

# Governors State University

Student Affairs and Enrollment Management: Reaching Vision 2020

**Focus Area: Career Services and Graduate Student Programming**

**Leader(s): Darcie Campos**

**Implementation Year: 2015 -2016 Results**

**GOAL 2: Develop, implement and assess comprehensive career mentoring and internship opportunities focused on the development and enhancement of transferable real-world skills associated with exemplary leaders and citizens, and career ready professionals.**

<b>Objective 1:</b>	<b>Initiate hands-on opportunities available to students by hosting professionals, employers, and alumni in multiple and diverse networking events, on-campus recruiting, and career fairs.</b>
<b>Action Items</b>	<ul style="list-style-type: none"> <li>• Coordinate and host the annual Health and Human Services Career Fair</li> <li>• Coordinate and host the annual Spring Career and Internship Fair</li> <li>• Place qualifying undergraduate students in internship opportunities for the Illinois Cooperative Work Study Grant Program</li> <li>• Assist students with planning strategies to successfully find an internship within their field</li> <li>• GPN collaboration for co-sponsored events</li> </ul>
<b>Desired Outcomes and Achievements</b> (Identify results expected)	<p>We expect to connect students and alumni to employers at the Health and Human Services Career Fair on Tuesday, November 24, 2016 from 2-5 p.m. This will serve as an opportunity for students, alumni and community members to participate and search for potential internship and job opportunities in healthcare related fields.</p> <p>Additionally, we look to connect students and alumni to employers at the 2016 Spring Career and Internship fair on Thursday, April 14, 2016 from 2-5 p.m. This will serve as an opportunity for students, alumni and community members to participate and search for potential internship and job opportunities in several majors including business, communications, technology, public and business administration, criminal justice, community health and addictions.</p> <p>Cynthia will place qualifying students with participating grant employers into paid positions in a variety of majors for the Illinois Cooperative Work Study Grant Program to spend 100% of the allocated grant award for FY15. Students will be identified who are on file with their internship applications as well as emailed according to their academic majors.</p> <p>Cynthia will assist students in finding internship placements on request and as available. OCS staff will teach students internship and job search strategies to be successful in finding an appropriate opportunity for their respective academic areas through resources identified via Jobs4Jaguars, various online resources and through networking with outside employers.</p>

	<p>The GPN will collaborate for co-sponsored events.</p>
<p><b>Achieved Outcomes and Results</b></p>	<p>The annual Health and Human Services Career fair was held on Tuesday, November 24<sup>th</sup> and had moderate attendance of participants (98) and full capacity of employers for the Performing Arts theatre lobbies venue (24). The annual 2016 Spring Career and Internship fair was at full capacity for employers (54) that were located in the Hall of Governors and the Performing Arts theatre lobbies as well as an excellent turnout of participants (275). As for the ICWSP grant employers, 100% of the grant funding has been allocated and 11 of the 10 original employers listed retained at least one undergraduate student for an internship. Both undergraduate and graduate students were either sent all available internship opportunities or all internship and job opening requests were posted. OCS provided internship opportunities to both undergraduate and graduate students when available and placed the emphasis on teaching successful strategies for finding opportunities to students per requested by individuals or groups. The GPN did partner with career services to bring in a school administrator to speak to the education students about professional development and advancing in their profession, for those also interested long term in administrative roles.</p>
<p><b>Analysis of Results</b> (Where outcomes met? Exceeded? Progress towards goal. Implications for AY17 Objectives.)</p>	<p>The annual Health and Human Services Career fair exceeded the goal of recruiting participating employers, with employer tables being 100% full. However, at 98 participants, attendance was lower than usual and more progress needs to be made towards this goal. Part of the problem is that several of the students from the healthcare academic majors are very difficult to coordinate to attend this fair and OCS was given only one day of the entire year that the faculty was willing to work with us to encourage their students to attend. Darcie and Cynthia will have to have additional conversations with HHS faculty members and OCS staff members to strategize and make changes to increase attendance for the next annual HHS fair.</p> <p>The annual 2016 Spring Career and Internship fair exceeded expectations as there was 100% employer participation and all-time high for participant attendance at 275 sign-ins. Based on the success of this fair, OCS will continue to host the annual Spring fair.</p> <p>The Illinois Cooperative Work Study Grant Program is still in the process of paying out employers as the current grant period runs 18 months but to date, 100% of the grant funds have been allocated to employers who have successfully taken on undergraduate student interns, which has met and exceeded the current goals. However, because of the state of the Illinois budget, OCS is still waiting to hear about the next grant award that will begin this summer (started last year in April). All of the current employers have been allocated funds and there will also be room to take on new employers, based on the award amount allocated (once grant funds have been approved). For non-grant employers, Cynthia has not had as many placements tracked as many employers ask OCS to recruit and post opportunities but many of the employers prefer resumes to come directly to them so OCS frequently does not receive information back from employers that someone was hired, making job placement hard to track. However, exit surveys from students helped by OCS staff indicate that students are satisfied overall with the services provided, including job and internship search strategies.</p> <p>The GPN was excited to partner with the Office of Career Services to bring an opportunity for students to network and learn from the expertise of a school administrator. The Office of Career Services will continue to partner with the GPN for future programs.</p>

