

# STUDENT SERVICES FEE DEPARTMENTAL REPORT

## Use of 2017-18 Fees

Department Name: Internship and Career Center

Total 2017-18 Allocation: \$ 1,674,388

This allocation is 6% of the total 2017-18 Student Services Fee revenue.

64

1. What percent of the department/program budget is funded by the Student Services Fee? %

2. Please provide a *general* description of your department's function:

### **The UC Davis Internship and Career Center, connecting Aggies and careers.**

The Internship and Career Center (ICC) provides comprehensive career and professional development services to guide students and recent alumni in making informed career choices and connections. A centralized career center, the ICC builds relationships with employers, facilitating their connections with students across disciplines in internships and career employment, while enhancing classroom knowledge and preparing students to be career ready.

### **Guiding Principles**

We provide services that equip students to develop skills, refine career goals, integrate classroom learning and develop networks in a professional work environment through internships and other opportunities.

We promote career and professional development as a central part of the UC Davis experience through coordinated services and effective partnerships with faculty, staff, employers, parents and alumni.

We uphold the [Principles of Community](#) to ensure engagement with our diverse campus, including those traditionally underrepresented.

We recognize the financial challenges that many students face; we strive to facilitate funded internships, research opportunities and part time jobs both on and off campus.

We partner with employers to provide high quality opportunities for students to apply principles and theories learned in the classroom, demystify the job search process, explore careers and develop professional contacts.

We prepare students to successfully transition to satisfying careers in which the benefits of their UC Davis education enhance life long career experiences and contribute to society through their leadership in business, government and nonprofit sectors.

We utilize technology and innovation to serve and prepare the leaders of today and tomorrow.

To achieve our goals, we routinely assess our services, use metric-based decision making, analyze labor market data, utilize technology, pursue staff training, share our accomplishments and encourage each other to grow.

### 3. Please list the departmental program(s) or service(s) specifically funded by the Student Services Fee:

The ICC uses Student Service Fees exclusively for salaries and funds 15-18 of our 24 career employees on this account. This means, Student Service Fees fund the core of all ICC functions, including but not limited to:

#### **Internships (Undergraduate and graduate students)**

- Over 6,000 internship placements/year, across disciplines and majors. A few samples include:
  - o Health-related internships (HRI – hospital and clinical placements)
  - o UC Center Sacramento (UCCECS – regional policy and government placements)
  - o National Institutes of Health (NIH) FUTURE – Internships for graduate students
  - o ICC hires and trains 40 peer advisers to work with ICC each year, though peers are not paid by student fees, their supervisors are.

#### **Cutting edge experiential learning**

- Not all students can participate in internships, so we strive to bring experiential learning to all;
  - o Treks to industry including; Google, Genentech, Clorox, Crocker Art Museum, and multi-day trek in collaboration with CA&ES and Western Growers Association.
  - o Immersives – Simulations of workplace activities
  - o River City Bank Academy – held in ICC, facilitated by professionals from the bank
  - o Upgrade Student Employment jobs to internships by adding learning objectives
  - o Career Capstone – intensive career and professional development activities

#### **Connections with employers: Internship and Career Fairs, On-campus interviews and job postings**

- Four large fairs offered each year in ARC Pavilion
  - o Due to demand Fall Fair is now two days
  - o 1,500-2,000 students, 140-170 employers (350-400 representatives) attend each Fair
  - o Wide range of employers and disciplines from tech to social services attend
  - o Contrary to national trends, UC Davis attendance (employers and students) grows
- Small, targeted Fairs include; Start-up Career Fair, Non-profit Fair, Advanced Degree Fair, Student Athlete Fair
- Over 1,000 initial interviews for career positions held on campus annually
- Thousands of internship and jobs posted in ICC database, Aggie Job Link (AJL)

#### **Advising**

- The ICC offers individual advising on topics including; career exploration, resume/cover letter review, searching for jobs/internships, preparing for interviews, salary negotiations etc. on a drop in basis with peer advisors and by appointment with career staff. Advisors have expertise in disciplines aligned with the colleges and majors.
- The ICC implemented on-line appointment scheduling system in fall 2016-17 that increased appointments by 34%

#### **Workshops**

- Over 50 standard workshops (resume, interview, etc.) offered quarterly
- Partner with departments and clubs to offer about 20 additional workshops/quarter
- HireMe Academy offered following June graduation to help recent grads launch their careers
- “Careers in…” panels offered routinely, in partnership with departments and student clubs

