

CAREER CENTER

MISSION STATEMENT

GOALS

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&

STATISTICS

ANNUAL REPORT

2002-2003

*Barbara Bedford, Director &
Career Center staff
September 2003*

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DIRECTOR'S INTRODUCTION CAREER CENTER

The primary mission of the Career Center is to assist registered UCSC students and other designated clients through all phases of their career development. To accomplish this goal, the Career Center staff works diligently to promote a greater awareness within the world of work and the need for and nature of career development over a student's life span. Additionally, the Council for the Advancement of Standards in Higher Education indicates: Career services must promote learning and development in students by **encouraging outcomes** such as realistic self-appraisal, appropriate career choices, enhanced self-esteem, critical thinking, clarification of values, intellectual growth, ability to communicate effectively, leadership development, ability to work independently and collaboratively, social responsibility that is satisfying and appreciation of cultural diversity, and achievement of personal goals, to name a few standards.

The Career Center actively promotes these standards by effectively implementing a variety of services and programs to meet the present and on-going career development needs of our overall clientele, which also include employers both for-profit and non-profit, faculty, staff, and the outside local, national and worldwide community. These services and programs include:

- Career Advising
- Quality/Practical Internship Opportunities
- Part Time Employment both On and Off-Campus, Federal Work-Study Program, Student Corps Temporary Service
- Corporate and Business Relations
- Payroll Personnel Services
- Information and Resources on Careers and Further Education
- Opportunities for Career Exploration Through Experiential Learning
- Job Search Services
- Services to Employers
- Consultation and Outcomes Assessment
- Career Development Workshops
- State-of-the-Art Technology
- Student Leadership Opportunities
- Student Appreciation Program

Other essential student-centered services include individual, drop-in career advising services, a variety of career fairs & special events, consistently updated library materials, and career development workshops that offer a variety of education/instruction. In addition, an IMAC computer lab and state-of-the-art internet database computer services of the highest quality are available for students such as the on-line part-time jobs and internship Student Employee Request (ER) System, and the alumni Career Advice Network (CAN) data base.

UCSC students who seek a professional career must, upon graduation, enter the professional world of work well educated, refined with comprehensive career advice and quality/practical work experience. For example, an internship, while attending UCSC, related to his or her career

goals would be ideal. Thus, the student would be more prepared to meet the challenges of today's highly competitive job market. Students must be equipped to stand out amongst the increasing number of job seekers. The Career Center can play a critical role in helping students to develop the proper skills and tools necessary to meet these challenges. The aforementioned services and programs have been implemented to support our efforts to prepare students for the world of work. These services and programs are continually reviewed and enhanced for the purpose of sufficiently preparing UCSC students for future careers.

Another component of the Career Center's mission is to maintain a highly visible, state-of-the-art, student-centered, one-stop career services operation. In order to accomplish this specific mission, the nexus between UCSC students, the faculty and the Career Center Academic Advisory Board, is continually nurtured, as well as significant outreach efforts to employers, now, and in the future. To reach the level of performance that will attract visits from corporate America and the world, the Career Center continues to find ways to roll out the red carpet for all employers that visit UCSC. Therefore, the Career Center staff works effectively to attract all potential clientele to our one-stop operation and to maintain a reputable, welcoming environment that ultimately provides recruiters with the opportunity to interact with qualified and highly educated students.

The new Bay Tree Conference Center, located next to the Career Center, continues to be one location that provides an aesthetically pleasing, professional environment for student interaction with employers who visit the campus for the purpose of offering workshops, conferences, and job interviews. In the future, the Career Center would like to have the capability to provide students with the opportunity to interview with major businesses not only in Santa Cruz and the Bay area, but outside the US, via an electronic interview process using videoconferencing technology.

The Career Center continues to offer students the most up-to-date career advice in the form of high quality information on how to develop an appropriate career path. In 2002-2003, the advising staff increased by 1.00 FTE. Obtaining additional advising staff will support our current endeavor to provide new and continuing graduate students with enhanced/increased graduate programs and services.

The goal is to keep pace with the forever changing technology here, at the Santa Cruz campus and the world. On one hand, the demand for Career Center services, due to growth in student population, has been rewarding, on the other hand, extremely challenging. The Career Center staff will endeavor to accomplish its current mission, barring any unforeseen occurrence that may mandate a change, for example, budgetary limitations. The Career Center staff looks forward to a continued long-term partnership with the leadership of the Division, campus administration, and our student/employer clientele.

Barbara Bedford,
Career Center Director

Please refer to "C Ctr Org Chart-2002-03" (separate attachment, Power Point file)

CAREER CENTER PROGRAM DESCRIPTIONS

Administration & Director

- Business Operation
- Technology Enhancements and Maintenance
- Research and Assessments
- Outreach/Publicity
- Developing and Maintaining Partnerships
- Student Employment Compensation
- Development of New Programs/Policies and Procedures
- Professional/Staff Development
- Student Regent Recruitment
- Bay Tree Building 3rd floor & Conference Rooms

Career Advising

- Drop-In and Individual Advising Services/Graduate student advising/services
- Workshops (standard, special focus, departmental, college)
- Service Orientations
- Career Resource Library/Computer Lab
- Graduate Reference Letter Service
- Educational Placement Services
- Career Advice Network

Internships Programs and Services

- Chancellor's Undergraduate Internship Program (CUIP)
- Professions Training Program (PTP)
- Kauffman Entrepreneur Program (PTP-EG)
- PTP/COSMOS
- University of California Center, Sacramento (UCCS)

Corporate & Business Relations

- Career Job Fairs/High Tech, Non Profit, Last Chance
- Local Jobs Development
- Regional Jobs Development
- Multicultural Career Conference
- Graduate School Information, Graduate Fair
- MonsterTRAK & NACELINK
- Reception
- Partners for Progress
- Student Employee Recognition program (SERAP)

On Campus Employment

- PPS Training and Support (courses and on-line)
- Work-Study Programs and Services (on and off-campus)
- Non Work-Study Employment Coordination (on-campus)
- Electronic Employee Request & Student Job Listing Service
- Web base Policies and Procedures Manual

Student Corps

- On Campus Temporary Student Staffing Service

Bay Tree Conference Center

- Camps-wide Conference Facility Oversight

- Oversight of 3rd floor Bay Tree Building

MISSION STATEMENT

The Career Center's mission is to provide comprehensive quality programs and resources preparing a diverse student/alumni community to successfully meet today and tomorrow's challenges by: offering financial support through practical and career related work experience; providing individual career advising, graduate student services, workshops, resource materials and special events to assist students with life planning; developing employment opportunities and fostering partnerships with on and off campus communities; enhancing services through innovative technology, program development and continuous updating of resources through research and analysis.

UNIT GOALS

Goal:

Enhance strategies to increase faculty interaction:

The Career Center staff will continue to partner with faculty. The Career Center has developed an Academic Advisory Board that consists of eight faculty members and six Career Center staff. A student member also serves on the board. The Academic Advisory Board is charged with the responsibility of collaborating and recommending effective methods in which to provide meaningful career exposure, internship opportunities, mentoring programs, Career Center interaction in the classroom, and continued collaboration with the UCSC Academic Career Pathways program. Currently, the Academic Advisory Board meets quarterly. During 2000-2001, the Career Center established a strong partnership with the Economics Department Lecturer and Faculty Member Bob Shepherd. Consequently, this faculty partnership resulted in a “Meet the Firms” career event where UCSC students had an opportunity to meet with four of the top accounting firms in the US. This year the number of firms will increase to eight. Out of this event, some student career placements followed upon graduation. To continue this type of partnership with faculty on campus, a recommendation of a new partnership with the School of Engineering’s Dean Kang and staff has been proposed by the Academic Advisory Board. Meetings were scheduled, in 2002 – 2003, to begin strategic planning on how to enhance our outreach methods to students and employers, and to more aggressively develop career and internship opportunities in the academic area of Engineering and Information Science. In 2003 – 2004, the Career Center developed a School of Engineering Internship data base, and partnered in the production of a TV commercial highlighting Engineering students. The Commercial will air six months. The success of these new endeavors will be reported on in our next annual report.

Goal:

More effective feedback:

The Career Center staff continues to enhance its efforts to receive comprehensive and effective feedback from our student clientele. The Career Center will seek out students to offer advice via surveys and innovative evaluation processes. The goal is to identify more effective methods of interaction with students that will provide feedback for the Career Center Director on a quarterly basis to offer comments, suggestions regarding the Career Center. Another goal is to enhance and develop a stronger relationship with the Alumni Office for the purpose of establishing a better measurement of success by collecting data related to career employment trends 5 to 10 years after graduation of UCSC students.

Goal:

To stay in alignment with Student Affairs strategic goals:

The Career Center goals continue to be in alignment with the majority of the divisional goals; student-centered ways of doing business, graduate student services, student and staff wellness, quality customer service, diversity, leadership, state-of-the-art technology, student retention, maximizing student financial support, and overall enriching student life before and after graduation by integrating academic and practical life/work skills.

Goal:

To effectively distribute existing resources in support of unit budgetary operation:

The goal is to continue to be frugal with resources. Resources will be distributed on a priority, need-by-need basis for each of the Career Center's specific areas of oversight: Administrative, Advising, Corporate and Business Relations, Internship Programs, On-Campus Part-Time Employment, Student Corps and the Bay Tree Conference Center.

Goal:

To increase partnerships:

There are many opportunities to partner with staff and faculty to enhance the current services and programs provided by the Career Center. For example, the Career Center seeks increased partnerships with UCSC Faculty, including Provosts and Deans. The Career Center also seeks to continue enhancing our partnerships with staff from the Alumni office, COSMOS program, Student Life Services, Colleges, campus-wide technology staff, etc. Partnering with off-site businesses, corporate and non-profit organizations in the community, Bay area and nationwide is a continuing goal. The Career Advice Network (CAN) has been upgraded and we continue to increase our partnerships with UCSC graduates and alumni by providing networking opportunities.

Goal:

To enhance strategies to increase diversity efforts:

We will continue to put on special events such as the Multicultural Career Conference for the diverse representation of UCSC students. With the move to the 3rd floor of the Bay Tree Building, the Career Center continues to work closely with our neighbors, the Ethnic Resource Centers. In addition, our relationship with EOP has grown greatly. Career Center advisers assist in the Annual California Forum for Diversity in Graduate Education. The Chancellor's Undergraduate Internship Program (CUIP) consistently attracts a diverse student population. Recruitment of CUIP positions that attract a diverse population of students will continue to be a strategic plan for meeting the increasing need. The Professions Training Program (PTP) serves a diverse population. Three components ensure a diverse population: 1) Students with work study financial aid allocations are served by the Professions Training Program in the social sector, 2) Relationships with on-campus programs which target underrepresented populations are cultivated, 3) Positions which attract a diverse population of students are actively recruited. These three strategies in the PTP program will continue. The newest outreach efforts to promote diversity include the campus COSMOS outreach program. This program consists placing of highly skilled, motivated local high school students who are interested in math and science in internships at corporations locally and in the San Jose bay area.

