

**Career Development Alliance Meeting**  
**University of Tennessee at Chattanooga**  
**Chickamauga Room, University Center**  
**October 8th, 2019**

**Members attending:** Rob Liddell, Julie David, Chris Cunningham, Irene Hillman, Marc Holcomb, Endia Butler, Frank Butler, Erica Holmes Trujillo, Scott Bittle, Danny Grzesik, Kaine Wilson, Irene Hillman, Bengt Carlson, Kelsey Cate, Lisa Piazza, Renae Johnson, Jenny McFerron, Sumer Patterson, Jessica

**Call to Order:** Rob Liddell called the meeting to order at 9:00 a.m

**Review of the August 13th Meeting Minutes:** Motion made to approve the minutes by Chris Cunningham and seconded by Erica. Motion carried by unanimous vote.

**Guest Speaker:** Kelsey Kate—UTC graduate student, Industrial Organizational Psychology. 2018 hired as intern at TVA. Feb 2019 began internship overview at TVA. Review Diversity and Inclusion, Leadership Programs & Assessments, and overall intern program.

Kelsey then joined the ERG-Employee Resource Groups: as Program coordinator. She conducted an engagement Survey-training needs analysis, quantitative data analysis. Also defined Student Value/Employer Value. Student Value: real world application, build business acumen, explore career paths, develop & refine skills.

Employer Value: extended interview with ready & willing students, fresh perspective & creative problem solving, pipeline of talent, campus & community visibility.

What do you find useful/successful from us as in preparing interns?: Well-supervised programs and communication of needs. How can we collaborate more with TVA?: Career Fair, classroom visits, judges for class projects, build flow of information (pipeline)

TVA is looking for sophomore or junior who can stay for at least 1 year.

Sponsorship of international students? requirements for sponsorship includes living here for 5 years

What are you looking for? Extra-curricular involvement, demonstrated evidence of transferable skills, 2.75 GPA is a guideline. Professional development is a requirement for interns. Capstone presentation will be a requirement moving forward.

The Intern Program: Program oversight (150 interns), implemented orientations, professional development opportunities (includes plant tour and executive speaker series, lunch and learns, business acumen day). Strategic Focus: program rebranding, training development, define coordinator responsibility.

**Roundtable Discussion:**

Discussion around purpose and value of internships (student and employer perspectives)

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

Strategic Plan: Goal 1. Transform lives through meaningful learning experiences

- a. All undergraduate students will complete an internship, practicum, service project, research project, senior capstone, honors thesis, or international experience.
- b. Benefits for employers
  - Provide continuous pool of highly-qualified students
- c. Attributes of internships:
  - Duration-internships have a begin and end date. Can be 1 month to 1 year. Most typically last one semester
  - Mentorship-committed to the intern's learning and growth
  - Organization-predetermined, well rounded experience plans
  - Feedback-regular assessment and feedback for the employer

Goals and policies: organizational side—development of a pipeline, developing community connections, importance of using internship of developing a brand and improving the quality of the experience.

Student: value of what student does not like, allow student to shine, support demonstration of skills, good supervision, broad learning, unpacking of these experiences, developing relationships with mentors

Training period—opportunities for more than one, they can work as a group and have a sounding board. Teaching them the value as 'the next' and cross training (across majors), job shadowing, project-based research, well-organized and established training.

Points of consideration:

- Quality of schoolwork for students working more than 20 hours as an intern
- Defining the start and end date and how many hours of work structure needed. Mitigate these with employers.
- Decentralized across campus as well as within company
- Opportunity to share best practices and ideas to nurture
- Highly suggested that students are paid

Handouts: DOL Primary Beneficiary Test, NACE's Principales for Ethical Professional Practice, International Students & Internships,  
Slides from Drs. Cunningham and Liddell uploaded to CDA webpage

### **Questions/Concerns/Updates (to include future calendar items)**

Suit-up event. Highly promote for January 26<sup>th</sup>

College of Business: 200 students come through CoB resume review and 185 for mock interview

Experiential learning task force-received more applications for review (about 20)

Move Dec meeting to Signal Mt-- December 3<sup>rd</sup>

**Call to Adjourn 10:12**

**Future Meetings:**

Tuesday, December 3<sup>rd</sup>, UC Signal Mountain Room, 8:45 a.m.

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

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