

Progress Report 3: January 1, 2005 – June 30, 2005

South Bend

I. Summary

The IU South Bend Campus has developed several approaches to engage students in internships and experiential learning. As a commuter campus, 66 percent or more of our graduates remain in Michiana after graduation. Our focus is to provide students with meaningful internship opportunities that have the potential to lead to professional employment.

For our first and second goals of internship, job development and placement in business (and not-for-profit organizations) we have hired an internship/employer developer and our Interns@Work program is operational. We are developing internship opportunities through relationship building with employers. Also, we are recruiting students to participate in internships and are preparing them through educational seminars.

We continue to work on the development of a training program for employers that outlines specific components of internships to assist companies in successful internship implementation.

Currently, there are two projects through the physics and computer science departments that support faculty and student collaborations. Students are working with faculty on research in physics; and in computer science, information technology solutions are being developed.

The third goal of building community-university partnerships to support increased economic opportunities is being addressed through IU South Bend's involvement with a local consortium, The Indiana Careers Consortium comprised of ten regional colleges and universities. The first consortium event, the First Annual Career and Internship Fair took place on March 18, 2005.

Goal four is not part of our grant project.

II.

Progress Report Organized by University Grant Goals and Campus

Initiative

University Grant Goal 1: Internship, job development and placement in business

A. *Campus Initiative 1*

1. Interns@Work: A formalized internship program housed in the Career Services Office.
2. Objectives:
 - a. To centralize internship functions campus-wide
 - b. To create internship and experiential learning opportunities/sites for students through employer development
 - c. To increase the numbers of students participating in internships and experiential learning leading to increased employability upon graduation
3. For the January-June 2005 reporting period, 146 internship opportunities were posted through the Career Services Office representing 61 employers. Of the total 146 internship opportunities and 61 employers, 53 internship opportunities were not-for-profit opportunities and were offered by 18 not-for-profit employers. A total of 43 students had internships in both for-profit and not-for-profit organizations and businesses. Also, during the reporting period, **95** students have sought information and counseling on the internship process.

A bi-monthly meeting for interns has been established to work with students participating in internships and to provide students with support during the internship process. The group process allows for interns to report on the progress of individual internship experiences and to receive information on successful workplace habits and behaviors.

4. Beginning with the Summer 2005 semester, we will be increasing the award amount to attract more students to participate in internships. We will be offering interns \$10 per hour for those who work in non-paid internships. They can receive this amount for up to 225 hours worked which translates into a formula of \$10 per hour x 15 hours per week x 15 weeks.
5. Because of the increase of the award amount, we expect higher participation in the Interns@Work program. Also, we will be marketing to students through workshops and through direct mail and e-mail pieces.
6. While we have had some difficulty with students participating in internships for the award we originally developed, we are already seeing an increase in interest based on the new award amount.

B. *Campus Initiative 2*

1. Internship Training
2. Employer Training and Student Training
 - a.. The student training manual has been completed and has been distributed to interested students. We are currently working on a Flash production for classroom and training uses.

- b. The employer training manual has not been completed. We are working on the document and have a draft completed. Currently, it is undergoing revisions and will be completed by the fall 2005 semester. The training modules will provide employers with information on various components of starting a company-based internship program. For students, training modules have been created to teach students step-by-step procedures for obtaining internships.
3. To date, five modules for employer training are being developed and completion is scheduled for August 31, 2005.
4. The employer training manual and the macro-media flash presentation have proven to be a major undertaking and the staff hired for the project has not been able to complete the project satisfactorily. Additional staff will complete the project.
5. The training manual and the macro-media flash presentation will be completed for the fall 2005 semester. Student training will continue.
6. The employer manual has proven to be the most difficult project to complete. It is believed that with dedicated effort, this aspect of the project will be completed by August 31, 2005. The student training manuals have been well received by students and they have found this training to be helpful.