Goal:

To enhance methods in which to measure unit achievements:

The Career Center continues to meet the goal of effectively tracking the progress of its programs and services by means of statistical/annual reports that are produced each fiscal year. Methods of measurements include: tracking, statistics, distributing surveys and evaluations, and analysis of that data. For example, the Career Center tracks the number of Career Center web site hits on an on-going basis. Another way to collect data is upon viewing electronic job listings, students are requested to complete a survey. The Internships Program uses a California Matrix Model to track student progress towards the goal of meaningful professional employment. The Advising team surveys students upon graduation and all Career Center, Career workshops are evaluated. The Corporate and Business Relations team compiles extensive data related to the job market via benchmarking and comprehensive surveys. The Payroll Personnel System (PPS) team compiles

significant annual on-campus data via surveys and campus Development Support Services (DSS). The Student Corps program measures the number of jobs and placements per pool of student workers and distributes an evaluation quarterly to both students and campus employers. Annually, the campus community is surveyed regarding use of the Student ER System. Other measurements include comparisons between other UC Career Centers, annual increases in activities or statistical data, and incremental increases or decreases in benchmarking practices and standard measurements.

Goal:

To continue to utilize technology in a highly proficient manner:

The Career Center has made an investment in the future by using the latest technology. The goal is to maintain a start-of-the-art technology status. When the Student Employee Request (ER) system was implemented, a couple of years ago, our standards were high. Thus, we can interface with other developing systems, particularly the AIS system to exchange data in real time. With the Career Center's systems direct exchange data between AIS and PPS there is more opportunity to develop reports which give a better picture of statistics and trends in student employment and system use.

The Career Center's ongoing mission is to bring student employment services and other information to students via a streamlined web interface. Also, the goal is to upgrade on a three to five year cycle (see technology highlights section of this Annual Report, for more details regarding technology upgrades and overall enhancements).

Currently, the goal is to continue with MonsterTRAK.com. They are utilized by more than 500,000 employers to feature a variety of jobs on-line. MonsterTRAK houses the largest database of full-time, part-time, and internship opportunities throughout the United States. InterviewTRAK for College MonsterTRAK is essential to the success of our On-Campus Recruitment (OCR) program. The Career Center has enhanced and expanded job search options for our UCSC students by joining the National Association of Colleges and Employers, (NACE). NACELINK is a college based data system that provides an additional source of job opportunities for our UCSC students.

Goal:

To increase collaboration with on-campus units:

The Career Center's on-going goal is to continue forging positive collaborative efforts with Financial Aid, Accounts Receivable, Accounts Payable, and Student Life Business Office to allow the most efficient processing of payroll and business transactions possible. For example, the process to develop a method to pay stipends to high school students for their participation in the COSMOS program was developed through this collaboration. Also, collaboration with University Extension provides a "Non-Profit/Entrepreneurial" course for the Professions Training Program which is not available elsewhere. The Advising team collaborates with the colleges and divisional departments regularly. The Career Center Student ER System training is done in collaboration with supervisors and Service Centers. The Student Corps program hopes to collaborate with CATS and the campus community to establish a future Web/Technical Corps program.

Goal:

To increase fund-raising efforts:

With limited budgetary resources, the goal is to step up our fund raising efforts. Recently, the Office of the President granted funding in the amount of approximately \$39,900 to the on-campus Career Center Professions Training Program (PTP)/ COSMOS program. The goal is to maintain an ongoing Career Center/COSMOS partnership. The program places high school students in internships related to science and math. These young high school students are potential future UC students.

A Kauffman grant provided over \$60,000, cumulatively, in funds to promote a nonprofit off-campus (PTP) entrepreneurial internship program for UCSC students. The new “Partners For Progress” (PFP) program is a revenue generating program that enhances services to selected employers and increases their visibility on campus to optimize their recruiting efforts. Any (PFP) collected funds will be utilized to supplement the cost of nonprofit fairs, and other Career Center pertinent programs and services. In addition, we will continue to apply for future grants and gifts from local businesses and others who partner with UCSC’s Career Center.

PART 2: PROGRAM CONSTITUENCY & HIGHLIGHTS

Barbara Bedford, Career Center Director

Career Center Team Program Managers:

Pete Norton, Programmer Analyst

Joan Walker, Advising Services Manager & Adviser

Cyndi Edinger, Business, Administrative & Student Corps Manager

Judy McLaughlin, PPS Manager & Administrative Hiring Specialist

Nannette O'Connor, Off-Campus Employer Relations Manager

Barbara Silverthorne, Internships Manager

BUSINESS AND ADMINISTRATION

The Career Center Business and Administrative team is comprised of four individuals: the Career Center Director, the Assistant to the Director & Non Work-study Coordinator, the Business, Administrative & Student Corps Manager, and the Programmer Analyst/Computer Consultant. Three of these individuals assist the Career Center Director in the facilitation of the operational needs of the overall Career Center, including administrative processes, budget, special programs, facilities and technical support.

Business & Administration

In the area of Business and Administration, the Career Center has achieved some new successes in implementing a programmatic budgeting structure to highlight the many activities that take place within all seven programs: Advising & Career Development, Bay Tree Conference Center, Student Corps, On-Campus Employment, Corporate & Business Relations, Internships, and the Director's Administrative program. Please note, one of the areas of oversight includes the newly added program that the Career Center has been assigned to manage, the Bay Tree Conference Center which includes overall maintenance of the 3rd Floor of the Bay Tree Building. The Career Center has assumed this responsibility since July 2001.

Technology

- **Student Surveys:**
 - Special Internships program conducted two electronic surveys, a student participant survey and survey of program mentors. These are directed towards participants in the CUIP and PTP programs.
 - Graduate student survey. New on-line survey of graduate students to determine the programs that the new Career Center graduate advisor will attempt to coordinate.

- **Student Employee Request (ER) System:**
 - On-going system refinements and improvements resulting from staff and student feedback.
 - Year end statistics:
 - 1842 total ERs in the system
 - 23 non work-study jobs currently posted for summer.
 - 9,836 students have created profiles and used the system this year.
 - 30,672 student applications submitted this year.
 - 368 currently public applications/resumes (there is now a 90-day limit on public applications).
 - 1,170 staff users.

- **Career Center Web Site:**

Web site "hits" are counts governed by a lot of variables, however, they can be used to show statistical trends. *Career Center web pages are consistently ranked among the top*

ten of pages listed on the www2 web server. The following numbers were logged on the web server this year:

- 187,280 Jobs page
- 119,850 Career Center main page
- 14,779 Employer page
- 10,582 Staff page

New Web Applications:

- Career Advice Network

The Career Advice Network program consists of members who are UCSC alumni, faculty, staff, parents and friends nationwide. CAN members help share career insights and personal experience in their perspective fields. It is a way to connect current students and alumni to knowledgeable professionals for the purpose of conducting research into potential careers.

The new system has been fully implemented and has been a great success. There are currently 750 member records posted, 631 of these are new since June 2003.

Features:

- Web based system
 - Members can add or update their records at any time
 - Members receive an automatic email when their record is one year old. They must update or confirm their information at least once a year.
 - Secure login for members and students when off-campus
 - Enhanced search capabilities
 - Searchable by entire campus community from on campus
- Career Center Events Calendar:
A web based, database driven events listing and calendar assessable form the Career Center web site. It is a centralized place where all Career Center student events are listed, including workshops, job fairs and on-campus interviewing schedules. Events can be added/modified by Career Center staff using a web interface.
 - Career Center A-Z web index:
A complete listing of all Career Center web pages, with the option to sort by title or category. This listing is maintained by Career Center staff using a web interface.

ADVISING

The Career Center Advising Team is composed of four career advisers, the internship coordinator and the resource center/graduate school program coordinator. Career advisers are responsible for general advising and outreach, creating and conducting workshops, and serve as liaison to departments and colleges. The internship coordinator compiles internship opportunities, provides specific advising on internships and general drop-in advising, and conducts workshops. The resource center coordinator assists students with resource questions, orders books/newsletters, and maintains the library. In addition, as graduate school program coordinator, she coordinates the fall Graduate/Professional School Fair and maintains the Graduate/Professional School Reference Letter Service (GRLS). The Advising Services Manager/Natural Sciences Career Adviser supervises team members.

A new career adviser position, specifically for Master's and Ph.D students and postdoctoral fellows was added to the Advising Team thanks to the recommendation of the Student Registration Fee Committee. The career adviser began in this new position in mid November. Fall and winter quarters were spent in outreach to students, departments and Graduate Studies. Workshops specific to this population were held in the spring quarter. A student poll was conducted to determine what services and programs were most requested and needed by graduate students and postdoctoral fellows. The results of the poll are displayed in Attachment D.

As of early March, the resource center coordinator/graduate school program coordinator position was vacant. The duties of that position have temporarily been completed by the Advising Services Manager. The position will hopefully be filled in August or September.

Regular (standard) workshops on selecting an internship, applying to graduate school, interviewing, the job search process and resume development were held throughout the academic year. These workshops were evaluated on a scale of 1-5 with 5 being excellent. Overall, student rating of the regular workshops was 4.68.

In addition, the advisers worked with departments, colleges and student organizations to sponsor special workshops. Workshops were conducted for STARS, EOP, the Ethnic Resource Center, Psychological Counseling Services, and the UCSC Inn. Fifteen workshops were held for departments, ten for colleges, and ten special workshops for the general student population. During the summer, advisers conducted four Choosing a Major workshops for undeclared freshman during Summer Orientation, three workshops for the COSMOS program, four for UCLEADS, and one each for CAMP and Upward Bound. Eight class workshops were planned and conducted by advisers at faculty request. These included four job search workshops for Earth Sciences, two workshops for the Master's degree program in Education, a Choose a Major workshop for Engineering 1, and an overview of Career Center services for a graduate Ocean Science course. In total, 120 standard or special workshops were offered in 2002-03.

The number of clients served in advising sessions this year increased by 10.5% from last year. The number of regularly scheduled drop-in advising appointments dropped by about 5%, however, the number of individually scheduled, longer appointments increased by 38%. This is a trend we have seen developing for the last few years. Students prefer a longer advising appointment with a specific adviser.

In addition to drop-in advising at the Career Center, remote drop-in advising was initiated at Baskin Engineering one afternoon per week to meet the needs of computer science and engineering students. An informational bulletin board was created at Baskin to build greater awareness of Career Center services.