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<p><b>Objective 2:</b></p>	<p><b>Review the STEP grant and look for ways to expand the scope and reach of the grant to other academic areas, and to increase the number of relationships with external employers.</b></p>
<p><b>Action Items</b></p>	<ul style="list-style-type: none"> <li>Review completed internship applications and the GSU Catalog to determine areas that are under-represented through the STEP grant (ICWSP) and seek out additional employers to participate within those divisions.</li> </ul>
<p><b>Desired Outcomes and Achievements</b> (Identify results expected)</p>	<p>Research will be done to determine areas that are being underrepresented within the STEP program. Additional time will be spent seeking out employers for those students in those underrepresented program areas that need assistance with finding internship opportunities. We hope to add in some additional areas that have not been previously represented into the grant as we look ahead to future partnerships as it relates to ICWSP.</p>
<p><b>Achieved Outcomes and Results</b></p>	<p>Cynthia reviewed the majors connected to students who were regularly filling out student applications and looking for internships or making requests to see if we were accurately representing those companies/organizations through the STEP grant, which provides paid internship opportunities to undergraduate students who live in the State of Illinois and who are actively taking classes in the Fall and Spring semesters. The STEP grant contains internships for a variety of areas including all four of the university's divisions, College of Health and Human Science, College of Business, College of Arts and Sciences and College of Education.</p>
<p><b>Analysis of Results</b> (Where outcomes met? Exceeded? Progress towards goal. Implications for AY17 Objectives.)</p>	<p>After reviewing how closely the grant internship opportunities meet the academic areas, it was determined that all four divisions within the university were being represented, so therefore the goal was being met. Additionally, it was found that there were only certain academic majors that were regularly looking for internships, while other academic majors were more "self-contained" within their respective departments. Additionally, some areas such as Business or Communications are more represented than Science but programs such as Science, Biology or Chemistry are much smaller at GSU and internships are currently less in demand for these areas, although there is a STEM grant application currently being applied within the university that will help to stimulate opportunities and generate additional student interest in these areas.</p> <p>Additionally many of the students entering these majors are either graduate students, who would not qualify for the grant, or working already in their field and have come back to school to further their education. The grant amount is also limited, with the</p>