#### **Courses and classroom presentations**

- AMS 95 - Careers and Identity in American Culture (35-50 students/quarter)
- CDG - Career Discovery Group (150-200 students/year) – Partnership with CA&ES that increases 4 year grad rate by 20%
- Don't Cancel Class - ICC staff guest lecture (career-related topics) when faculty in College of Engineering attend conferences

#### **Partnerships**

- Extensive partnerships to reach underserved populations includes:
  - o Shared staff position (not on student fees, but relevant to ICC mission) with Center for African Diaspora Student Success (CADSS)
  - o Partner on career and professional development programs such as Mi Futuro with Center for Chicanx/Latinx Academic Student Success
  - o Provide satellite advising in Retention Centers
  - o Offer workshops in partnership with Center for Native American Student Success
  - o Collaborate with Student Veteran Center on advising and networking events
- Cal Aggie Alumni Association (CAAA) – to encourage alumni to recruit Aggies
- SISS – custom workshops and resources for international students
- Athletics – help athletes develop professional identity and transition after graduation
- Collaborate with College of Engineering Design Showcase (part of ABET accreditation)
- Co-teach career course for English majors to address under employment of Liberal Arts majors

#### **Outreach**

- Newly developed outreach team to increase ICC visibility and student engagement
  - o Conduct general ICC Workshops in locations beyond South Hall (dorms, retention centers, etc.)
  - o Deliver workshops and programs requested by student clubs and organizations
  - o Tabling to increase awareness of ICC services
  - o Events from Decision Day to Cultural Week activities

#### 4. Student Services Fees Allocations

Please provide a minimum of the information requested below. If additional data is available, aside from these 2 line items, please add rows as needed. The more information that is detailed here will assist COSAF to better understand the full content of the Student Services Fees used for this department.

Expense	2016-17 Actuals	2017-18 Allocation
Salaries and Benefits	\$1,401,404	\$ 1,674,388
Operational Costs	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 1,401,404</b>	<b>\$ 1,674,388</b>

#### 5. Please provide information regarding the benefit to UC Davis students from the departmental program(s) or service(s) specifically funded by the Student Services Fee.

Be as specific and concise as possible. Include the specific type (e.g., undergraduate, graduate, professional, transfer, etc.) and an estimated number of students served.

The ICC helps students launch careers. This is accomplished through the services listed above. Though only required by a fraction of majors, 80 percent of UC Davis students complete at least one internship, twenty percent higher than the national average. Despite this reach, the ICC constantly asks, “Who are we NOT serving?” and takes actions to serve those students. With 44% of incoming students the first in their families to attend college, integrating career readiness into EVERY student’s experience has never been more important. The ICC’s mission is to serve ALL UC Davis students;

- Undergraduate
  - o Students who engage with the ICC during their first year at UC Davis are three times more likely to have a career position or graduate/professional school acceptance within six months of graduation. Students who have completed at least one internship and have worked part time while students are twice as likely to have a career position or graduate school acceptance.
  - o Career Discovery Group (CDG) program participants are 20 percent more likely to complete their degree in four years than similar students.
  - o Students who are connected with internships to explore career options, build their professional network, and apply their academic coursework.
  - o We bring employers to students, increasing access, reducing stress and creating opportunities
  - o 24/7 access to career and professional development content and tools
    - Website, [icc.ucdavis.edu](http://icc.ucdavis.edu)
    - Database of active and open student jobs, internships and career positons
    - Careers and Majors Blog, <https://www.ucdavis.edu/majors/blog>
    - Career Resource Manuals (CRMs), <http://icc.ucdavis.edu/services/crm.htm>
- Graduate students (includes campus graduate programs, School of Nursing, School of Education not GSM, Law, Veterinary Medicine, Human Medicine)
  - o ICC normalizes non-academic career paths; partnerships and programs such as GradPathways, Imagine PhD, FUTURE Program, Leaders for the Future, and others make the exploration of a wide variety of careers a more deliberate, positive, student-focused part of graduate education and the postdoctoral training experience.
  - o Internships to explore career options, build network and apply coursework/research
  - o Assist with translation of academic skills to industry and policy environments
  - o Research ICC conducted in collaboration with UCSF indicates internships for grad students reduces “default post-docs” by about 40%.