Overall attendance at regular and special workshops was up by 43% from 2001-02. This was mainly due to an increase in attendance at the Choosing a Major workshops held during summer orientations (attendance more than doubled from the preceding year). Attendance at academic year regular and special workshops (excluding summer orientation) was up by 15%.

A new event was implemented in the winter quarter called "Meet the School Districts." Representatives from seven school districts came to meet with candidates from the MA in Education program to discuss their districts and possible job openings. About 60 MA students attended the event.

Updating resources for students was another major task. New handouts on career development and the job search were developed and existing information was updated. Most information is available on the Career Center's web site. The Career Center library was revamped with current editions of career books. Underrepresented areas were enhanced including numerous resources for graduate students.

The Advising Team also was active in college, university-wide and community events. In addition to tabling at such events as the Summer Orientation Resource Fairs, the Advising Team served as coordinators of the Multicultural Career Conference held in late January. One adviser conducted a resume workshop for EPC; another adviser gave a career workshop for students and parents of Pacific Collegiate High School.

Outreach to on-campus and off-campus individuals was down by 22%. This was due mainly to the cancellation of Banana Slug Day.

The October Graduate and Professional School Fair attracted 118 graduate and professional schools and approximately 420 students. Unfortunately, the fair was held on the same day as the staff/lecturer strike. It was surprising that the attendance was as high as it was.

Team members enhanced and expanded their knowledge and skills by active membership in professional organizations including the Western Association of Colleges and Employers (WACE), the National Association of Colleges and Employers (NACE), CAEE, Network, PCAPLA, and the Liberal Arts Connection (a northern California consortium of career advisers). Two advisers attended the International Career Development Conference in Irvine; several members of the team attended on-campus training and development classes; two members attended a careers in art conference.

A survey was conducted in winter quarter to assess the effectiveness of drop-in advising sessions and advising services. In addition to monitoring the quality of advising services, demographic information was collected. The results of the survey are detailed in Attachment C.

A few statistics should be highlighted. Approximately 33% of the individuals seen during drop-in advising were seniors. About 33% of the respondents indicated their ethnicity as one of the following: African American, Asian, Mixed Heritage, Filipino, and Latino/Chicano. These percentages are almost identical to 2001-02. The major reason for student visits was for resume review followed by assistance with the job/internship search and general career advice.

The overall rating of advising services (on a scale of 1-5, with 5 being excellent) was 4.8 with 83% of the respondents checking 5.

For the first time, the advising team took on the supervision of a graduate counseling intern from Santa Clara University Master's degree in Counseling program during the months of June and July. The intern participated in advising sessions, workshops, and assisted with administrative tasks along with creating new informational handouts.

Advising Summary - 2002-03
Number of contacts/participants

Appendix A

Advising Sessions	2001-02	2002-03
Summer	419	408
Fall	914	1001
Winter	916	1034
Spring	762	883
TOTAL ADVISING SESSIONS	3011	3326

Standard Workshops	2001-02	2002-03
Summer	0	0
Fall	102	74
Winter	115	151
Spring	87	87
Total Standard Workshops	304	312

Special Workshops	2001-02	2002-03
Summer	362	821
Fall	137	256
Winter	479	564
Spring	254	151
Total Special Workshops	1232	1888

TOTAL ALL WORKSHOPS	1536	2200
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Outreach	2001-02	2002-03
Summer	381	258
Fall	343	378
Winter	0	35
Spring	135	0
TOTAL OUTREACH	859	671

Advising Sessions 2002-03

Appendix B

Summer 2002						
	Drop-in	Office Appt.	Phone	Email	Total	
Current Student	71	72	32	26	201	
UCSC Alumni	54	43	32	59	188	
Community Member	1	3	8	7	19	
Summer Total	126	118	72	92	408	
Fall 2002						
Current Student	428	202	47	77	754	
UCSC Alumni	45	30	51	75	201	
Community Member	7	16	13	10	46	
Fall Total	480	248	111	162	1001	
Winter 2003						
Current Student	446	285	67	119	917	
UCSC Alumni	24	23	35	11	93	
Community Member	4	6	9	5	24	
Winter Total	474	314	111	135	1034	
Spring 2003						
Current Student	306	291	47	95	739	
UCSC Alumni	23	23	37	35	118	
Community Member	1	7	10	8	26	
Spring Total	330	321	94	138	883	
2002-2003 Total	1410	1001	388	527	3326	

Advising Survey - Winter 2003 252 Responses Appendix C

College	Number	Percent
Stevenson	17	6.9
Cowell	25	9.9
Eight	25	9.9
Merrill	27	10.7
Porter	11	4.4
Oakes	23	9.3
Kresge	16	6.3
Crown	26	10.3
Nine	23	9.1
Ten	6	2.4
Grad	35	13.8
Alumni	17	6.7
Other	1	.3

Undergraduate Major	Number	Undergraduate Major	Number
Art	2	Physics	1
American Studies	8	Plant Science	1
Anthropology	4	Politics	14
Art History	2	Psychology	23
Biochemistry	4	Sociology	9
BMB	2	Theater Art	1
Bioinformatics	1	Women's Studies	5
Biology	4	Undeclared	10
Bus. Man. Economics	28		
Chemistry	1	Anth/Psych	1
Community Studies	6	Art/Am Studies	1
Computer Engineering	4	Econ/Art History	1
Computer Science	8	Environ. Studies/Bio	1
Earth Sciences	2	Film/Art	1
Ecology & Evolution	1	History/Lit	1
Economics	13	LALS/Global Econ	1
Electrical Engineering	2	Legal Studies/BM Econ	1
Environmental Studies	5	Ling/Soc	1
Film & Digital Media	5	Marine Bio/Envir. Studies	1
Global Economics	6	MCD Bio/Econ	1
History	6	Philosophy/Lit	1
ISM	2	Politics/History	1
Legal Studies	2	Politics/Film	1
Literature	14	Psych/Econ	1
Linguistics	1	Wom. Studies/Politics	1
Marine Biology	1	Wom. Studies/Soc	1
MCD Biology	10		

Graduate Department	Number	Graduate Department	Number
Chemistry	1	MCD Biology	1
Computer Engineering	1	Ocean Science	2
Computer Science	3	Physics	1
Economics	7	Politics	1
Education	9	Psychology	2
Electrical Engineering	2	Sociology	1
History of Consciousness	2	Theater Arts	1
Literature	3		

Class Level	Number	Percent
Frosh	17	6.85
Sophomore	27	10.9
Junior	70	28.2
Senior	81	32.7
Graduate	35	14.1
Alumni	17	6.85
Other	1	.4

Ethnicity	Number	Percent
African American	7	2.8
Asian	42	16.7
Filipino	8	3.1
Caucasian	115	45.6
Mixed Heritage	9	3.6
Latino/Chicano	17	6.7
Native American	1	.4
Other	15	6.0
No Response	38	15.1

Purpose of Visit	Number	Percent
Resume review	66	26.6
Job Search	26	10.5
Career Advice	51	20.6
Internship	48	19.4
Summer Job	1	.4
Graduate School	17	6.9
Work Abroad	3	1.2
Interviewing	4	1.6
Choosing a major	7	2.8
Law School	4	1.6
Assessments	7	2.8
Part-time work	6	2.4
Multiple Needs	6	2.4
Career Change	1	.4
UCDC	1	.4

Service Rating (on scale of 1-5 with 5 being excellent)

Rating	Number	Percent
5	207	83
4	35	14
3	8	3
2	0	0
1	0	0
Overall rating	4.8	

Career Center Advising Survey
Winter 2003
Summary of Comments

Suggestions/Comments

Multiple comments: Very helpful, excellent advising, thank you

-Beyond helpful!! I am so grateful the Career Center exists. It is especially helpful as an alumni

-Very helpful and informative

-This was incredibly helpful and concise

-She was excellent, informative, encouraging and exciting to talk with

-People at advising are kind and give decent (fair) comments on applications. This has been greatly helpful

-I think the library/lab is great

-This was helpful. A follow-up meeting to review/revise resume will be extremely useful

-Thank you for the availability. She is always full of wonderful info

-The Career Center is a really beneficial tool for research. Everyone is extremely helpful

-The drop-in advising was excellent

-Posting schedule of services (specific peoples' schedules) on website so we can know about drop-ins before arriving

-She was very helpful and sincere in helping me find an internship

-She was amazing, very helpful and fit me into her schedule at the last minute

-Is it possible to extend Career Center hours into the evening? I have trouble finding enough time to visit during the day

-She was incredibly enthusiastic and helpful. She assisted me greatly in this early process for grad school

-Provide more detailed information pertaining to major job opportunities

-More examples of graduate students successfully transitioning outside academia

-There should be a section on the career web page that has descriptions of ideal jobs/careers

-I'm really glad this service is now available to graduate students

-Excellent idea to have someone handle graduate student issues and concerns

-The advising was insightful and helped me direct my search

-Maintaining special relationships with companies so that you will have them for employment

-CAN is an excellent resource

-She was very courteous, helpful and informative

-A comfortable environment I felt like I could talk freely

-Staff and advisors are helpful and friendly, spending time to show where the info can be found - I liked this very much

-I got a lot of helpful info from this appointment, but I had to initiate it. It would help students to get this info w/o having to look for it (i.e., guest speakers in classes), because many don't realize they need help. I realized it by the adviser's booth in Baskin

-I was given very good concrete ways to improve my resume

-I just want to say that she was the most helpful person I've talked to since I've been at UCSC. She spent extra time with me making sure I understood all the information. I feel much better about my career options now

- It was very informative. I didn't feel like I was rushed and saw genuine interest in me and my resume
- More workshops more often. Advertise workshops more
- I was impressed with how well-informed she was - very well prepared to advise me - helped me look at my options
- She was very helpful and informative. She gave me her time, energy and support. She is a valuable resource for feedback and advice
- Service was prompt, informative and friendly. Well done
- Advisers very thorough and knowledgeable
- The Career Center offers such a valuable service to students. The guidance and direction are very important to our success in the job market. I am very pleased with my advising session and she is very knowledgeable and great to work with
- Definitely better front desk -student communication skills
- Free food
- She is a great help for interview practice. Great job.
- I like that you have different advisors for different career/job placement
- There are not a lot of contacts for areas in theater arts. That would be more helpful. Also an advising day just for theater artists would be helpful, for it is never done in the department
- This has opened my eyes tremendously
- She was an excellent adviser who provided sufficient information dealing with my major options and career options
- She is very helpful and inspiring. I felt very comfortable talking to her about my future plans
- I'm very happy that the Career Center offers such valuable services. Keep up the great work
- She was absolutely wonderful. I really feel grateful that she is here. Full of helpful information on a multitude of things
- She was very friendly and helpful. She gave me many handouts, emails, websites, books to look at and listened with genuine curiosity.
- All of the Career Center, including online job postings should be available to graduates-figure out a way to make that happen
- There are so many resources here, I wish I had spent more time here as a junior. I am looking forward to attending some workshops. It is a friendly organized atmosphere
- It would be helpful to have longer advising sessions and have it easier to set up appointments if you can't make drop-in
- More information and encouragement for freshmen/sophomores to come into the Career Center to start planning for after college

