Pathway Goal: Community Partnerships

Action Item # 1-2

Report:
☐ Mid-Year: December 2016
☑ Year-End: April 2017

Action Item Description:
Work with businesses/organizations to expand internships.

Submitted By:
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Department: Office of Community Engagement

Working Group Members:
Name: Raelynn Frazier
Department: Career Services

Name: John Osborn on behalf of Deans
Department: Lee Business School

Name: Caleen Johnson
Department: UNLV Foundation

Provide a written overview of the year-long process for your working group.

The group addressing this action item is working to better define internships and develop a process to track them on an institutional level. They are examining ways to obtain such metrics/milestones as number of courses and list of courses providing internships, tracked by Career Services, reported by 1-1-17; define parameters of internships and explore processes to track number of existing internships, by college, reported annually; report on identification of process to track internships and make recommendations to expand them, produced by 7-1-17; recommendations for a pilot program for internships for under-represented students coordinated with Chambers of Commerce, produced by the Lee Business School, by 7-1-17.

2016-17 Accomplishments

The group identified some of the challenges associated with tracking internships: there are different departments on campus that manage internships independently, and definitions vary. Internships are managed through Career Services, academic departments, and through various other connections on campus. There does not appear to be one centralized location where employers interact with the campus to identify or create internship opportunities for UNLV students. Though the group recognizes that both employers and students seek a streamlined process for awarding internships, it recognizes that the university must also ensure an appropriate vetting of the employer and review the actual duties that are to...
### 2016-17 Accomplishments (continued)

be accomplished to safeguard student interests and to ensure that they meet requirements of the Fair Labor Standards Act (FLSA). They must also be in alignment with the academic goals and needs of the student and the department. Career Services has compiled a list of internship courses offered at the undergraduate level based on the Undergraduate Catalog; this list is still being vetted for accuracy and updated with current information. Career Services has also assigned staff to assist with tracking and management of internships. Career Services can also provide the number of internship postings offered through Hire A Rebel based on a specific time frame. Additional accomplishments will be provided in the July 2017 report.

### Recommendations

In order to fully understand how many of our students engage in internships, how many employers offer internships, and how many majors require or offer internships, there appears to be a need for a central repository where this information can be submitted, compiled, and distributed back out to campus. Developing metrics for measuring internships other than “yes/no” or “engage in internships/do not engage in internships” may prove to be more challenging than realized, but will be critical for campus reporting.

### 2017-18 Next steps

- What should the goals / activities be for the subcommittee?
- Who should be responsible?

Moving forward, the subcommittee will hold focus groups with the constituents who offer internships on campus to further identify common areas that can be aligned and measured more centrally.

The current subcommittee would be responsible for this initiative (Raelynn Frazier, John Osborn, and Caleen Johnson.)

### Please review the list below and “X” the appropriate box(es).

- ☐ Potential resources required
- ☒ Any reports generated by this working group
- ☐ Metrics to be used
- ☐ No additional reference material

### Any additional information you wish to share.