

STUDENT SERVICES FEE

2019-20

DEPARTMENTAL REPORT TO THE COUNCIL ON STUDENT AFFAIRS AND FEES (COSAF)

Student Services Fee Recipient: **Internship & Career Center**

Contact: Marcie Kirk-Holland

Finance Manager: Janice Morand

Total 2019-20 Estimated Allocation: \$1,700,000

Approximate Percent of the Total 2019-20 Campus Student Services Fee Revenue: 4.8%

Expense	2018-19 Actuals	2019-20 Estimated Allocation
Salaries/Benefits	\$1,568,937	\$1,680,412
Operational Costs	\$60,811	\$19,588
TOTAL	\$1,629,748	\$1,700,000

1. 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.

The ICC seeks to make career and professional development a part of EVERY UC Davis student's experience. The ICC is the champion for the Aggie Launch Big Idea which will be part of the next comprehensive fundraising campaign to help this ambitious goal become a reality.

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.

2. 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 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 with one day focused on STEM
 - 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, Study and Intern Abroad Fair
- Converted to Handshake, a new platform for students to search thousands of internships and jobs posted in ICC database
- Over 1,000 initial interviews for career positions held on campus annually

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.

Workshops

- Over 50 standard workshops (resume, interview, etc.) offered quarterly
- Adding more on-line content for 24/7 access to career content
- 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 (150-250 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

3. 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.

A recent poll indicated that 85% of incoming college students nationwide chose to earn a degree for career-related reasons. The ICC helps students launch careers. This is accomplished through the services listed above. Though only required by a fraction of majors, about 70% of UC Davis students complete at least one internship, 15% 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. We see this as a social justice issue. 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% 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
 - Database of active and open student jobs, internships and career positions. Recently changed to Handshake for a more user friendly experience.
 - 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. ICC also convenes gatherings of units on campus engaged in non-academic options for graduate students to foster collaboration.
 - 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%.