Suggestions for the resource center

- Able to check out books
- Internship and job opportunities specific to major and specific to Bay Area
- It would be nice to receive a printout of career or jobs if they have that information on a computer
- More career quizzes specific to majors
- Perhaps job listings tailored to individual majors
- Yellow pages access from different countries
- A typewriter for students to use for applications
- More well defined internship database. Some categories of jobs are not easily found

- Resources should be more encouraged across campus. I wish I would have been here a long time ago
- Offer a class in online resume building
- More resources on internships in Asia. Organize the data to accelerate the process
- I'd like to see more networking with hiring companies

Grad Interest Survey 1 - 2003
(Graduate, PhD and Post Doctoral Fellow)

Appendix D

RESULTS
Total Participants = 63
End Date = 5/12/03

A.	Name of Department you are Registered or Affiliated with: 3 - Anthropology 14 - Biology 2 - Chemistry and Biochemistry 5 - Computer Engineering 11 - Computer Science 2 - Earth Sciences 2 - Electrical Engineering 1 - Environmental Studies 2 - Environmental Topology 1 - History 1 - Linguistics 4 - Ocean Sciences 2 - Other 8 - Physics 3 - Politics 1 - Psychology 1 - Sociology Others: 1 - Bioinformatics 1 - Ecology and Evolution 2 - EEB 1 - Literature 4 - MCD
B.	Do you use your Faculty Advisor for Career Development Advice? 42
C.	Do you use your Graduate Advisor for Career Development Advice? 25
D.	Degree you are registered for: 1 - MA 10 - MS 52 - PHD Others: 1 - Bioinformatics 1 - Comp SCi 1 - Computer engg 1 - MCDB
E.	Do you represent any of the following organizations? 13 Graduate Student Organization 1 Woman's Center 0 Postdoctoral Fellows
F.	Gender (optional): 41 - female 21 - male
G.	Do you have interests in any of the following special workplace issues? 12 Race / Ethnicity 6 Disabilities 22 Woman's Issues 5 GLBT (Gay, Lesbian, Bisexual, Transgender)

I would be interested in the following Services:

A.

35 Advising Appointments

B.

22 Career Center Library (reference books and videos)

C.

43 Career Center Computer Data Base Resources: Job Search-engines

D.

35 Career Advice Network (alumni network for informational interviewing)

E.

35 Database of Internship Opportunities

F.

37 Graduate Letter Referral Service (repository for letters of recommendation for academic applications)

G.

33 Interview Preparation & Mock Video Interviews

I would be interested in the following Programs:

A.

Job Search Core-Skills Series:

32 Job Search Planning

40 Job Search Strategies

48 Resume / CV and Marketing materials

32 Networking

41 Interviewing

38 The Applications Process: industry, government, research, university

29 Career Exploration

B.

28 Academic Job Search: Panel of Faculty Experts

C.

37 Academic Job Search: CV Creation (curriculum vitae)

D.

36 Academic Job Talk / Interview

E.

29 PhD Career Path Inventories (values, personality, interests, skills)

F.

31 PhD Panel of Experts: Careers outside Academia

G.

27 PhD CV to Resumes and Resources program

Special Interest Programs:

A.

Career Options Panel Series by Department:

3 Humanities

16 Engineering

28 Natural Sciences

8 Social Sciences

3 Arts

B.

29 Marketing Yourself to: Career Fairs, Industry, Government

C.

17 Career Management Series: Entering the Academic Profession

D.

21 Succeeding at Grad School

E.
21 New Faculty Member Survival

F.
18 Career Planning for Dual career couples

G.
41 Grant Proposal Writing

H.
31 Publishing

I.
22 Teaching Portfolios

J.
24 Time Management

Programs specific to:

A.
17 Women

B.
7 People of Color

C.
3 GLBT People

Events I Would Be Interested In:

A.
20 Career Center Open House

B.
23 Events with Alumni

C.
33 Bay Area Networking Opportunities with different industries such AS Biotech, Hi Tech, Healthcare, Training

My biggest concerns about my job search are:

A.
32 Finding Academic Listings

B.
Finding Job Listings for:

32 Industry

17 Government

10 Non Profit

C.
13 Searching Career Options Outside My Field

D.
20 Job Preparation

E.
13 Personal Issues such AS "coming out" on the job, being an international student, stress, time management

F.
4 Finding a Job in a Specific Country

G.
22 Making important Career Decisions such AS Salary Negotiation, Moving

H.
28 Balancing Career and Family

I.
29 Finding Meaningful Work

J.
Other
- disability affects my performance
- finding a job in California

The best way to advertise programs to graduate students is by:

A.
57 Email

B.
12 Flyers

C.
3 Newspaper

D.
10 Career Center Web Site

E.
12 Student Portal

F.
Other Delivery
- announcing in grad classes

Please indicate what Days and Times you prefer for Advising, Workshop and Event services to be offered.
Days include: Monday, Tuesday, Wednesday, Thursday, Friday and Saturday. Times include: 9 - 5.

A.
Monday
16 Mornings
23 Afternoons

B.
Tuesday
13 Mornings
23 Afternoons

C.
Wednesday
18 Mornings
25 Afternoons

D.
Thursday
15 Mornings
27 Afternoons

E.
Friday
19 Mornings
26 Afternoons

F.
Saturday
17 Mornings
17 Afternoons

6. ADDITIONAL COMMENTS:

- Developing on-campus interviews for graduating students from tech. companies would be great!
- Hmm. I expect that most of my job opportunities will occur through my advisor, who has an extensive network of people in the field. How will the career center add to this- will the information be specific enough to my small field? Comment space too small
- I need to discuss my disability and its impact on my job search
- In general, I am interested in help searching for a career, and then preparing for applying, but not for a couple more years.
- It would be great to do/see more of opportunities like those suggested here!
- Many anthro grads do not live in Santa Cruz after fieldwork for a variety of reasons (economic, family or we decide to stay on at our research site while we write up). Even though we're not in SC, we still need help with job search stuff! More on-line help!!
- No computer science job opportunities or cs companies on campus.
- Offer workshops at two different times, so that there is a better chance people can attend
- Thank you
- Thanks for asking us about this!
- This whole thing seems to be an enormous waste of money. How can a career center hope to help all grads, from across such different fields? I feel that it will be weighted to the specific needs and norms of the "hard" sciences grads, as reflected above.

INTERNSHIPS

The Special Internships Office manages three programs, the Chancellor's Undergraduate Internship Program (CUIP), the Professions Training Program/Social Entrepreneurs Group (PTP/SEG,) and Professions Training Program/COSMOS (PTP/COSMOS) Internships. Staff consisted of the Program Manager, Barbara Silverthorne, Coordinator Laurie Hauf (part-time student staff) and CUIP Intern Shelby Polakoff.

The CUIP develops and supports student leaders. In exchange for a years' fees, interns work with a mentor on campus for a year, take a lead role in an important campus project, and participate in a 6-unit seminar led by the Chancellor and her administrative cabinet members. Over 92,000 intern hours have served the campus since the program's inception in 1994. The program has produced an impressive list of legacy projects for the campus and for the University.

PTP/SEG guides undergraduates to high paid professional internships related to the student's career or academic goals. PTP's wage sharing program pays interns \$10.00 per hour, in which the employer and the University each contribute \$5.00 per hour toward the interns' wages. All the resources of the Career Center assist the PTP interns to be strong job candidates, through workshop and individual career counseling.

The PTP/COSMOS internships program is a partnership between PTP and the California State Summer School for Math and Science (COSMOS). The purpose of PTP/COSMOS is to create opportunities for selected low-income students participating in the COSMOS program to participate in a complementary stipended internship program. A long-term goal will be to utilize the business partnerships fostered through the PTP/COSMOS program to launch the PTP/SAGE program as a third component of the Special Internships Program, which matches underrepresented UCSC students with local businesses for a two to three year internship and financial aid commitment. This program is funded by a grant secured through the UC Office of the President.

Primary Achievements

Development of Internship Team within Career Center

In alignment with administrative goals regarding internships expressed in the Long Range Academic Plan submitted by Dean Goff in December of 2001 and supported by the division of Student Affairs, the Career Center restructured to consolidate staff working on internships into one team. The Special Internships Program Manager supervises the Internship Programs staff including the former Internship Coordinator as of July 1, 2003. The new team will continue to manage CUIP, PTP, and the Career Center Campuswide Internship Resource. A major goal of the new team is to improve the internship database with on line capability and collaborate with campus units to provide a coordinated listing service for students and employers.

Secured Kauffman Grant Funding for Fourth Year

PTP was funded \$10,000 to continue the entrepreneurial program in the not for profit sector for a third year.

Applied for Skoll Foundation Funding

Entered into conversations with Skoll Foundation, which focuses on social entrepreneurship. Established relationship with program manager. Submitted letter of intent, which did not gain invitation for a proposal. Program manager encouraged continued exploration of future partnerships.

Requested Funding from the Chancellor for a CUIP Intern

The Special Internships Office requested a commitment for support to cover the cost of a CUIP intern for the 2003-2004 and 2004-2005 academic years. Received confirmation of funding for 2003-2004.

Design and Preliminary Implementation of Fund Development Plan

The Special Internships Program received \$1000 to support student stipends from a previous PTP intern. The manager used the donation to establish a fund designation: "Student Internship Programs". The manager embarked on a fund development campaign which includes a web page inviting. The new fund designation was used by the Telephone Outreach Program callers to solicit designated donations. The web page was listed in a letter to parents sent out by the Student Affairs Development Office. So far, the net result is \$250 in donations.

The program manager sent out an electronic newsletter to all past CUIP and PTP interns with contact information gathered last year. The newsletter can be viewed at: http://www2.ucsc.edu/careers/sip/newsletter_spr_03.pdf. The newsletter allows the Special Internships Program to contact interns and mentors who have participated in PTP and CUIP in past years for career tracking, networking, donor development, and internship placement development purposes.

Continuous Improvement of Existing Web Site

The web site now includes several critical functions for both CUIP and PTP, which are available 24 hours a day seven days a week:

- Both students and mentors have on-line access to syllabi for the required companion courses.
- Interested students have access to on-line orientations.
- Employers can propose internships on line and review student applications on line.
- Students can apply for internships on line.