# **Internship and Career Center (ICC) Presentation to Council on Student Affairs & Fees (COSAF)**

Friday, April 27, 2018  
ARC Meeting Room 2

Marcie Kirk Holland  
Executive Director  
Internship and Career Center

# OVERVIEW

## THREE TOPICS:

- What we do with COSAF funds
- How students find us
- Budget/funding



# QUIZ

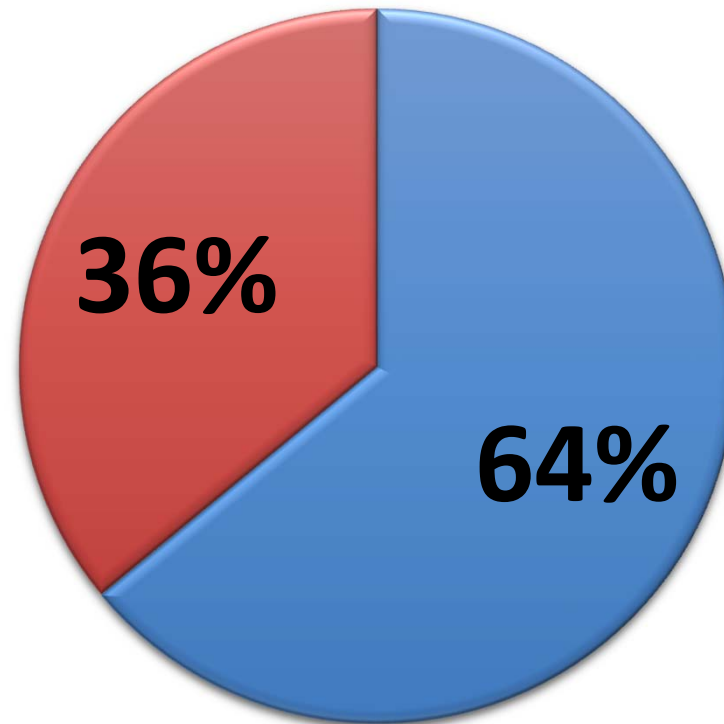
➤ Why do people attend college?

**TO LAUNCH A CAREER!**

# The ICC Budget

Internship and Career Center

100% of COSAF allocations fund ICC staff to serve students



# The ICC is here to help!

- EXPLORE
- CONNECT
- LAUNCH



**CAREERS**



# The ICC is here to help!

## EXPLORE

- Advising
- Workshops
- Courses
- Careers in...panels
- Student Employment

**5,780**



# The ICC is here to help!

## CONNECT

- Networking events
- Internship and Career Fairs
- Treks
- Internships
  - 80% UC Davis
  - National average?

~60%



# The ICC is here to help!

## LAUNCH

- Internship  Career
- On-campus interviews
- Internship and Career Fairs



# ICC SERVICES by the #s

ALL students/majors/class levels

- Who are we NOT serving?

Nearly **12,000** individual advising sessions

# ICC SERVICES by the #s

**612** Events Over **10,000** attendees

**5+** Internship and Career Fairs/year Over **8,400** students

Nearly **700** companies/organizations (avg) 3 reps each

ICC brings **2,100+** professionals to UCD!

# How Do Students Learn About the ICC?

- ❖ Registration
- ❖ Orientation
- ❖ Social media
- ❖ Advisors
- ❖ Listservs
- ❖ Tabling
- ❖ Courses & Classroom Presentations
  - CDG
  - Don't Cancel Class

Students that engage with ICC during their 1<sup>st</sup> year are 3X more likely to have a job by graduation



# Innovations at the ICC

**130 Companies.  
One Place.**

DOWNLOAD THE INTERNSHIP  
AND CAREER CENTER GUIDE  
FOR THE SPRING FAIR.

[bit.ly/icc-ucdavis-now](https://bit.ly/icc-ucdavis-now)

DOWNLOAD NOW AND  
Conquer the Spring Fair

Available on the  
App Store

Available on the Android  
App Store



## Student Account:

url: [demo.joinhandshake.com](https://demo.joinhandshake.com)

email: [student@ucdavisdemo.edu](mailto:student@ucdavisdemo.edu)

password: ucdavis\_demo

## UC Davis Internship and Career Center Service Delivery Data

Initial findings from data below.

