

Career Development Alliance Meeting
Signal Mountain Room, University Center
February 11th, 2020
8:45 a.m.

1. Call to Order
2. Approval of Minutes from December 3rd meeting
3. Data update-Handshake and First Destination Survey
4. Guest Speaker
5. Feedback from focus group conversations around developing, evaluating and sustaining an internship program—best practices guidebook
 - 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
6. Introduce draft of Internship Guidebook
7. Introduce mapping competencies to experiences
8. Questions/Concerns/Updates (to include future calendar items)
9. Call to Adjourn

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