Hello!

My name is Melanie Shank, and I am the new Graduate Assistant at the Experiential Education Office.

I am currently working on my Masters of Music in Vocal Performance at Crane. I did my undergraduate at SUNY Albany and received a BA with a double major in Psychology and Voice Performance. I also worked in finance a few years before applying to graduate schools.

My position was created as part of the new Graduate Advantage Program (GAP) and offers me partial tuition remission and a small stipend during my studies here in return for my working 20 hours a week in the EEO office.

When I decided on SUNY Potsdam, I thought this position sounded really interesting, and I was right! From creating these newsletters, to counseling students, to helping with résumés, I am always busy and learning just how much SUNY Potsdam has to offer. So, enjoy the newsletter and feel free to stop by anytime and say hi to me in Sisson 114!

What’s Inside!

Page 2 Annual Report Highlights- Figures and highlights of the EEO office, including Service Learning, from both the past year and over the entire course of the internship program since its start in 1997

Page 3 Coming Soon- New features and programs coming soon to the EEO office

Page 4 Student Spotlight- Elizabeth Beardslee “A Day in the Life of an Intern”- by Elizabeth Beardslee

Page 5 5x5x5 Summer 2014 Program- Four students piloted an internship program this past summer where they had five jobs in five weeks in up to five states

Page 6 Internships Abroad- Two students traveled to Dublin for internships this summer. Site Evaluation Form Pilot- Summer 2014 interns had a successful pilot run of the new Site Evaluation Forms.

Page 7 Faculty Spotlight- Dr. Joseph Timmerman

Written and Created by Melanie Shank
Annual Report Highlights

Since its creation in 1997, the Experiential Education Office has been helping students find and complete internships in sites all over the world. Below is a table showing the number of students who completed an academic internship by academic year.

<table>
<thead>
<tr>
<th>Academic Year</th>
<th>Number of Students</th>
<th>Change from Previous Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>1997-1998</td>
<td>76</td>
<td>Starting Year</td>
</tr>
<tr>
<td>1998-1999</td>
<td>133</td>
<td>75% increase</td>
</tr>
<tr>
<td>1999-2000</td>
<td>131</td>
<td>-1.5% decrease</td>
</tr>
<tr>
<td>2000-2001</td>
<td>141</td>
<td>7.6% increase</td>
</tr>
<tr>
<td>2001-2002</td>
<td>228</td>
<td>61.7% increase</td>
</tr>
<tr>
<td>2002-2003</td>
<td>246</td>
<td>7.9% increase</td>
</tr>
<tr>
<td>2003-2004</td>
<td>248</td>
<td>0.8% increase</td>
</tr>
<tr>
<td>2004-2005</td>
<td>325</td>
<td>31% increase</td>
</tr>
<tr>
<td>2005-2006</td>
<td>346</td>
<td>6.5% increase</td>
</tr>
<tr>
<td>2006-2007</td>
<td>405</td>
<td>17.1% increase</td>
</tr>
<tr>
<td>2007-2008</td>
<td>402</td>
<td>-0.7% decrease</td>
</tr>
<tr>
<td>2008-2009</td>
<td>423</td>
<td>5.4% increase</td>
</tr>
<tr>
<td>2009-2010</td>
<td>427</td>
<td>0.9% increase</td>
</tr>
<tr>
<td>2010-2011</td>
<td>393</td>
<td>-8.7% decrease</td>
</tr>
<tr>
<td>2011-2012</td>
<td>417</td>
<td>6.1% increase</td>
</tr>
<tr>
<td>2012-2013</td>
<td>442</td>
<td>6.0% increase</td>
</tr>
<tr>
<td>2013-2014</td>
<td>459</td>
<td>3.8% increase</td>
</tr>
</tbody>
</table>

A record 459 students participated in internships during academic year 2013-2014. This number was comprised of 77 students in Summer 2013, 163 students in Fall 2013, and 219 students in Spring 2014. The willingness of faculty to serve as sponsors played a large role in this success, with 24 sponsors in Summer 2013, 46 sponsors in Fall 2013, and 69 sponsors in Spring 2014. Thank you to all who stepped up!

Summer 2013 tuition revenue, after costs to the EEO office, totaled $102,812, the largest amount since Summer 2000. To help offset some of the cost to students, eleven eligible applicants were awarded a total of $12,500 in summer scholarships from the Alumni Scholarship programs.

The EEO office was also quite busy throughout the past academic year with 556 individual student appointments, 241 meetings attended, and 59 presentations, leading to a grand total of 856 student appointments, meetings, and presentations.

Service Learning

Dr. Heather Sullivan-Catlin served as the faculty liaison with the EEO office for the Service Learning (SL) Program. The following figures for the 2013-2014 academic year are for only classes that are designated as service learning, so there are likely more students engaged in SL.

