Create an Internship in Your Office

University Career Center
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Student Affairs Beliefs

- The Division of Student Affairs at UTSA provides a wide variety of quality programs and services ranging from admissions and orientation, financial aid and enrollment services, and registrar, to student life, student services and athletics, all designed to support student success and enrich learning and living experiences. We are committed to helping students reach their educational, personal and professional aspirations. We also strive to help students develop leadership skills and engage them in our campus and the greater community.

- The work of Student Affairs is integral to campus retention and graduation efforts through programming and services provided from all departments within the division. Student Affairs professionals are committed to making every interaction an opportunity to affect positive change through student-centered and innovative programs, effective and efficient services, state of the art facilities, streamlined processes for students and staff, leading edge technology, assessment and data collection as well as collaborations across the campus.
Agenda

- Goals of the Program
- Nature and Scope of the Program
- GRIP Initiative
- Funds and Human Resources
- Hands-On Demo
- Who can I contact for support/questions
Research shows...


From the Article Abstract:
- "Working a full-time job has been negatively associated with completion of a bachelor's degree, a good college GPA, preparation for graduate school, graduating with honors, development of interpersonal skills, knowledge of field or discipline, and almost every area of satisfaction with the university environment for the traditional-age college student (Astin, 1993). Astin also reported similar patterns for students working part-time off campus. He stated that "outside work has its largest direct but negative effect on attainment of the bachelor's degree" (p. 358).

On campus work appears to have a different influence in that part-time on campus employment is positively associated with attaining a bachelor's degree and with satisfaction with college. On campus employment may foster involvement with other students and with faculty and enhance the student's integration into the college (Pascarella et al., 1994). Astin (1996) found that activities that limit student contact with peers or that physically remove the student from the campus negatively impact a student's cognitive and affective development. Both employment off campus and full-time employment were included as "non-involvement" factors.”

Works Cited:

• “Nearly half of full-time first-year students and three quarters of seniors attending four year colleges and universities responding to the 2008 National Survey of Student Engagement (NSSE) reported working for pay. The numbers were even higher for part-time students, with seventy-six percent of first-year students and eighty-four percent of seniors doing so.”

  “Pike, Kuh, and McKinley (2009) found that a substantial proportion of students worked more than twenty hours per week, with many employed both on and off campus. Although working during college had variable effects on grades depending on where, whether, and how much a student worked, those students who worked part time on campus had significantly higher grades than students who did not work, students who worked off campus, or students working more than twenty hours per week.”

• Works Cited:
GOAL of the Program

- To create internship opportunities on campus for undergraduate students other than work-study positions.
- Preferably, students will work in a position related to their major field of study or career field of interest.
- UTSA Career Center is planning a program modeled after the “Student Employment Initiative” developed by the U. T. Brownsville Career Center.
Points of Pride

- The “Student Employment Initiative” created by U.T. Brownsville has been recognized as a Rising Star program by the Higher Education Coordinating Board.

- The UTSA University Internship Program is part of the GRIP* and has already been approved by Dr. Frederick, pending funding from CMO.

GRIP = Graduation Rate Improvement Plan
Impact of the University Internship Program

- Improve participants’ retention rate
- Create critical connections on campus
- Improve retention rate of students they work with
- Participants will become mentors/facilitators for their peers
- Positively impact time to graduate
Evidence of Effectiveness

In Spring 2012, results indicated that participants cumulative performance was as follows:

- 97% of participants completed all credit hours attempted (Average 15.15 hrs. attempted)
- 84% obtained a semester GPA of at least 2.75
- 97% maintained at least a 2.75 cumulative GPA
Overall Degree Completion Impact

- Since its inception in fall 2005, SEI has served a total of 741 unduplicated students, of which 456 have obtained a Bachelor’s degree; for those completing a Bachelor’s degree, the following reveals successful timely graduation outcomes:
  
  - Average of 4.67 years to complete Bachelor’s degree
  - Average 4-year graduation rate is 48%.
  - Average 6-year graduation rate is 87%.
# Work-Study VS. Internship?

<table>
<thead>
<tr>
<th>Work-Study</th>
<th>Internship</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tasks for student are NOT related to his/her major</td>
<td>Tasks for student ARE related to his/her major</td>
</tr>
<tr>
<td>Student must be eligible for Financial Aid</td>
<td>Must have demonstrated financial need</td>
</tr>
<tr>
<td>US citizens or Permanent Residents (only)</td>
<td>US citizens, Permanent Residents and limited International Students (F-1 visa)</td>
</tr>
<tr>
<td>Up to 19 hours per week</td>
<td>Up to 19 hours per week</td>
</tr>
<tr>
<td>Repetitive tasks, not necessarily professional in nature</td>
<td>Tasks associated to Learning Outcomes; gaining skills useful in a specific field/career</td>
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Benefits for the Department

- Students contribute with **new and fresh ideas** (to solve problems or to approach new initiatives)
- Relatively **“low cost” wages** - imagine what you would have to pay a salaried employee for their time!
- **Tackle projects** that your staff has had to place on the back burner
- **Support** the University’s goal of increasing employment opportunities on-campus
Benefits for Students

- **Learn more** in a field of interest/major while being **PAID!**
- Conduct an internship in a **convenient and familiar location** (no need of transportation or looking for parking)
- Connect with faculty/staff and peers outside the classroom (**mentorship opportunity**)
- Take advantage of a **professional development opportunity**, along with a personal growth and learning experience
- Get motivated to **graduate on time**
- **Inspire** fellow students
2 Options for Funding

**OPTION 1:**
- 100% through the Wages Account in your Department

**OPTION 2** (If approved by CMO):
- 25% through the Wages Account in your Department
- 75% through tuition funds
Eligibility for Students

- Must have completed at least 12 credit hours at UTSA;
- Must be enrolled in an Undergraduate degree program at UTSA (with no history of completing a Bachelor’s degree);
- Must be enrolled in at least 15 credit hours during Fall or Spring;
- Must maintain a cumulative GPA of 2.75;
- Can be US citizens, permanent US resident, F-1 visa holder
Steps to establish a University Internship:

1. Prepare a Job Description
2. Request Review and Approval of Job Description by the Experiential Learning Coordinator in the Career Center
3. Create a position in HRMS
4. Can be a Pooled or Non-Pooled position
5. Post the University Internship on UTSA RowdyJobs
6. Screening and interviewing candidates
7. Criminal Background Check
8. Assign candidate to the position

Questions? Contact Bruce Tingle or Jenny Jung
SET UP – it’s very simple!

1) Write a Job Description, a Job Title and the most important tasks/projects using the UTSA RowdyJobs database (see samples)

2) Prepare 1 or 2 Learning Outcomes for the intern

3) Have students apply through the UTSA RowdyJobs database

If you have questions about this process, we can help you! There is a contact list in a few slides!
Hands On Demo

www.utsa.edu/careercenter

OR

www.hireroadrunner.com
Support/Questions/Assistance

• For Content, Mentorship, Funding questions:
  • Christian Corrales, Experiential Learning Coordinator
    Ph: 7486  christian.corrales@utsa.edu
  • Audrey Magnuson, Director
    Ph: 6846  audrey.magnuson@utsa.edu

• For Technical Issues with RowdyJobs:
  • Vickie Tesillo, RowdyJobs Coordinator
    Ph: 4588  victoria.tesillo@utsa.edu
  • Yvonne Gonzales, Associate Director
    Ph: 4109  yvonne.gonzales@utsa.edu