	<p>maximum award being \$50,000, which is always requested but only partially awarded. The FY15 grant award was for \$28,391.00 to be allocated to all grant employers, which limits how much funding each employer can have allocated. Finally, because of the state of the Illinois budget, OCS is still waiting for the next grant award allocation to be received, which delays funding additional employers until funds are released.</p>
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<b>Objective 3:</b>	<b>Improve student attendance at workshops and presentations, including employer information sessions, networking events, and career fairs, by working in collaboration with academic and student affairs partners.</b>
<b>Action Items</b>	<ul style="list-style-type: none"> <li>• Actively promote via emails, phone calls and face to face conversations OCS sponsored events to all GSU faculty and staff members.</li> <li>• Coordinate and promote an event such as an OCS open house with appetizers and a raffle for all faculty and staff who attend</li> <li>• Cross collaborate with other units/departments to boost numbers and participation and marketing efforts.</li> <li>• Include disability services, SBDC, and international student services in PICC.</li> </ul>
<b>Desired Outcomes and Achievements</b> (Identify results expected)	<p>It is expected that Career Services staff members will actively promote their events via all forms of available marketing through the university, including emails, website, school monitors, printed flyers, community announcements, and other electronic media such as Facebook and Twitter.</p> <p>Career Services will host an open house during the beginning of the Fall or Spring semesters to bring faculty and staff together through light refreshments and a raffle as an icebreaker and way to deepen interdepartmental relationships between faculty and OCS.</p> <p>OCS Staff will communicate with all requests from university faculty for presentations or services as well as offer our services on an ongoing basis. We will meet with SBDC to discuss internship opportunities as needed as well as request to partner for our Career Conference. We will also request a meeting with international services to clarify how OCS can specifically help international students.</p> <p>Cynthia and Darcie will invite Disability Services to the IAC meetings to present on how students with disabilities are impacted during internships.</p>
<b>Achieved Outcomes and Results</b>	<p>OCS staff members have all actively been promoting their individual events through several available marketing platforms throughout the university to ensure that attendance will be increased.</p> <p>However, due to budget cutbacks, we have delayed hosting an OCS Open House for faculty and staff but will revisit this opportunity as soon as it becomes financially feasible.</p>

	<p>OCS staff regularly collaborates with faculty and staff across the university to provide ongoing programming and events, such as classroom presentations on a variety of topics and larger events such as the career fairs. This year disability services provided a session for our IAC members which were helpful in showing ways in which we can best meet the experiential needs of this student population. We included SBDC as part of our Professional Image and Career Conference this year, and Darcie met a couple of times with SBDC to discuss how we can assist with connecting employers with potential interns, and to go over how the ICWSP works. We also met with Katherine Haan in the International Services area to have her clarify the process for students seeking employment and also those seeking internships. We provided several programs for the International students throughout the past year to address how we can best serve their needs.</p>
<p><b>Analysis of Results</b> (Where outcomes met? Exceeded? Progress towards goal. Implications for AY17 Objectives.)</p>	<p>OCS staff members have consistently met the outcome of promoting their student events on an ongoing basis, increasing the use of the OCS website, electronic email and additional marketing on the monitors, which has moderately increased attendance, even at smaller presentations and events.</p> <p>In regards to the Open House for OCS, the goal has not been met to host this event as there have been budgetary cutbacks that have prevented us from having this particular event. Based on financial feasibility, Cynthia and Darcie will consider implementing the OCS Open House or another financially feasible substitute for the coming year.</p> <p>Cynthia and Darcie do see faculty members regularly throughout the year as the need arises or to answer requests, specifically regarding bringing employers and faculty together, and with events such as the IAC regularly scheduled meetings and OCS sponsored career fair or for individual and group initiatives. Dartina also has contact regularly with faculty as she serves as the departments lead presenter for career service related topics within the classroom.</p> <p>Additionally, we have seen successful collaboration this year with the SBDC, Disability Services and the International Services office, and are hopeful that these collaborative efforts are only the beginning of our efforts moving forward.</p>