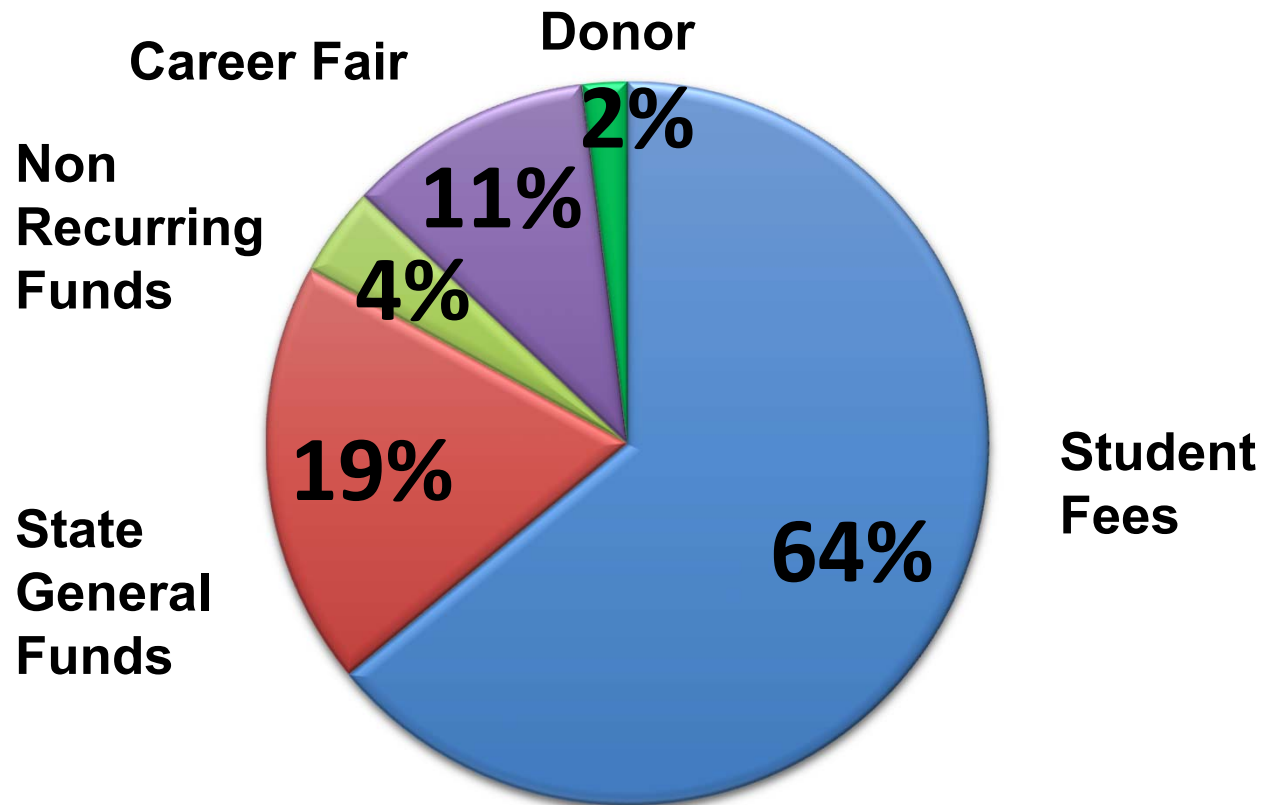
1. The number of career advising appointments rose
2. More students attended Career Fairs yet slightly fewer employers attended Career Fairs
3. More jobs and internships were posted in AJL.
4. There was a reduction in workshop attendance which raises concerns. The ICC Outreach Team was quite active, therefore, we anticipated these figures would grow. Initial indications are that some data is missing. We are still investigating, but this is the information available at the time of the report submission, 2-28-18.
5. There were fewer student logins to AJL last year. While the total number of students that logged in was down the average log in per student was up. This indicates that the students that are using AJL are much more engaged that in previous years. We are evaluating new software that will enhance the user experience, which we hope will result in increased use of the tool. We would like to launch the new software in September 2018.

## UC Davis Internship and Career Center Service Delivery Data

Academic Year							
ICC Service (Updated 02/27/2018)	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17
<b>Advising</b>							
Total Number of Career Advising Appointments	5,423	7,549	7,541	9,383	7,674	10,799	11,414
<b>Career-related Events</b>							
Number of Events	1,129	960	924	818	751	554	378
Number of Students Attending	26,910	23,860	29,445	25,820	3,919***	8,145	7,355
<b>Career Fairs</b>							
Student/Alumni Attendance	7,399	7,931	9,109	9,728	8,209	8,805	10,398
Company Attendance	598	630	625	660	715	718	670
<b>Aggie Job Link</b>							
Career and Intership Listings	12,044	12,201	12,620	14,422	15,115	13,394	14,437
Number of students logged in				27,893	29,793	31,304	25,550
Average Number of Logins per Student				13	15	17	46



# The ICC Budget



# The ICC Budget

## Additional revenue sources

- **Internship and Career Fairs**
- **Campus Partners**
  - Provost
- **Corporations/Donors**
  - Chevron
- **State Legislature**
  - LCFF

# Questions?

# Thank you!



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