Program Evaluation

On-line year-end evaluations for both mentors and students have been continued. Surveys for students document their involvement, measure their growth, and provide constructive feedback. Mentors are able to assess the program by giving constructive feedback on the application process as well as the strengths, weaknesses, challenges and opportunities of the program. Mentor feedback on program design elements has been incorporated into the application process resulting in higher reply rate. The year-end student evaluation survey was advertised to all previous interns with information from the Alumni Database.

Professions Training Program/Social Entrepreneurs Group (PTP/SEG) 2002-03

Intern Accomplishments - Related Employment and/or Continuing Education

PTP/SEG2002-03

Daniel Burkhart, Project Scout - Accepted into UCLA Undergraduate Program, Political Science

Marcia Winslade, California Certified Organic Farmers - Hired as Intern with the Sierra Club

PTP/SEG 2001-02

Jessica Brice, Gateway Community and Business Coalition (2000-01)- Hired by Associated Press

Andres Fimbres, Resource Center for Non Violence (2001-02)- Hired as a Bilingual Teacher in San Bernardino County

Kerry Brown, Bike to Work (2001-02) - Hired by South East Alaska Conservation Council (40 out of 400 hired.)

Leo Grandison, SUA (2000-01) – Hired as Organizing Director for the University of California Student Association.

LaTrice Jones, SUA (2000-01) – Hired as research assistant for Engaging Education a new retention project at UCSC funded by student referendum.

PTP/SEG 2000-01

Jessian Choy, Environmental Studies (2000-01) - Founded the Environmental Center at UCSC

Total Number of PTP Interns 2002-03 = 12

Demographics

Gender

Male - 3

Female - 9

Ethnicity

African American - 0

Asian - 2

Hispanic - 5

White - 4

Other - (1 Unknown)

Placements

Akau Hana Outrigger Canoe Club
Alliance of Communities for Sustainable Fisheries
California Certified Organic Farmers
CAPACITAR
Monterey Bay Youth
Pacific Collegiate School
Population Services International
Resource Center For Nonviolence
Santa Cruz Women's Health Center
Second Harvest Food Bank
Seniors Council
Watsonville Police Activities League
Young At Heart Project

PTP Course: Strategic Management and Entrepreneurship in the Non-Profit Sector

The class provided a high quality, meaningful learning experience for both the student and the host organization. Students were taught current cutting edge theory on the topics of strategic management and entrepreneurship in the NP sector to supplement their non-profit internship. In this, its third year, the course submitted for course approval with the Community Studies Department. In Fall of 2003 students participating in the course will receive both UNEX and undergraduate credit for the course.

Partnership with Community Foundation of Santa Cruz County

The Special Internships Manager continues to foster a collaborative relationship with the Community Foundation in Santa Cruz. Information about the Professions Training Program is distributed via e-mail to the Community Foundation's database of local non-profits. The Director of the Management Assistance Program presented grant-writing skills at the PTP class.

Streamlining through Technology

Potential host organizations are given a link to an on-line application, simplifying and making the solicitation and proposal process cost effective. This year the process was further streamlined by creating a relational database for PTP billing and downloading host and student information from the web form directly into the database.

Partnership with COSMOS Program

The Professions Training Program (PTP) partnered with the California State Summer School for Math and Science (COSMOS) to launch a pilot internship program in the summer of 2002. The program offers opportunities for selected low-income students participating in the COSMOS program to participate in complementary stipended science internships in the local community. The program was initiated because a significant number of very talented applicants choose not to participate in COSMOS because they cannot afford to forgo a summer's earnings. The Professions Training Program hosted the pilot program placing six students surpassing the target of five students. The PTP/COSMOS pilot program has establishing a model, which is being replicated on the Davis campus. By integrating complementary program goals this model has the potential to leverage the existing networks and knowledge base created by PTP and similar programs to serve COSMOS students on an ongoing basis.

This program is self-funded. The collaboration with COSMOS has provided funding for a part time assistant who takes on the majority of the task. The Special Internships Program Manager was instrumental in securing the funding. She wrote a proposal which UCOP Development staff circulated. Funding for a second year of the program was secured. The program will be reviewed in Fall to determine the future of the partnership.

A long-term goal will be to utilize the business partnerships fostered through the PTP/COSMOS program to launch the PTP/SAGE program as a third component of the Special Internships Program, which matches underrepresented UCSC students with local businesses for a two to three year internship and financial aid commitment.

Participation: 6 high school students.

Gender

Female 4

Male 2

Ethnicity

Chicano/Latino 5

Vietnamese 1

Placements:

Brennen Street Medical Group

Graniterock

Dr. Hoang – Internal Medicine

Dr. Moore – Optometry

Pajaro Valley Water Management District

For a detailed report and success stories see:

<http://www2.ucsc.edu/careers/ptp/cosmos/forms/handout.pdf>

Chancellor's Undergraduate Internship Program (CUIP)

Related Employment and/or Continuing Education

Class of 97 through Class of 2003

2002-2003

Meaghan Shanahan, HIV Testing Coordinator, was hired by the Santa Cruz County Needle Exchange Program, and is applying to Medical School.

Laura Ellis, Creative Writing Intern, will attend Texas State University for a MFA program in creative writing with a teaching position.

Tania Lee, SOAR Retention Intern, secured an Internship with the Asian Law Caucus.

Victoria Paal, International/Global Perspectives Academic Intern, secured an internship at the American Institute of Tiwan.

Morgan Wyenn, Recycling Program Intern, was hired by her mentor to continue working through the summer of 2003.

Shelby Polakoff, CUIP Program Intern, is applying to Columbia University Publishing Institute for Summer 2004.

Gerardo Palafox, Oakes Serve Intern, was accepted in to the UCSC Masters in Education and Teaching Credential Program for 2003-2004.

Justine Wolitzer, KZSC Volunteer Coordinator, was selected as KZSC Station Manager for 2003-2004.

Andrea Salazar, Sesnon Gallery Intern, is moving on to another gallery internship.

Nikki Duplessis, Alcohol and Other Drug Abuse Prevention Intern was interviewed for a Pharmaceutical Sales Position with Abbott Laboratories.

Merrill Kruger, Landscape Management Intern, secured a position in living systems land management as an Ecosystem Consultant and Educator.

Irina Berkon, International Living Center (ILC) Intern, will continue interning with the ILC.

Lindsey Hemrick, Condom Coop Coordinator, was accepted to the EAP program at University of Manchester in England for 2003-2004.

Nick Javier, SOAR Outreach Intern, is applying for an internship at the UCLA Labor Research Center.

2001-2002

Lee Moranto, SOAR Programs Intern was hired by SOAR as a Program Manager in 2002.

Niketa Calame, SOAR Outreach Intern - Accepted into American Musical Dramatic Academy

Emily Lessard, Sesnon Gallery Manager Intern - Accepted into Yale Graduate Program, Graphic Design

Amber Ouye-Cavala, SOAR Outreach Intern - Teaching in Japan through the JET Program

Elizabeth Soong, SOAR Retention Intern - Accepted an advisor position at a middle school in LA

Mark Ng, Community Playground Intern - Selected for UCDC Program

Athena Osborn, Porter Leadership Intern - Hired as Residential Adviser at Porter

Laurie Hauf, Special Internships Program (SIP) Intern - Hired by SIP and selected for UCDC

2000-2001

Katerina Lanfranko, ArtsBridge Intern - Hired by ArtsBridge

Deborah Lao, SOAR Outreach Intern - Selected for UCDC Program

Daniel Jackson, EPC Intern - Hired by EPC

Rheana (Juno) Parrenas, Queer Programs Intern - MA in Social Science at Universiteit van Amersterdam

Kimi Mojica, SOAR Outreach Intern - Hired as SOAR Adviser

1999-2000

SOAR Programs intern, Melissa Barthelemy, accepted to Golden Gate University Law School for Fall of 2003.

KZSC Volunteer Coordinator Jessie Rose DeRooy will assist in the summer transition for radio station staff and volunteers.

Education Partnership Center interns were offered positions; one accepted.

1998-99

The intern managing the Merrill/Live Oak School partnership was hired to run the program for 99-2000.

The Campus Leadership Program intern was hired to assist with the program for 99-2000.

Special Internships intern was hired as management assistant for the same program in the UCSC Career Center. Since graduation she has begun working for Social Services in Southern California.

KZSC Volunteer Coordinator handled communications as a staff member for a Southern California Congress member.

1997-98

Monterey Bay Education Consortium (MBEC) intern was directly hired and played a significant role in opening the UCSC Education Partnership Center.

KZSC Diversity Coordinator was hired as promotions and special events manager for a San Francisco based record company.

The SOAR Computer Resources intern was hired as a student worker at SOAR 98-99 and became a resource specialist for a number of units.

The natural reserve intern graduates with honors in environmental studies, Phi Beta Kappa. Employed at graduation by an environmental and ecology research group in Pennsylvania, she was part of a staff exchange with Russian colleagues, then was hired by the National Park Service in Washington DC for her environmental expertise.

1996-97

Natural Reserves intern, Alison Trybom, worked as an Environmental Planner for several years in the Bay Area. She currently works at UCSC in the Chancellor's Office.

The Accounts Receivable intern, Edenilson Quintanilla, was hired in 2001 as the Youth Outreach Coordinator for the Resource Center for Non Violence in Santa Cruz.

The Student Coordinator intern for the Professions Training Program, Miguel A. Canales, is a high school teacher and track coach working with Los Angeles street youth after receiving a masters degree at Claremont McKenna.

The Health Center Condom Co-op Pharmacy intern was hired by a pharmaceutical manufacturer in the East Bay.

The Housing marketing intern was hired as a student worker in the Housing Office for 97-98.

Total number of interns for 2002-03 = 38

Demographics

Gender

Male - 7

Female - 31

African American - 2

Asian - 4

Hispanic -10

White - 14

Other – (6 Unknown) (1 Jewish)

Total Number of Proposed Internships = 46

Total Number of Student Applications = 84 (14% increase from last year)

Moved Deadline Earlier in Year - Internship Proposals Steady

In spite of moving the proposal deadline up from Winter Quarter to Fall Quarter proposals remained strong. Forty-four proposals were received on the deadline. Two proposals were received after the deadline. The total number of proposals was forty-six. All forty-six proposals met the established criteria for CUIP internships.

Advisory Board Development

The CUIP Advisory Board membership remained constant this year. Advisor board members included the Dean of Undergraduate Education, Lynda Goff, Career Center Director, Barbara Bedford, Academic Preceptor, Elaine Kihara, College Administrative Officer, James Carter, and CUIP Interns from 2001-02 and 2002-03. The board convened to counsel the Special Internships Manager in selecting the top 35-40 internships out of the 46 proposed.

