

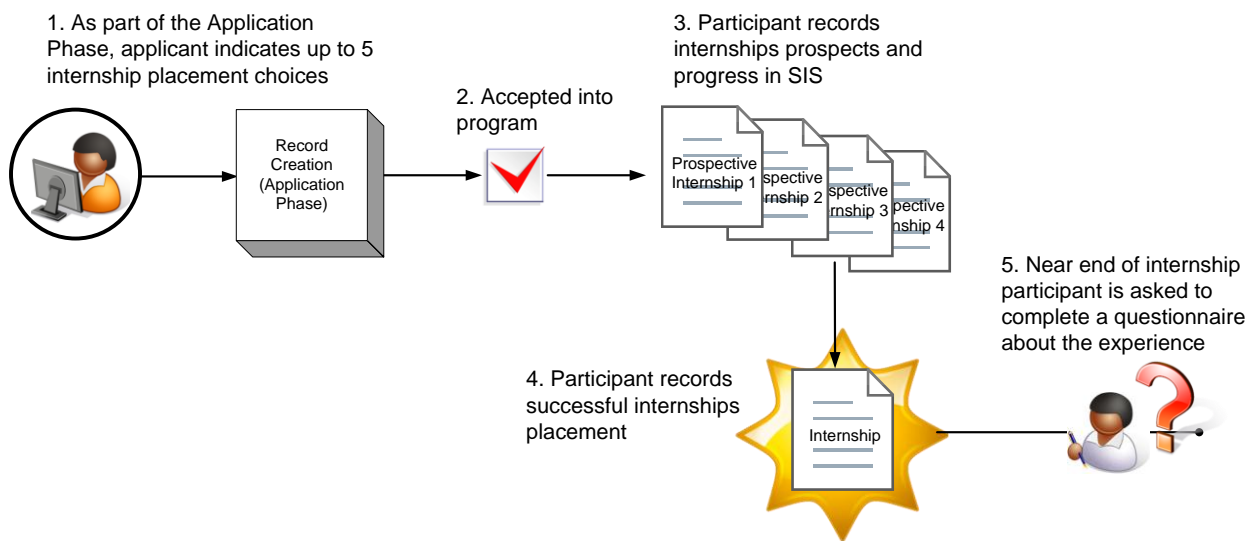
UCDC Online Student Information System

Internship Module

Conceptualization Document - Draft

The introduction of the new UCDC Student Information System (SIS) provides an opportunity to leverage this information in service to internship placement processes at UCDC. This includes opportunities to focus applicant awareness of internship opportunities during the application process, monitor participant progress, foster easier collaboration between UCDC and campus staff charged with internship placements and expand the slate of internship placement tools available to participants. UCDC proposes to add an Internship module to its SIS as an aid to this business process. The module described below will be designed to span both the application and post-acceptance phases of the process. It is anticipated that the module will be added as another information tab within each student's online record in SIS.

For the purposes of the online module, UCDC envisions dividing the internship process into four parts, application, post-acceptance, internship accepted and post internship.



Schematic of Internship Process

Application Phase

As part of a student's application to participate in the UCDC program, applicants will be asked to identify up to five areas of interest for participating in internships. These fields are included on the Internship tab within SIS. Areas of internship interest within the online system presently include:

- Art/Museums
- Think Tanks/Research
- State Govt./District of Columbia
- Private Law Firms
- Media/Public Relations/Communications
- International Organizations
- Federal Agencies
- Education
- Environment
- Embassies
- Congress

- Campaigns/Political Consulting
- Advocacy Organizations/non-Profit
- Business/ Accounting/ Finance
- Science/Technology/Health
- White House

This list can be modified to conform to changing student needs. Applicants may also indicate specific internship opportunities that interest them (for example, Representative Jones Office or Smithsonian Folklife Festival). It is also anticipated that online tools drawn from the campuses and other sources will be available on this web page to assist students in focusing on internship opportunities relevant to their aspirations.

The screenshot shows the user profile for Jennifer Bruin. At the top, there is a header with the University of California logo and the text 'UNIVERSITY OF CALIFORNIA WASHINGTON CENTER'. A 'Log out' link is visible in the top right corner. Below the header, the user's name 'Jennifer Bruin' is displayed, along with 'View' and 'Edit' buttons. There are tabs for 'Account' and 'Student record', with 'Student record' being the active tab. Underneath, there are five tabs: 'Basic Information', 'Academic Information', 'Statistical', 'Address', and 'Internship'. The 'Internship' tab is highlighted with a red border. The main content area shows three sections for 'Internship Interest':

- Section 1:** 'Internship Interest - Category *' is set to 'Private Law Firms'. Below it, 'Internship Interest - Specific Location' is 'Gyo, Yu & Goh LLC'. A note below reads: 'For instance: Congresswoman Jones' Office or National Gallery of Art'.
- Section 2:** 'Internship Interest - Category' is set to 'Congress'. Below it, 'Internship Interest - Specific Location' is 'Representative Smith's Office'. A note below reads: 'For instance: Congresswoman Jones' Office or National Gallery of Art'.
- Section 3:** 'Internship Interest - Category' is set to '- None -'. Below it, 'Internship Interest - Specific Location' is empty. A note below reads: 'For instance: Congresswoman Jones' Office or National Gallery of Art'.

Speculative View of Internship Tab – Application Phase

Post-Acceptance Phase

Successful applicants to the UCDC program will be directed to return to the Internship module within their online student record in SIS. Program participants will be asked to refine the internship interests identified during the application process into actual searches for an internship in Washington, DC. Participants will be able to track multiple internship searches through this module. Internship search actions will be date/time stamped as an aid to students and placement staff. Each applicant search record will include the following fields:

- Organization Name
- Internship Title
- Internship Address
- Internship Website Address
- Internship Coordinator or Contact
- Internship Contact Title
- Internship Contact e-mail
- Internship Contact Phone
- Date of Submission
- Method of Submission (i.e. e-mail, website, US mail, fax,)
- Status (In Preparation, Application Submitted, Interviewed, Offer, Not Offered, Internship Accepted, Internship Not Accepted)
- Source of Lead
- Blog – the blog will be a place where students can record additional information about a prospective internship as well as a means for placement staff to communicate with the student

Additional materials for organizing a search such as best practices, sample resumes, application letters, etc. will also be available through the module. It is envisioned that a committee of placement staff will be created to identify these materials for inclusion within the internship module.

On the administrative side of a student record, placement staff will have access to a blog for recording comments and observations pertaining to discussions/conversations/e-mail exchanges with students and placement staff. This is intended to enhance collaboration and communication among placement staff.

Internship Accepted Phase

After a participant accepts an internship placement, s/he will be asked to provide additional information about the internship. This includes:

- Supervisor Name
- Supervisor Title
- Supervisor Contact Information
- Start Date
- Scheduled Work Hours

Post-Internship Phase

Near the conclusion of an internship, participants will be invited to complete an Internship Questionnaire. The Internship tab will have a link to the Post-Internship Questionnaire. The questionnaire may include questions such as:

- How did this internship meet your educational or career goals?
- How did you find the internship (I found it on my own, campus placement staff assisted me, UCDC placement staff assisted me, other resources)? Participant may select more than one answer. If other selected, participant is asked to provide additional information.
- Suggestions for improving the internship placement process?
- Suggestions for improving internships?