C. *Campus Initiative 3*

1. Faculty/Student Collaborations (including the Center for Internship, Volunteerism and Entrepreneurship in Computer Science, CIVECS): Support students participating in project activities and research and with faculty.
2. Objective
 - a. To provide students with experiences in research and project development and implementation to enhance classroom skills and knowledge
 - b. To provide students with the opportunity to collaborate with faculty
 - c. To enhance the employability of students participating in the Faculty/Student Collaborations
3. **Computer Science Department:** IU-EVAL Electronic Evaluation System has been completed and Dr. Hossein Hakimzadeh and five computer science interns developed a generic, customizable and scalable electronic evaluation system that accommodates the unique needs of each academic unit and is available through the World Wide Web (Open Source). This course evaluation tool has been used by over 500 course sections for the fall 2004 semester and will continue to be used each semester.

Physics Department: Superheated emulsions detectors for dark matter searches and other applications. Dr. Ilan Levine. Three physics interns continue to work with faculty on research that will help students to identify practical applications for theoretical knowledge. These students are working on technology applications in several areas including dark matter searches, supernova detectors, neutrino beam calibrations, homeland security, gamma-ray detection and cancer research.

4. The CIVECS program is seeking additional projects for students. Dr. Hossein Hakimzadeh has developed an internship course for the summer, fall and spring semesters that will allow the computer science students to have opportunities to

use course curricula knowledge and apply skills and knowledge to projects requested by university personnel and possibly by community entities.

5. Work will continue on both projects.
6. n/a

University Grant Goal 2: Service learning, internships, job development and placement in not-for-profit organizations

Same as Goal 1

University Grant Goal 3: Community-university partnerships to support increased economic opportunities

A. Campus Initiative 1

1. Indiana Careers Consortium (INCC): A consortium of ten regional colleges and universities formed to collaborate on various projects and initiatives with the following mission statement: *The Indiana Careers Consortium (INCC) of member colleges and universities is dedicated to increasing the college-educated human capital in Indiana. We seek to promote career opportunities and professional development through collaborative efforts with the goal of retaining the graduates of our member schools in the state.*
2. Objectives
 - a. Collaborate on various programming and initiatives with the purpose of retaining college graduates in the state of Indiana.
3. The first INCC collaboration was a Career and Internship Fair held March 18, 2005, at Indiana University South Bend. The Career and Internship Fair hosted 135 employers and 650 job seekers. A total of 56 employers offered internship opportunities. Twenty-four were from not-for-profit organizations and 32 were from for-profit businesses.

Information and training sessions for employers are being planned for June, July and August, 2005.

4. No changes are planned.
5. Programming will continue to be planned and include an e-newsletter, employer development activities and a case conference competition. An INCC web site has also been developed and will serve as a resource for employers, students and other university career centers to use as a resource and a model for collaboration.
6. The collaboration (INCC) continues to be an extremely positive opportunity for the many regional campuses to work cooperatively on common areas. The consortium is very pleased with the level of participation and especially the successful implementation of the 1st Annual Career and Internship Fair.

University Goal 4: Support of Entrepreneurial Development

Goal four is not part of our grant project.

III. Evaluation

Students obtaining internships are being tracked through a career services database. We will also be utilizing the expertise of our Institutional Research Office to assess the overall effectiveness of our initiatives.

Goal for Number of Internship Placements in Local Businesses
By December 2006

Internship Placements	Goal for Grant Period
Indiana University	2122
<i>South Bend (July-December 2004)</i>	<i>42</i>
<i>South Bend (January-June 2005)</i>	<i>43</i>
Cumulative	85

Table 2

Goal for Number of Students Participating in Service Learning
by December 2006

Service Learning Participation	Goal for Grant Period
Indiana University	363
<i>South Bend (incorporated in Goal 1)</i>	<i>n/a</i>

Table 3

Goal for Number of Contacts with Potential Community Partners
by December 2006

Contacts with Potential Community Partners	Goal for Grant Period
Indiana University	795
<i>South Bend (July-December 2004)</i>	<i>41</i>
<i>South Bend (January-June, 2005)</i>	<i>49</i>
Cumulative	90

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