CUIP Seminar

The CUIP seminar course is taught by instructors Chancellor MRC Greenwood and Vice Provost/Dean of Undergraduate Education Lynda Goff. The seminar, Leadership and Institution Building, provided 2 units for each of three quarters. Skills development and student presentations combined with guest lectures from campus cabinet members on topics ranging from the timeline and consultation process involved in campus construction projects, through the relationship between chancellors, regents and legislators, to who breaks bad news to the press. Guests included Executive Vice Chancellor Simpson; Vice Chancellor, Student Affairs Francisco Hernandez; Vice Chancellor, Planning Thomas Vani; Campus Architect Frank Zwart; Meridith Michaels , Vice Chancellor for Planning and Budget. Special Assistant to the Chancellor Joyce Justus; Public Information Officer Liz Irwin; Dean Martin Chemers; Kevin Browne, Executive Director of Admissions and University Registrar; Gail Heit, Associate Vice Chancellor, Student Affairs; and John Holloway, Executive Director, Student Development and Community Service.

This year, the Special Internships Manager instructed the session on Presentations and PowerPoint and continued to support, Web CT. Web CT enabled interns to upload their PowerPoint presentations and web pages onto one sight for ease and accessibility.

Responding to last year's intern requests for more interaction between classmates, CUIP brought community leader Tony Hill into the CUIP Seminar. Mr. Hill conducted an interactive diversity and style assessment workshop called "True Colors". Students overall felt that it was very beneficial to the class. Next year, Tony Hill conducted a workshop in the Fall Quarter, so that interns would be encouraged to interact on a deeper level early in the year.

All interns made formal presentations of their year's work at the annual CUIP Symposium.

PTP Statistics

Total Number of PTP Interns 2002-03 = 12

Demographics

Gender

Male - 3

Female - 9

Ethnicity

African American - 0

Asian - 2

Hispanic - 5

White - 4

Other - (1 UNKNOWN)

Placements

Akau Hana Outrigger Canoe Club

Alliance of Communities for Sustainable Fisheries

California Certified Organic Farmers

CAPACITAR

Monterey Bay Youth

Pacific Collegiate School

Population Services International

Resource Center For Nonviolence

Santa Cruz Women's Health Center

Second Harvest Food Bank

Seniors Council

Watsonville Police Activities League

Young At Heart Project

Demographic Percentages

2001-02

62.5% female

37.5% male

2002-03

75% female

25 % male

Related Employment and/or Continuing Education

Daniel Burkhart, Project Scout, Accepted into UCLA Undergraduate Program, Political Science

Marcia Winslade, California Certified Organic Farmers, Hired as Intern with the Sierra Club

CUIP Statistics

Total number of interns for 2002-03 = 38

Demographics

Gender

Male - 7

Female - 31

African American - 2

Asian - 4

Hispanic -10

White - 14

Other – (6 Unknown) (1 Jewish)

Total Number of Proposed Internships = ?

Total Number of Student Applications = 84 (14% increase from last year)

Related Employment and/or Continuing Education

CORPORATE AND BUSINESS RELATIONS TEAM
Jobs Development & Community Outreach

Student Utilization

Over the past year 8,193 students physically visited the Career Center. Of the 8,193 students that identified their class level, 14% were Freshpersons, 16% sophomores, 24% Juniors, 33% Seniors, 4% Graduates, 8% Alumni, and 1% Others.

There were 7,979 students that identified their reason for visiting the Career Center. Of those, 31% were for Part Time Jobs, 11% Full Time Jobs, 18% Advising, 5% Library/Computer Use, 10% Internships, 22% Payroll Signups, and 3% GRLS.

ANNUAL CAREER CENTER TRAFFIC COUNT

<u>Student Class Level Status</u>		<u>Purpose of the Students' Visits</u>	
Freshperson	1,151	Part Time Jobs	2,479
Sophomore	1,285	Full Time Jobs	857
Junior	1,974	Advising	1,393
Senior	2,734	Library/Computer	423
Graduate	251	Internships	824
Alumni	668	Payroll Signup	1,753
Other	130	GRLS	250
<i>Total</i>	8,193	<i>Total</i>	7,979

Job Location and Development Program
(Off-Campus Non Work-Study Employment Program)

Corporate & Business Relations Activities

The Federal Work-Study Program directly subsidizes the Job Location & Development Program (JLD) and is housed under the umbrella of the Corporate & Business Relations Team. The prime directive of the program is to secure internships, full/part-time and summer jobs for UCSC students.

Over the past year, the Corporate & Business Relations Manager (CBRM) has utilized several development strategies to strengthen the Career Center’s position within the local business community, and the following are examples: 1.) Participating as a member of the Aptos Chamber of Commerce Board of Directors, the CBRM has initiated over 500 direct employer contacts while attending various Santa Cruz area Chamber sponsored events 2.) As a Board member of the Northern California Human Resources Association (NCHRA), the CBRM has created a number of NCHRA activities that directly linked students to local Human Resources Administrators seeking to hire or mentor students.

Many of the CBRM’s activities create and foster valued relationships between the UC Career Center and the corporate & business community. The following are just a sample of the companies that participate in the JLD program: GraniteRock, Borland, Santa Cruz Biotechnology, Driscoll Strawberry Associates, Borland, SmithBarney-Citigroup, Bay Federal Bank, CTB McGraw-Hill, Johanson & Yau Accountancy Corporation, Santa Cruz Seaside Company as well as hundreds of others.

In the past year, over **2,059** part-time and summer jobs were listed with the JLD Program in the Career Center. Over **564** of the jobs were career exposure jobs for students. The annual estimated earnings for students hired through the JLD program was **\$424,380** with over 245 UCSC students securing placements.

Job Location & Development Activity Report

Academic Year	# Student Jobs Developed	# Career Related Student Jobs	# Student Hires	Estimated Earnings
1997-98	2,515	949	393	\$ 686,625.00
1998-99	5,431	1,913	198	\$ 813,999.62
1999-2000	8,354	1,825	346	\$ 502,219.00
2000-2001	5,127	1,687	326	\$ 736,871.00
2001-2002	2,867	794	305	\$ 577,554.00
2002-2003	2,059	564	245	\$ 424,380.00

Regional Employment Specialist
(Jobs Development Efforts)

The Regional Employment Specialist (RES) visited 72 organizations in the Silicon Valley/South Bay Area. Organizations included Affymetrix, Google, Wells Fargo Financial, Santa Clara Convention Center (Marketing/Services), and Johanson & Yau.

The depressed job market has produced fewer internship opportunities as well as entry-level positions for new graduates. Sixteen (16) new internship opportunities were added to our database. Examples include Network Appliance, Affymetrix, DNAX, Vanished Children's Alliance, Breakthrough San Jose, Johanson & Yau, and IBM's Extreme Blue Program.

The RES attended two job fairs talking with employer representatives about UC Santa Cruz and Career Center programs. Due to the continuing downturn in employment, especially in the Silicon Valley area, these fairs were considerably smaller. Typically, Brassring hosts job fairs at the Santa Clara Convention Center every other month. This past year all but two fairs were canceled due to lack of employer participation.

Santa Clara Board of Director's and Executive Committee Meetings provided an additional 19 networking opportunities. As Chair of Membership Development on the Executive Committee, the RES hosts the program section of the Chamber's monthly membership business mixers. The mixers provide increased visibility to UC Santa Cruz and the Career Center.

On-Campus Recruitment Program
2002-2003

Employers

	01/02	02/03
Organizations signed up for formal interviews	18	19
Organizations conducting group meetings	15	17
Organizations conducting resume drops	0	3
<u>Total Employer Participation</u>	33	39

Students

Formal interviews on-campus	206	233
Resumes submitted to employers	586	569
Attendance at group/information meetings	408	267
<u>Total Student Participation</u>	1200	1069

There was a small increase, 18%, in employer participation from the previous year. The economic climate remained flat, and unemployment in the Silicon Valley area continued on a downward spiral.

As noted above, the number of formal interviews increased slightly. The accounting firms held only one group meeting instead of two during this report period. Thus, the decline in group meeting attendance and total student participation.

MonsterTRAK.com

MonsterTRAK.com is a national job listing service for colleges and universities. Employers target their job listings specifically to UC Santa Cruz. This year, 11,624 job listings were posted on MonsterTRAK.com as compared to 17,004 last academic year. These number reflect the severe jobless rate in the Silicon Valley and California. The slow turnaround we hear is beginning to occur nationally is not evident on the West Coast.

Job Fairs

Job fairs continue to be a major recruiting tool and serve as the primary campus recruiting event for employers who want to increase their visibility among the student population. A typical UCSC job fair attracts 35 – 80 companies and organizations. Via job fairs, students can get new career ideas, build their job search skills, make professional connections, and identify current employment opportunities and even land an interview in a short amount of time.

The Career Center held two job fairs in 2002-03. **One thousand one hundred students (1,100)** attended to network with **ninety (92)** employers. Our winter job fair, the Nonprofit and Public Service fair, was cancelled due to budgetary constraints. Employer attendance decreased not only due to the cancellation of our winter fair, but also due to the recession and 9-11. The type of employers attending fairs changed in 2002-2003, with less “high-profile” technology and business employers and more governmental employers. Student attendance also decreased, as students have become affected by both the recruiting downturn and the changes in the types of employers attending fairs. The Career Center began to see the effects of the downturn in the economy two years ago. We expect the 2003-2004 fair season to continue this trend.

Event	2001-2002 Attendance		2002-2003 Attendance	
	Employers	Students	Employers	Students
Fall Job Fair	47	440	32	403
Winter Job Fair	Cancelled	Cancelled	Cancelled	Cancelled
Spring Job Fair	80	859	60	697
Totals	127	1,299	92	1,100

ON-CAMPUS EMPLOYMENT

PAYROLL PERSONNEL SYSTEM TEAM

The Career Center Payroll Personnel System Team is comprised of four members, one PPS Manager, one Work-Study Coordinator, one Forms Processing Specialist and one PPS Assistant. The PPS Manager is responsible for PPS and Student Employee Request System training and support of Service Centers. The PPS manager maintains the web-based Policies and Procedures Manual for Student Employment and is the campus coordinator for student FICA. The Work-Study Coordinator assists students, supervisors and Service Centers with work-study questions, coordinates the Work-Study orientations and acts as liaison with Financial Aid office. The Forms Processing Specialist guides student through the employment payroll sign-up process. The PPS Assistant data enters all new and rehired students into the Payroll system, assists the PPS Manager with the bimonthly student FICA reports, and backs up the Forms Processing Specialist.