- Fall 2013: 11 SL courses offered, 137 students participated
- Spring 2014: 7 SL courses offered, 102 students participated
- 2013-2014: Total of 237 students participated

Highlights:
- Adopt-a-Bearcub program at Lawrence Ave, Elementary School and the Mentoring Program at AA Kingston Middle School remain two of the strongest community partnerships for students in SOCI 305, SOCI 385, EDLS 201, and INTD 195
- New “Green” fee for sustainability projects established at SUNY Potsdam and “Hunger Banquet” organized due to students in SOCI 340
- Supply drive for Renewal House of St. Lawrence County organized by students in SOCI 305

5,242 students total have completed academic internships from Fall 1997 through Spring 2014.

$751,155 in total generated revenue from summer internship tuition paid from Summer 2000 through Summer 2013.

1,729 students completed a Service Learning Class from Fall 2006 through Spring 2014.

7,968 students participated in a program offered by the EEO office from Fall 1997 through Spring 2014.
Coming Soon
New Features and Programs at the Experiential Education Office

Optimal Resume is currently available on the EEO website, but we are working on increasing student awareness and ease of use. Students can now create a new account using just their Potsdam email address and then use the sample résumés and templates to create their own résumé. The EEO office is working on adding more options including video instructions and résumé samples by major.

CareerShift is a job search tool that pulls together entries from many different sites into one easy searchable database. Students can search for both internships and jobs using many different criteria, including salary, company, location, and career field. Résumés can be uploaded for easy access, and CareerShift saves searches and contacts to keep things organized.

Interview Stream is a great resource coming to the EEO office. It will allow students to practice their interview and “soft” skills from the comfort of home. Students will have the ability to do a sample video interview, which can then be reviewed and rated by a member of the EEO staff. Individual feedback can also be provided to help improve the impressions and answers students are giving, and they can redo the interview as many times as they want. Faculty can also use this site to create their own video assignments for students to complete.

StrengthsQuest is a 30-minute online assessment that provides students with their top five “talent themes” or strengths, such as communication, empathy, or self-assurance. StrengthsQuest then provides career suggestions based on the results and offers ways to use these strengths to the student’s advantage in their personal, academic and career life. This test, which had been previously offered for an additional fee, will now be available to students for free. It can be used to help identify a career field, aid in the job search or just enhance the student’s self-awareness.
Student Spotlight- Elizabeth Beardslee

“My internship was 100% worth my time. I loved every day and did so many interesting things that I can’t imagine my summer without it. Learning through experience is just as fundamental to your future as learning in a classroom setting.”

Elizabeth Beardslee, a senior at SUNY Potsdam, completed a library science internship at the Richmond Memorial Library in Batavia this past summer, which she loved! Working for the public library she was able to experience many different facets of library work and gain important realizations about herself and the field, such as the fact that she does not want to work with children. Highlights from her internship included the independence and autonomy she was given and writing an article (see below) for her local newspaper. After having such a great experience, she has decided to pursue a Masters in Library Science and would recommend internships to everyone! As Elizabeth says:

“If you haven’t tried something, how can you know that you want to do it for the rest of your life? Until you have spent some time in another person’s shoes doing what they do daily, you are making a blind decision. Doing my internship has been the most important piece of my college career thus far.”

“A Day in the Life of an Intern” by Elizabeth Beardslee

Richmond Memorial Library, 19 Ross St., Batavia has been very busy with all of the awesome programming going on! There’s something for everyone, from young children, to teens, all the way up to adults. With so much to choose from, we hope you’ll make the right decision and come join us to learn something new.

I am lucky enough to be doing an internship for 10 weeks this summer with Community Services Librarian Leslie DeLooze at the library. I didn’t always think that I might want to be a librarian. My college career began in the Archaeology department at SUNY Potsdam, where I thought I would be the next Indiana Jones. Thing is, I learned pretty quickly that I hated it and made a complete 180 to a major in politics. Even though I was still a freshman in college, I didn’t know what I was going to do after I graduated with this major (being a politician wouldn’t suit me).

I had jumped so quickly to a decision during high school that I hadn’t left a lot of room for imagining what other jobs I might enjoy doing. In the first semester of my junior year, panic began to set in as I realized that I had absolutely no clue what I wanted to do with my life.

Planning an internship was the best decision I have made. I loved the library during high school and thought along that vein, which sparked a lot of confused questions from my friends as to why I wasn’t an English major. English major or not, I am getting to experience every facet of the library and am enjoying my days here. I am also learning a lot more about this profession than I could have learned by taking a class at school.

There are many different concentrations in Library Science, and I still haven’t decided which one I want to study, but interning at the Richmond Memorial Library has been giving me a good overview of all the prospects out there. I’ve created displays for the Fiction room, helped the Children’s librarian during story time, and have tried my hand at publicity for Teen programs. I am getting multiple different perspectives all in one summer.

So, it doesn’t matter if you’re a politics major or even an art major, your school years are a time to broaden your horizons. You don’t have to be limited because of the major you choose. Deciding what you want to do for the rest of your life at 18 is impossible, so explore your options while you have the freedom. Do an internship. If you don’t like it, that’s one more thing to take off the list of possibilities you have once you’re done with school. Instead of choosing a future job on a whim at 18, see if you can do an internship in what you think you want to do, because until you actually try it, how will you know you like it?

