,893
Application Process

1. View Website
2. Enroll on Moodle
3. Read/Download Instructions/Materials
4. Upload Application Materials
5. Selection Committee Meets
6. Students Notified About Status
7. Recipients Accept & Follow Through on Obligations
8. Reception in May

*Process Happens 3 Times A Year
Application Pieces

- Google Form
- Transcript
- Essay
- Terms
- Learning Contract
Essay Prompt

1. In what ways are your career goals, internship experience, and what you’ve learned through your liberal arts education connected?

2. What are your goals for your internship and describe realistic strategies for realizing those goals? (Please be specific but concise, and do not simply say “In my learning contract…”)

3. How will (or has) the work that you do affect the company or organization in a positive way?
Selection Committee Participants

- Career Services
- Associate Dean’s Office
- Advising Faculty
- Students
- Alumni
Scholarships

Barbara Newsome Award

$1500 internship scholarship

CLA undergraduate students who are majoring in sociology and engaged in an unpaid internship in the community related to the field.

Kevin J. Mossier Foundation Award

$1500 scholarship supports CLA undergraduate students who are doing unpaid internships at organizations to strengthen communities in Minnesota and throughout the world.

From the LGBT community to support all CLA students, regardless of sexual orientation

Elden Johnson Award

$1500 internship scholarship

Designated for CLA undergraduate students who are doing unpaid internships and are working with public archaeology, museums or American Indian Studies in some way.

*All applicants will automatically be considered for whichever scholarship they qualify for.
My time working in Senator Franken's office was varied, engaging, and important. Learning about the services and support provided by a Senatorial Office was certainly beneficial to my future, as I continue to work toward a political science degree. 

Aaron Grossman (Senator Franken’s Duluth Office)
Supervisor Quotes

Kara was a delight and hard worker. She arrived on time on the dates we'd pre-determined or gave ample notice when she wasn't available. She finished even more projects than we'd originally discussed. My only comment for improvement would be that Kara slow down and take her time with projects to ensure she delivers her best quality work the first time. MCM definitely benefited from Kara's internship time.

Cathy Christensen (Madison Children's Museum)

She was very interested in learning all she could about children's book publishing, and took advantage of every opportunity available. She showed initiative in setting up her own meetings and job-shadowing experiences outside the editorial department as well, and in doing so learned more about design, typesetting, and marketing. Mali is an excellent fit in a publishing business environment and is a real self-starter. We enjoyed having her as part of the department.

Marjorie Lisovskis (Free Spirit Publishing, Inc.)

Kara was a delight and hard worker. She arrived on time on the dates we'd pre-determined or gave ample notice when she wasn't available. She finished even more projects than we'd originally discussed. My only comment for improvement would be that Kara slow down and take her time with projects to ensure she delivers her best quality work the first time. MCM definitely benefited from Kara's internship time.

Cathy Christensen (Madison Children's Museum)
Student Quotes

This internship has contributed to my career goals by equipping me with valuable experience of an entry level position at a publishing house. My position, which is often an entry level position at a company, has taught me professionalism and proofreading and writing skills necessary to succeed for my first employment experience after college.

Mali Collins (Free Spirit Publishing, Inc.)

Interning at the Madison Children’s Museum was a fantastic way for me to develop real life skills in an office setting. My day-to-day tasks varied so much that I was also to practice theories from class in real situations, helping me strengthen the relationship between academics and my career.

Kara Harms (Madison Children’s Museum)
Spring 2013 Recipient Year in School

- Senior
- Junior
- Sophomore
2013 Hours Per Week

- Below 10 Hours
- 10-15 Hours
- 16+ Hours
2012-2013 Recipient Majors

*Other includes: Spanish, Gender & Women’s Sexuality Studies, Art, English, and Communications
Types of Organizations

- Non-Profit
- Government
- For-Profit
Thank You!

Questions?