On Campus Employment

- PPS Training and Support (courses and on-line)
- Work-Study Programs and Services (on and off-campus)
- Non Work-Study Employment Coordination (on-campus)
- Electronic Employee Request & Student Job Listing Service Training & Support
- Web base Policies and Procedures Manual

PPS Training

The Career Center's PPS team continues to work closely with the PPS Projects, Benefits, and Payroll office representatives to offer comprehensive "Payroll Personnel System" (PPS) training to new Service Center employees. The training team met several times this year to update and streamline our training materials. The PPS training sessions are offered monthly or on an "as needed" basis.

Work-Study

996 students and 75 employers attended the Fall Work-Study orientation. In FY 2000-2001, the Career Center was in great competition with other orientations being held concurrently. The Career Center partnered with Admissions and piloted a "Summer Orientation for Work-Study." We were able to reach 340 students and parents during the summer orientation reducing the chance of any conflicting schedules during the Fall orientations.

The Student Employee Request System Training

The Career Center offers campus-wide training sessions monthly in the new conference rooms of the Bay Tree building. These trainings are geared both to supervisors and to service center personnel.

Student Employee Recognition Award Program (SERAP)

The SERAP continues to be a campus favorite. This year's event honored 199 students. The monetary awards totaled \$34,680.00. There were 415 people total in attendance.

STUDENT CORPS

Student Corps, UCSC's temporary, on campus, student-staffing service was reintroduced in February 2001. With the advent of the Student Corps web site, campus unit supervisors are able to easily hire temporary student staff immediately. Campus supervisors can visit the Student Corps web site and download a "Student Corps Job Request Form." Once the form is completed, signed and faxed to the Career Center, the job is immediately posted on the web site for Student Corps student employees to view.

Student Corps workers self-select the jobs they choose to work. Student Corps employees merely visit the web site on a weekly basis with the login and password to check for jobs. Once students find the jobs they are interested in, they communicate directly with the supervisor(s) of those jobs across campus (via email or phone) and instantly set themselves up for work across campus. This "independent-agent" type of work is considered a hit for many students. In fact, each quarter during the recruitment of replacing exiting Student Corps workers, the Career Center had more Student Corps student employment applications than jobs offered. Last year alone, we had 119 applicants for 25 available Student Corps positions.

For the 2002-03 Academic Year, the Student Corps program has operated quite well. Some useful measurements of the Student Corps program during 2002-03 (please refer to the "Student Corps Statistics 2002-03" for details) are as follows: the total number of campus jobs posted from October 2002 through June 2003 was 69 (down from 83 the previous year). The total number of students hired into the Student Corps program was 44, with some turnover. The average number of students working in the Corps program each quarter was about 20-25 students. Of the total jobs posted, Student Corps workers (some jobs required more than one student to work) filled a total of 74 jobs. The total number of hours worked by the Corps workers was 859.75 hours (down from 1035 the previous year).

In addition to the statistical measurements, we also we sent out evaluation forms to employers and students. The Employer evaluations are attached to their monthly campus recharges. We request feedback about their experience of hiring a Student Corps worker. We also sent out evaluations to the Student Corps student workers every quarter (Employer, Student Evaluation Responses & Statistics to follow this section). As a result of the feedback we received from the Student Corps workers who participated in 2000-01, we changed the requirement of a student employee participating in Student Corps from a year-long commitment to a quarterly commitment. As a result of the feedback from the employers during 2002-03, we are looking into the possibility of offering the program during the Summer, Winter and Spring breaks.

In the next few years, we would also like to look into the possibility of expanding Student Corps by creating a Technical & Web Corps pool of temporary student employees to work on more technical support, systems development and web-based oriented type work.

Student Corps: Employer Evaluation Responses Year 2002-2003

1. What was the nature of work in your job request (what did your students do for you)?

- Folding, taping, labeling, sorting 800+ copies of a newsletter.
- He moved a lot of boxes in the storage area.
- Parking attendant for Grad School Fair.
- Create large banner & post on Quarry plaza for Student Regent program.
- Compile list of flier posting locations on campus.
- Hand out flyers.
- Setup and breakdown chairs and tables.
- Front line reception, filing various confidential correspondence for various staff.
- Assist with special projects.
- Collating materials.
- Retrieving materials from McHenry.
- Organize and give student tours.
- Move tables & chairs and perform room set-ups for events.
- Mostly posting fliers.
- Help move boxes & rearrange records storage room.
- Post flyers.
- Assembled a newsletter.
- Room set up for events.
- Filing on a large recruitment project.
- Cleaning & sorting.
- Unlock rooms, hand out flyers, acted as guide for students.
- Basic office functions.

2. Did the student meet your expectation(s) in the work performed? 88% Yes 12%

No

- Exceeded expectations,
- I did not meet with them on the day of the event, but I heard from others that they did not do a good job and one of them left early.
- Somewhat but she wasn't very enthusiastic about it, I asked her to redo her work because it was hard to view.
- She was excellent with students.
- Only came for two hours.
- He was excellent.
- Not Really.

3. How was your student's work performance?

- Excellent.
- From what I hear, not very good.
- Good.
- Great.
- Okay.
- She had to redo her work
- Excellent! She's a delight!

- Very good.
- She showed up on time. She was very helpful.
- Wonderful! Great attitude!
- Excellent. Hard working & courteous, enthusiastic.
- Ok, when here.
- Good so far.
- Reliable, accurate, thorough.
- OK, satisfactory.
- He was here early and did everything he was asked.
- Needs improvement, work was sloppy.

4. Did your students complete the task(s) in the required time? 83% Yes 17% No

- I'm guessing one of them did, but one of them left early
- No, only came for two hours. 12 hours was total estimated time to work, then said he was too busy to come back.
- I underestimated the time.
- Excellent. He has a photographic memory!

5. How was your student's attendance?

- Excellent.
- They showed up.
- Good.
- Great.
- Prompt.
- Perfect
- Only did two hours.
- Good so far
- Appeared exactly on time.
- He was great! The other girl never arrived.

6. Was he/she on time for the job? 100% Yes.

7. Would you have this student work for you again? 80% Yes 20% No

8. Would you be interested in writing a letter of recommendation (if requested)?

75% Yes 25% No

- It would be extremely limited so no, not at this time --- unless it was for more work of similar type.
- Yes, but a limited amount given I have not worked long with the student

Additional Comments:

- From what I hear I would not encourage these students to take these jobs.
- She complained about the tasks assigned to her, criticized others in the office and behaved inappropriately.
- She has a wonderful personality and is willing to learn. I enjoyed working with her.
- She was a great worker. She showed up on time. Jumped right in and was very helpful and willing to accommodate. She was friendly and very good with the students (9th graders). I would hire her again without a doubt.
- He did a fabulous job despite the tedious repetition. He was exact and thoroughly competent.

Student Corps: Student Evaluation Responses Year 2002-2003

1. How well did the Student Corps program work for you?

Fall 2002

- It was convenient
- It worked well, but I would have liked to have done more jobs.
- It fit into my schedule perfectly.
- It worked very well, I like the variety of programs

Winter 2003

- It fit nicely into my schedule.
- Not very well so far, but only because there haven't been many jobs, and I haven't been able to take any.
- The student corps worked well in the time that I was willing to give and the hours that were available.
- It was very slow at first, but during March I found a good job.
- Relatively good.
- It was helpful for me to work on various assignments.
- Great.
- Rather well. I was able to find steady hours with one office.
- Very well.
- I enjoyed it. I was able to make money, meet people and experience different things.
- Well, when the hours worked.
- I was not able to get enough hours.

Spring 2003

- Worked well with my schedule.
- I think it is fun. It helped me get more acquainted with various departments at the school.
- Quite well.
- I think student corps worked rather nicely for me.
- Worked pretty well.
- This quarter it was hard to get work.
- The option of choosing your own job is awesome.

2. What type of Student Corps work did you do this quarter?

Fall 2002

- Clerical
- Parking.
- I posted fliers and mailed out golden rod envelopes.
- Phone testing and painting a banner.

Winter 2003

- Flyer posting, parking attendant.
- Banner making, setting up events, Child care Services.
- Student assistant.
- Office help
- I worked as a receptionist/office assistant.
- Watching staff and cataloguing.
- I did mostly filing and campaign assistant.
- Clerical, phone testing.
- Monitoring the OPERS' computers, bulk mails.
- I worked at the Labor Relations as a receptionist and helper all around. I also worked the polling booths at Bay tree bookstore area. I also worked at the New Teachers Center collating papers, and the mailroom job.

Spring 2003

- I did a lot of physical work, bulk mail, setting up events, clearing toys, making posters and more.
- Flyer posting
- Moving & set up for events.
- I held an office job.
- I have worked on many jobs. Mostly office work.
- Parking assistant, copying stuff.

- Moving furniture
- Stuffing envelopes

3. How were your Student Corps supervisors?

Fall 2002

- Very nice
- Good

Winter 2003

- Very helpful.
- The Student Corps supervisors were great!
- Friendly and grateful, well organized.
- Good
- They were warm and helpful and fun to work with.
- Great, understanding.
- Very nice.
- Very nice and out reaching.
- Excellent, great to talk to.

Spring 2003

- Excellent.
- Helpful.
- Good
- Very supportive.
- Excellent.

How was the Student Corps Assistant in assisting you with your needs?

Fall 2002

- Excellent
- Very Good
- They were very helpful & quick to respond to emails.
- Scarlet was always really friendly and helpful in working with schedules. I always got the help when I needed in a timely manner from the student corps assistant.

Winter 2003

- Very helpful.
- Friendly and responsive.
- Good
- I did not talk with them much.
- Helpful
- Very good
- Courteous

Spring 2003

- Excellent helped me with any problem quickly.
- I think they are great. They always give me the help when I need it.
- Helpful.
- I think everyone involved has done a very nice job in conducting the program.
- Helpful, I felt comfortable & supported.
- Very generously helpful as well.
- No problem.
- Good
- Excellent.

4. Were there any jobs you did not enjoy working? If so, what were those jobs? Why?

Fall 2002

- 50% Yes, 50% No.
- Posting fliers was very tiring and took a long time.
- Phone testing, the phones were hard to find.

Winter 2003

- 23% Yes, 77% No.
- The computer lab monitoring job is little boring at times.
- I did not enjoy working collating papers but it was work. Being a receptionist was not that bad because it was easy work. Handing out flyers was saddening but fun.
- Posting fliers at every bus stop.

Spring 2003

- 100% NO.
- I enjoyed all of them.
- I tried not to take the jobs I would not enjoy.
- I forgot

5. Were there any jobs you preferred to work, but no job listings were posted?

Fall 2002

- 75% Yes, 25% No.
- The outside jobs.
- More office jobs.
- I preferred to work with clerical work.

Winter 2003

- 30% Yes, 70% No.
- More desk jobs.
- Ushering jobs.
- Well I could have done with some thing more challenging.

