Vision 2020 Grant Year 3: Final Report
Internships in the Liberal Arts and Sciences:
Extending High Impact Practices at IU South Bend

Gail McGuire, Gretchen Anderson, Elizabeth Bennion, and Lee Kahan

Abstract
Internships are part of a suite of high impact practices that improve student retention in undergraduate programs and prepare students for professional careers after graduation. In the first two years of this Vision 2020 grant to coordinate and expand internships in the College of Liberal Arts and Sciences, our team was successful in researching national best practices for managing and assessing internships, and reaching out to community partners and faculty to promote and develop internship opportunities at IU South Bend. We’ve created a database of past, present, and potentially future internships in CLAS, consulted with individual departments within CLAS on ways to promote internships, and met with faculty to discern how best to implement an internship program in CLAS. In Year 3, we worked with the Career Services Office to create an online learning agreement form to track CLAS student interns and their community partners, and made significant progress on a CLAS website on internships. We also met with community partners and disseminated information about potential internships to CLAS faculty.

Year 1 and 2 Milestones Met

1. Documented what departments in CLAS are doing (and not doing) in regards to internships. We conducted interviews with CLAS chairs or faculty members about the internships offered in their departments. We obtained information on course credit, placement sites, expectations, supervision, etc. We obtained data from 13 departments (four departments did not respond to our requests for information).

2. Reviewed best practices for internships. We examined material from various academic/educational organizations, including the AAC&U, Council for the Advancement of Standards in Higher Education, National Society for Experiential Education, and National Association of Colleges & Employers. We also looked for internship handbooks and best practices in the professional associations of each of the disciplines in CLAS.
3. Held a workshop/luncheon to share what we learned about best practices, to disseminate information on the current practices in the College, and to identify departmental needs for creating or sustaining internships. Sixteen people (faculty, staff & administrators) attended this event (excluding the two presenters) on September 26, 2014. Assessment data indicate that 100% of participants agreed (46% strongly agreed) that they learned a lot about internships from the meeting, 100% agreed (54% strong agreed) that the meeting was useful for their department, and 91% said that they were interested in attending a follow-up workshop.

4. Organized a workshop on internships for CLAS faculty on March 6, 2015. Ten faculty members participated in this workshop. Participants discussed how they were implementing best practices for internships in their departments, what challenges they were facing, and how we could meet these challenges. The evaluations of the workshop were very positive: 100% of participants agreed or strongly agreed they had a better understanding of internships because of the workshop, the workshop was useful for their department or program, and the workshop was an effective use of their time.

5. Created an IU Box file available to all IU South Bend faculty, which contains best practices, syllabi, assignments, and learning contracts. Faculty in the School of Applied Health Sciences, College of Health Sciences, and Business & Economics as well as CLAS faculty have made liberal use of these resources.

6. Held meetings with community partners. We met with representatives from EnFocus, WorkOne, St. Joseph Chamber of Commerce, Big Brothers/Big Sisters, United Way, the Bowman Creek Project, Indiana Small Business Development, Lazarus Group, Lebermuth, Indiana Whiskey, Agdia, LECO, Siemen’s, Eurofins (Formerly Underwriters Laboratories), Panasonic (Formerly Bayer), Hoosier Tire, McCormick’s, Royal Adhesives, Mama’s Against Violence, the Pence Campaign, and the League of Women Voters. Through these efforts we hope to increase the number of CLAS interns that local organizations use and to develop new partnerships between IU South Bend and the community.

7. Participated in the E2E Convergence (Education to Employment) Conference on STEM internships in Indiana. Through this conference, we gained insights into successful practices in Indianapolis in a variety of STEM disciplines.

8. Held several meetings with Career Services (CSO). We discussed how we could coordinate efforts and to learn about the new Symplicity data base for internships and jobs. We also participated in the testing of the faculty module in Symplicity.
9. Served on a UCET panel on internships. We took advantage of UCET’s Active Learning Institute to help disseminate information about internships and best practices for preparing students for internships and career advancement.

10. Organized an informational session on IU Career EDGE, which includes internship modules for class adoption. Faculty were offered stipends to incorporate the modules into their internship or FYS courses. They were offered stipends to help to create the modules as well. Nine faculty members attended this session on June 24, 2015.

11. Met with the Director of the First Year Seminar (FYS), Betsy Lucal. We discussed incorporating internships into first year seminars, and she made a commitment to have an internship component in every FYS.

12. Created a data base of all internships in CLAS. This database includes the organizations (about 150) in which CLAS interns have been placed and the contact information for those organizations. We needed to know where our interns were located and wanted faculty and students to be aware of possible internship placements. The database in the CSO does not have most of the CLAS intern information because students and faculty tend not to use the CSO for internship placement. We also exchanged data on site placements with the School of Social Work.

13. Provided individual consultation to faculty in two departments, History and Biology, regarding developing an internship program.

14. Met with campus administrators EVCAA Jann Joseph and Dean Dunn, and well as the new Director of the Civil Rights Heritage Center, Darryl Heller, to discuss internships in our college and on campus. We had a second meeting with Dean Dunn to discuss how this work would be continued in the college. We agreed that an Associate Dean would be responsible for updating internship materials, working with the CSO, and coordinating efforts among faculty.

15. Conducted two site visits to universities (IUPUI and Butler) with model internship programs to better understand how to institutionalize internships in our college.

16. Created promotional materials for each major area in our college (humanities, natural sciences, and social sciences) that highlight the benefits of internships as well as the skills our students have to offer. This information will appear on the CLAS website.
17. Compiled data on Fall 2015 and Spring 2016 internships in CLAS and gave those data to the CSO to start the process of tracking our interns.

Year 3 (2016-2017) Milestones Met:

18. Met with Alumni Affairs to discuss a possible pilot internship program which would match student interns with IU South Bend alumni. Those discussions will continue later in the spring 2017 semester.

19. Held an internship meeting and breakfast with CLAS faculty about creating college-wide standards and practices for internships. We agreed to a common learning agreement form, common practices for assessing internships, a minimum number of onsite hours, as well as several other issues. Nine faculty members participated.

20. Notified CLAS faculty of internship opportunities (e.g., at Robinson Community Center, CASA, Neighborhood Development Associates, United Way).

21. Compiled materials for the CLAS Internship website (still in progress). We have information for employers, faculty, and students.

22. Worked with the CSO to create an online internship learning agreement so that CLAS could track its interns and community partners. The form was launched in spring 2017. All data will be in the CSO’s Symplicity database.

23. Updated the CLAS dean and chairs on our progress.

Remaining Grant Activities for Spring 2017 (February-May):

24. Finalize the CLAS internship website and test it on faculty, students and community partners.

25. Shift our team activities to an Associate Dean. We need to meet with the dean again to discuss what tasks the Associate Dean will take over (e.g., updating the website, coordinating with the CSO, and creating faculty development opportunities).

There were two goals from our last proposal that we did not accomplish: organizing a luncheon and student panel for community partners, and a showcase of student internship accomplishments on campus. These events would have required much more time than we had budgeted for in the proposal.