

Career Development Alliance Meeting
Signal Mountain Room, University Center
December 3rd, 2019
8:45 a.m.

1. Call to Order
2. Approval of Minutes from October 8th meeting
3. Guest Speaker—David Steele, Director of Civic Engagement
4. Roundtable Discussion: Develop, evaluate and sustain an internship program—Best practices
 - Set goals and policies and specify a plan (student plan/employer plan)
 - Recruit an intern
 - Engage the intern
 - Monitor progress and conduct exit interviews and follow-up
5. Questions/Concerns/Updates (to include future calendar items)
6. Call to Adjourn

Future Meetings:

Tuesday, February 11th, UC Signal Room, 8:45am-10:00am

Tuesday, April 14th, Maytag Room-EMCS 426, 8:45am – 10:00am