Spring 2003

- 100% No.
- Not sure, can't think of any right now.
- I prefer longer, more regular jobs.
- No, I just couldn't make some I wanted.

6. Were there enough jobs for you to work in Student Corps?

Fall 2002

- 100% No.
- There were times when there were not enough jobs.
- Not really.

Winter 2003

- 60% Yes, 40% No.
- Should be more though
- March is not good.
- I hope there were more.
- If you wanted one you could go and try to find one.

Spring 2003

- 80% Yes, 20% No.
- Yes, but most conflicted with my schedule.
- Some times yes, and some times no.
- No. I'd like to work more.
- Many jobs conflicted with my schedule, wish for more weekend jobs.

7. Did you work enough hours in Student Corps?

Fall 2002

- 50% Yes, 50% No.
- I would have preferred more.
- I believe I worked enough hours.

Winter 2003

- 46% Yes, 54% No.

Spring 2003

- 40% Yes, 60% No.
- I would like to work more.
- I worked as many as I needed.

- I would have liked a lot more.
- No, the more the better. It was my fault.

8. Were there times, this quarter, you could not work in Student Corps?

When were those times? What were your reasons for not choosing to work?

Fall 2002

- 75% Yes, 25% No.
- I was too busy during the finals.
- School work.
- Beginning of the school year, other obligations such as school and extra curricular activities

Winter 2003

- 62% yes, 38% No.
- Conflicted schedule.
- Too much schoolwork to do.
- Midterms.
- I had some visitors came.

Spring 2002

- 70% Yes, 30% No.
- During the class times, couldn't set up work times with supervisors.
- During the midterms week.
- This quarter was quite busy for me. I sometimes have too much homework to do and other things.
- School work.

9. Did you have any issues contacting the supervisor of a job you were interested in?

Did you have any issues contacting the Career Center's Student Corps Assistant?

Did they get back to you in a timely manner?

Fall 2002

- 100% No, 100% No, and 100% Yes.
- I did not have a problem.

Winter 2003

- 7% yes, 93% No. 7% Yes, 93% No. 93% Yes, 7% No.
- It was hard to get a hold of supervisors but it was worth it. It was always easy to get a hold of the Student Corps Assistant.

Spring 2003

- 30% Yes, 70% No; 100% No; 100% No.
- I had no problems in getting a job.
- Sometimes employers were not available to receive my call or email and never responded to my inquiry. So some people (like me) might have tried but did not get through. So I am trying but it seems not to be working from my end to theirs.

10. Did the Student Corps program meet your expectations (please elaborate)?

Fall 2002

- 75% Yes, 25% No.
- Yes, I expected for a wide variety jobs and I found them.
- I wished there were more jobs.

Winter 2003

- 85% yes, 15% No.
- Yes. I can pay bills now!
- I wish there had been more available.
- I basically can work anytime anywhere and I did not care of the location or what the job was really.

Spring 2003

- 90% Yes, 10% No.
- Yes, I made money and had fun jobs.
- I was just unfortunate that my class time conflicted as much as they did.
- It did meet my expectations because I've participated last year and I knew how the process goes.

- Over.
- Yes, I believe my expectations were met. I think this program is a great idea for students who need flexible work.
- It was a good way to get some addition income in a low pressure self sufficient way.
- Yes, jobs were open during my free time, wished more jobs could have open, since I still had more free time.
- Student Corps is a great program, but I think I joined too late in the year and, for whatever reasons, jobs tended to conflict with my schedule. Anyway, I will definitely recommend Student Corps to the right kind of people for the job if I see them.
- Yes, because I did it last year as well.

11. Will you participate in the student corps program next quarter?

Fall 2002

- 75% Yes, 25% No.

Winter 2003

- 100% yes for participate in the next quarter.

Spring 2003

- 40% Yes, 60% No.
- No, only because I 'll. Be work study next year.
- Yes, I will be taking fall quarter off this up coming year. So if there is an open spot then I'm interested. However, through working a job for student corps I might have a permanent job lined up when I return.

Student Corps Statistics Year 2002-2003

Student Corps Employee:	Total # of Diff Jobs	Hours: Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total Hours
Ashley											0
Kathryn											0
SiYang	7				10	29.5	29.5		20.5		89.5
Quinn											0
Dana D											0
Heather											0
Donovan											0
Andrea	2	11.75	6.5								18.25
Odochi											0
Marc	2					4		4			8
Melanie											0
Christopher F											0
Cynthia	7		4	4	12	14		10		3.5	47.5
Clarice	2	17.5	7.5			11	12	42	43		133
Jessica	3								0.75	9.5	10.25
Virginia	3	4	6.5				11				21.5
Ben											0
Ian	1	21									21
Lauren	1	12									12
James H	1					16.75	32.75	22	33.25		104.75
Leni											0
Danielle	1								4.75		4.75
Kristin											0
Jocelyn	2						15	44			59
Samantha	2								4	2	6
Christopher L	1	4									4
Kristy											0
Shambhavi	3	9.5	3						7.5		20
Carly	1	6.5									6.5
Angela											0
Christopher M	3					7		18.5			25.5
Ryan	11					15.25	32	22.5	21.5	9.5	100.75
Victor	5							33	26		59
Rodolfo											0
James R	3					4		9.5	6		19.5
Elizabeth	1			15.5							15.5
Rachel											0
Dana S											0
Mark	1								2		2
Laura											0
Julian	1	4									4
Rodney											0
Monica	10					12.5	28.5	4		22.5	67.5
Molly											0
	74	90.25	27.5	19.5	22	114	160.75	209.5	169.25	47	859.75

BAY TREE CONFERENCE CENTER

The Career Center has continued to manage all aspects of the Bay Tree Conference Center including:

- Maintain On-Line Reservation System
 - Maintain user information
 - Verify/approve reservations
 - Print daily meeting listings and post on rooms and in halls
 - User phone support
 - Maintain holiday list
 - Generate usage statistics
 - Print monthly billing statements for re-charges
- Manage facility
 - Hire and supervise student facilitators
 - Contract for furniture modifications
 - Contract for room painting
 - Contract for janitorial services
 - Arrange and maintain furniture
 - Unlock and lock rooms
 - Arrange for weekend unlocking
- Support Media Equipment Use
 - User phone support
 - Setup / breakdown of equipment
 - Issue media keys
 - Contract for media equipment maintenance

Conference Center Statistics 6/1/02 – 6/1/03:

- Reservations by 105 units
- 2,740 Reservations
- 7,537 hours of use
- Phone charges \$132.62
- Media equipment charges \$6,594.30
- Room charges \$6,125.00
- Total charges \$12,854.92

PART 3:

STUDENT PARTICIPATION

The Career Center solicits student participation on the Academic Advisory Board which consist of faculty and staff members. Students are also invited to serve as representatives on the Student Employment Compensation Committee. Our goal is to include students in the overall management/program services feedback process via committees, surveys and other unit evaluation tools.

We employ over 25 students annually. This includes a pool of over twenty Student Corps workers, a Work-Study Program assistant, Internship/CAN data base assistant, MCC assistant, Bay Tree Conference Center student facilitators, PTP interns, COSMOS assistant and a Community Service UCSC student volunteer.

PART 4: PROGRAM EVALUATION

Included in this section are the general Career Center statistics for 2002-2003. To view the other forms of measurement such as survey/evaluation responses and analysis, and detailed explanations of the general Career Center statistics, please refer to Highlights section in Part 2 of this report.

Career Center

2002-03 Final Report

#	SUBJECT	2001-02 YEAR July 01 - June 02	2002-03 YEAR July 02 - June 03
1	Traffic Count	10,534	8,193
2	Work Study Orientation (estimated student attendance)	1,400 students (104 employers)	996 students (75 employers)
3	Career Fairs	1,299 students 127 employers (2 fairs)	BST: 32 employers 403 students LC: 60 employers 697 students
4	Graduate & Professional School Fair	480 students 118 schools	422 students 118 schools
5	Multicultural Connections Conference	179 students 54 alumni	137 students 49 alumni
6	Student Employment Recognition Awards Program	211 Awardees 425 at ceremony	199 Awardees 415 at ceremony
7	On Campus Interviews (and group meetings)	1,200 students 33 employers	1,069 students 39 employers
8	Chancellor's Undergraduate Internship Program (CUIP)	35 interns 63 student apps.	38 interns 84 applications
9	Professions Training Program (PTP) Web hits (CUIP & PTP)	24 interns 117 orientations 95 on-line 22 in-person	12 interns 381 CUIP on-line orientations 133 PTP on-line orientations

#	SUBJECT	2001-02 YEAR July 01 - June 02	2002-03 YEAR July 02 - June 03
10	COSMOS	N/A	6 interns
11	# of Students Hired On-Campus	3,460	3,678
12	Total # of Jobs Held On Campus (appointments)	4,392	4,775
13	Work Study Hires	1,419 students 1,650 appointments	1,384 students 1,649 appointments
14	Total On-Campus Student Earnings	\$6,506,906	\$7,488,300
15	JLD Jobs Developed JLD Job Placements	2,867 278	2,059 245
16	Estimated Student Earnings due to Jobs Development	\$577,554	\$424,380
17	# of Advising Sessions Drop-In Advising, Appointments, Phone and e-mail advising	Students: 2,285 Alumni: 644 Community Members: 82 Total 3,011	Students: 2,611 Alumni: 600 Community Members: 115 Total 3,326
18	OUTREACH: Service Orientations, Special Events & Information Tables Academic Success Classes, Re- Entry Orientations, EOP, Transfer Orientation, etc.	859	671

#	SUBJECT	2001-02 YEAR July 01 - June 02	2002-03 YEAR July 02 - June 03
19	WORKSHOP ATTENDANCE Standard (Resume, Interview, etc.) Special/Theme TOTAL	304 <u>1,232</u> 1,536	312 <u>1,888</u> 2,200
20	Client Ratings of Standard Career Workshops	4.71	4.68
21	Graduate Reference Letter Service	Files housed: 808 Files sent: 516	Files housed: 978 Files sent: 602
22	# of Education Placement Files	Active Files Held: 145 Files Sent: 648	Active Files Held: 91 Files Sent: 379
23	Career Advice Network # of members	1,141	750
24	Student Regent Applicants	Total: 7 Semifinalists: 1 Finalist: 0	Total: 9 Semifinalists: 2 Finalist: 1
25	MonsterTRAK Jobs Listed	17,004	11,624
26	Student Corps	Jobs Posted: 83 Jobs Filled: 85 # Hrs. worked: 1035 # Students hired: 42	Job Posted: 69 Jobs Filled: 74 # Hrs. Worked: 859.75 # Students Hired: 44
27	Senior Survey	380 surveys returned	N/A
28	Career Center Web Hits	561,067 hits	620,608 hits