**Virtual Academic Internships Focus Group Notes – May 14th**

*What steps are needed to prepare for virtual Academic Internships?*

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| **Steps** | **Response** | **Follow-up** |
| **Supporting student hour requirement and ensuring students’ safety (HIST)** | * In touch with Internship Supervisors about how might I support the hour requirement?
* Certain number of hours in directed readings
* Some sites asking for students to participate in on-site orientations – what can we do in those situations? Necessary to review what students are comfortable with
* May not know what’s available until August
* Working with Special Collections on campus to provide internships (internal, on-campus sites). Having an internal, on-campus site for students to complete hours at, in the event they cannot get hours in the community, is likely an important step
 | Discussion with Academic Affairs (AA) and Chancellor’s Office (CO) |
| **Assessing partners’ needs (POLS)** | * Developing a survey to send to host sites
* Are they willing to still take students virtually, and how would tasks be different, and would they be enough hours (24 hours)?
* Are offices willing to do a virtual interview before they’re hired?
 | See CP survey to be posted on CEC website |
| **Understanding students’ technology needs (POLS)** | * If willing to take them virtually, do students have the technology to do the internships?
* What can they get from the school – laptops, webcams, hotspots?
* They need access to equipment provided by the internship site or the University
 | Contact IRT |
| **Support for internship opportunities (Career Center)** | * Stephanie Francis from Career Center there to support internship opportunities
* She has template with project descriptions if students need a proposal to pitch to an internship proposal or project idea
* In employer community, several collectives are putting together 10-week summer and fall programs that bring speakers and industry activities and professional skill development activity that could supplement an experience for students
 | Contact Stephanie Francis at Career Center (Stephanie.francis@csus.edu) |
| **Students’ enrollment and uncertainty about the summer** | * Students being registered for Internships. Circumstances will change during that time
* Internships are diverse - are students starting an internship in the summer but getting credit for the fall?
* How do I manage the expectations of students? Do they need to go through health and safety protocol?
 | Discussion with AA and CO |
| **Community partner development and building** | * Do faculty need assistance with partner development?
* Working with CEC to identify potential partners who want to work with FACS students (195F)
* Long-standing partners may or may not feel like they’re best equipped to do a virtual internship
 | Contact CEC – Dana, Ann, Francine, or Casey |
| **Professional trainings for students’ hours** | * Professional trainings that students could be involved with alongside professionals in the field as hours toward the internship
* Even if some sites can’t offer a full internship, perhaps they could participate in an informational interview with professionals in the field in which they intend to pursue?
* There could be experts from the internship sites that are not able to take on an intern but would be willing to do a workshop or panel on an industry topic. Several students could participate.
	+ For instance, FACS students could incorporate a discussion with the CEO of Mental Health California or a representative from Department of Social Services. Public history majors could attend a fire-side chat with the director of the Sacramento Public History Museum. These professionals could speak on the career field and skills they should develop now to prepare for entering these fields. I'd be happy to assist with recruiting these professionals. (Stephanie Francis)
 | See Department for professional opportunities in field, or Stephanie Francis from Career Center |

*How can the CEC help?*

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| **Ideas** | **Notes** | **Follow-up** |
| **Technology needs** | * With many students in the field, technology can’t keep up (e.g., scanning)
* CECconnect – can we add a question about technology needs?
* End of semester AI survey, can we add a question about their experience of Virtual AI and their technology experience?
 | Contact IRT and CEC will follow up in Fall 2020 |
| **Support for students in leveraging Virtual AI experience** | * Workshop from CEC for students about how they can use the Virtual AI can be leveraged for job in the future
* Will help students address - how do I list this on a resume or cover letter?
 | Contact Stephanie Francis at Career Center |
| **Support for CPs in Virtual AI** | * Tips for virtual internships for employers to help those not experienced with them provide a successful experience
* IN/SL agreements outside bricks and mortar - the agreements are more or less the same, though the university has recently said that there can be some negotiation to reduce the coverage limits for liability purposes (i.e., how much $$ needs to be listed as coverage). Risk Management is willing to work with new partners on this issue!
 | Contact Stephanie Francis at Career Center and CEC |
| **Orientations for AI** | * Orientation – in spring we have a large cohort of interns. Always done face to face. Can CEC provide guidance or a workshop on how we can best prepare students for internships?
* How do we best conduct these orientations to prepare them for what they’re going to see?
* How do we help prepare students for virtual internships? Interview prep, prepare resumes, etc.
 | Contact CEC and Stephanie Francis at Career Center |
| **Limits of Virtual AI and internship search** | * Non in-person severely limits ENVS Internships. Will have to provide an alternative.
* Workshop that helps students with the internship search strategy. I'm happy to adapt this specifically for academic internships and provide this for students entering into this phase. I'm happy to be on a committee to develop that supplemental framework. (Stephanie Francis)
 | Contact CEC and Stephanie Francis at Career Center |
| **Development of community partner list** | * With going virtual, important to have a partner list
* Spoke with supervisors instead of them fielding questions from students. Less stress for students and partners
 | Contact CEC |
| **Equity** | * Keep in mind equity issues
 | Contact CEC |
| **Supplementary activities** | * Updated list of community partners who are willing to host virtual AIs
* Supplemental list of activities is appealing
* CEC could develop a supplemental list of activities. If hours get cut, here are some supplemental activities
* New hosts or folks with whom we already have agreements – don’t necessarily need an agreement
 | Contact CEC and Stephanie Francis at Career Center |