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<b>Objective 4:</b>	<b>Implement Community Placement survey for internship/student teaching experiences.</b>
<b>Action Items</b>	<ul style="list-style-type: none"> <li>• Collect information through an annual or semi-annual survey distributed to all faculty and staff members who assist with placing students into internship opportunities</li> </ul>
<b>Desired Outcomes and Achievements</b> (Identify results expected)	The Community Placement survey will be updated and will include graphics to reflect the Fall 2015 and Spring 2016 semesters. The data will be analyzed and a summary of the current year's results, as well as the comparison results to last year will be written up to distribute to the colleges and the IAC members.
<b>Achieved Outcomes and Results</b>	A total of 30 responses were collected via Survey Monkey regarding internship opportunities from faculty and staff members across the university. Janet prepared the graphics and Cynthia wrote and analyzed the results, which showed that GSU had a total of 1339 internship and field work opportunities during the Fall 2015 and Spring 2016 semesters. Additionally, comparison results were completed to show the progress made since the Fall 2014-Spring 2015 survey.
<b>Analysis of Results</b> (Where outcomes met? Exceeded? Progress towards goal. Implications for AY17 Objectives.)	The goal was met because 100% coverage of the entire university was compiled into the Community Placement survey. Additionally, the goals were exceeded because Cynthia was able to also write a comparison piece that demonstrated strengths and weaknesses in the various internship programs throughout every division, which will be shared university-wide. Based on the success of gathering information for the report, the Community Placement survey will be an ongoing, annual project, to continue to look for internship trends. Our hopes for the future is that the University will come up with a way to better track this data across the entire university, so we can more effectively track this data and run reports via colleague.

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<b>Objective 5:</b>	<b>Collaborate with academic divisions across campus to revise current services and provide focused programming and events for division-specific programs.</b>
<b>Action Items</b>	<ul style="list-style-type: none"> <li>• Meet annually with division-specific faculty to discuss and review current programming and collaboration efforts with OCS and the respective academic division and how these events could be improved upon.</li> </ul>
<b>Desired Outcomes and Achievements</b> (Identify results expected)	OCS staff will meet each year with various stakeholders who are interested in partnering with Career Services to improve, change or provide new services. An example of includes working with the College of Education and the Student Educators Association (SEA) members to plan an event to prepare our future teachers resumes and cover letters for their specific academic area.
<b>Achieved Outcomes and Results</b>	OCS staff has met the ongoing needs of various faculty members that represent the academic divisions across the university on an “as-needed” or “as requested” basis. Examples of this have included academic major-specific group presentations in areas such as Education (SEA student teacher workshop), Business (Manufacturers Symposium), discussions with the Mastering College faculty on how we can partner in the future to provide strengths training, discussions with IDSS faculty on how we can best provide online presentations, and even meetings with faculty to address concerns we may have and how they can assist. An example of this was seen through a meeting that was scheduled with the Physical Therapy Chair to address the low attendance of PT students at the Health and Human Services fair and how we can better engage this student population.
<b>Analysis of Results</b> (Where outcomes met? Exceeded? Progress towards goal. Implications for AY17 Objectives.)	While goals have been met where a specific request has been given, and some outreach has been done, there is always room for increased participation with individuals throughout the university divisions. However, due to a shortage in our staffing needs, it is difficult to have more than a reactive approach in meeting with faculty to design OCS programs. Attempts have been made to reach out to all areas where students may have additional requests, but there is room to have increased, continual communication with the wider faculty/staff audience across campus. The OCS staff will continue to reach out to engage faculty and staff members as opportunities arise.

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<b>Objective 6:</b>	<b>Partner with the colleges to promote the new university wide e-portfolio system, and develop a workshop dedicated toward helping students to create an effective career e-portfolio to advance their professional endeavors.</b>
<b>Action Items</b>	<ul style="list-style-type: none"> <li>• Incorporate workshop during PICC or in Spring semester prior to end of term -</li> </ul>
<b>Desired Outcomes and Achievements</b> (Identify results expected)	The expectation was to partner with the colleges to promote the new e-portfolio system and develop a workshop dedicated toward helping students to create an effective career e-portfolio to advance their professional endeavors.
<b>Achieved Outcomes and Results</b>	Nothing has been achieved as the e-portfolio system TK20 has yet to be rolled out. I did reach out to find out as I can assist and was told that Colleen Sexton and Ann Vendrely are currently working on a roll out plan and that the details would be published in the upcoming faculty newsletter. I believe this is a good goal to table until 2017, with the hope that a roll out will happen sometime in 2016 and opportunities will then open up for OCS to collaborate with the colleges to address how the e-portfolios can be used as a career development tool for students/alumni.
<b>Analysis of Results</b> (Where outcomes met? Exceeded? Progress towards goal. Implications for AY17 Objectives.)	Nothing to report, as e-portfolios have yet to implemented.