Elizabeth Beardslee is an intern at Richmond Memorial Library and a SUNY Potsdam senior who plans to attend graduate school for a master’s degree in Library and Information Science.
5x5x5 Summer 2014 Program
A New Way of Learning and Connecting

This summer SUNY Potsdam launched a new internship program in coordination with Living the Map and Daniel Seddiqui, in which students intern in five different jobs, over the course of five weeks, in up to five states of their choosing. Four applicants, Anthony Horton, Kateryna Szewczyk, Kareem Attia, and Chelsea Rourke, were selected to participate. By the end of their journeys, they all agreed it was one of the best and most worthwhile experiences of their undergraduate career to date.

Anthony's Experience:
Colorado- El Paso County Sheriff's Office
Wyoming- Wyoming State Police
New Mexico- District Attorney of Bernalillo
Texas- Homeland Security

Chelsea's Experience:
Illinois- Public Communications, Inc.
Adams Press
Creative Logic, LLC
Evanston Roundtable
Fleet Feet Sports Chicago

Kareem's Experience:
Colorado- Liberty Oilfield Services
Wyoming- Wyoming Geological Survey
New Mexico- Sounder Miller and Associates
Texas- Energy XXI
Oklahoma- Unit Corporation

Kateryna's Experience:
Delaware- Wilmington Blue Rocks
Rhode Island- Newport Visitors Bureau
The Rhode Show
Pennsylvania- 12th Street Gym
New York- Downtown Committee of Syracuse

See http://www.youtube.com/watch?v=urCOynOtGgs for a mini documentary Kateryna made of her experience.

Student Interest:
- Over 300 students attended the campus presentation by David Seddiqui on his book 50 Jobs in 50 States
- Most students to attend an EEO planned program in 15 years
- Applications for Summer 2015 are currently available online
Internships Abroad-A Summer in Dublin

This past summer, two SUNY Potsdam students, Kelly Fitzsimmons and Jessica Tifft, had the opportunity to intern in Dublin, Ireland for eight weeks through an online internship placement service, Global Experiences. Kelly interned at Examtime, an online study and test prep service, and Jessica interned at The Clearview Group, a procurement services group.

Global Experiences provides customized international internship opportunities. The fee includes housing, language classes if necessary, internship placement, insurance, and various other amenities, although not food or airfare. There are also events and trips coordinated by the service to help students explore the culture and sights of the host country outside of their internship. This program is available for internships in the spring, fall, and summer.

Site and Student Evaluation Form Pilot

In coordination with Glenda Morales-Hanley from the Institutional Effectiveness Office, a new Final Site and Student Evaluation Form was piloted with the Summer 2014 interns. The new form assesses performance as Unsatisfactory, Needs Improvement to Meet Expectations, Meets Expectations for Beginning Intern, or Exceeds Expectations, based on seven main criteria:

1. Works well with others
2. Takes responsibility for one’s own actions
3. Effectively communicates with others
4. Behaves in a professional manner
5. Demonstrates self-awareness
6. Exhibits professional and workplace skills and knowledge
7. Recognizes and respects one’s own diversity and that of others

As part of the new process both the student and the site supervisor will complete the assessment at the midterm point and at the end of the semester. Results will be compared at midterm to be sure that both the student and employer are aware of any performance issues or concerns. At the end of the internship, results will again be compared between the student and employer, to see if the student had an accurate view of his or her performance. Results will also be compared from midterm to the end assessment to look for growth in skills and performance over the course of the internship.

International Destinations Offered
- London, England
- Sydney, Australia
- Dublin, Ireland
- Shanghai, China
- Barcelona, Spain
- Florence, Italy
- Milan, Italy
- Paris, France
Faculty Spotlight - Dr. Joseph Timmerman

Dr. Joseph Timmerman is Chair of the Business Department and frequent faculty sponsor and advocate for student internships. As our featured faculty member for Fall 2014, we were grateful for the opportunity to ask him a few questions about his thoughts on internships and the EEO office.

1. Why do you think internships are important for undergraduate students?
In today’s economy it is vitally important to make your resume stand out. There are relatively few jobs available and thousands of applicants. All students need more than “took these classes” and “on campus clubs” to keep them from having their resume tossed in the trash.

Also, the act of applying the classroom material in an actual work setting is one of the best learning experiences. In class we can at best “make up stories” or provide outside case studies to illustrate the concepts. Actually “doing” is a much stronger educational tool.

2. Why do you sponsor student interns?
Certainly not for the money! [laughs] Seriously, we [faculty] don’t get compensated extra for doing internships during the school year. We do them because we feel it is a valuable learning experience for the students.

3. What advice do you have for students looking to intern?
Go see Toby White as soon as the “interest” strikes. He and his department are a great resource. Also, especially for business internships, be open to looking “back home” over the summer. We have relatively few business opportunities here in the North Country, so interning during summer break is a good option. Also, often a student can turn their regular “summer job” into an internship experience.

Contact Us!

If you have any questions or are interested in becoming involved in the internship process, please feel free to contact us.

Patty Gilmer, Secretary: 315-267-2702
Toby White, Director: whitetj@potsdam.edu
Melanie Shank, Graduate Assistant: shankm198@potsdam.edu
Office: Sisson 110
Office Hours: Monday- Friday 8:30am-4:30pm