***NEACEFE 36th Annual Fall Conference***

***Colony Hotel, Kennebunkport, ME***

***October 21-23, 2012***

**Sunday 10/21**

(***For board purposes only***: Board meeting in the Marine Room, 2:00-4:00pm)

4:00 – 5:30 pm Hotel Check-in and Conference Registration

5:30 – 6:30 pm Welcome Reception

6:30 – 8:00 pm Dinner

8:30 pm Social Gathering in the Marine Room Bar

**Monday, 10/22**

7:30 – 9:00 am Breakfast

8:00 – 10:30 am Registration

9:00 – 10:15 am Announcements / Keynote Speaker

10:30-11:45 am **Concurrent Sessions**

**A Career Services Internship Course Toolkit** Marine Room

Beth Settje, University of Connecticut

A career services internship course allows f or oversight of opportunities otherwise not considered. See how a large public institution makes it work, with the help of faculty and employers. This session will include handouts and opportunities to review, comment, and discuss ideas regarding the model we use, as well as future plans for other institutions.

**Assisting Students with Disabilities in the Employment Search** Grand Dining Room

Diane Ciarletta, Northeastern University

Marci Shaffer, Northeastern University

Veronica Porter, Northeastern University

This workshop will present a model for working with disabled students that uses a team-based, collaborative approach. Presenters will share strategies to increase the success rate of students attaining internships and full time employment including how to assemble a team of advocates, initiate the conversation about disclosure, and create partnerships with employers. Participants will learn strategies for collaborating with professionals both inside and outside the college campus to support students in obtaining access to the world of work. Presenters will use a PowerPoint presentation, video clips and discussion to share best practices.

**Designing and Managing a Successful Internship Program: The Employer Perspective**

Ballroom

Michael Ross, General Dynamics—Bath Iron Works

In this session, employers will receive advice on creating a successful internship program, including ROI of program re-design and implementation. The session is aimed at helping employers understand the tools that will assist in identifying and attracting highly motivated and high potential students to produce high quality results for their organization. Additionally, we will provide insight into operating and maintaining a successful summer internship program in the future, even in times of financial and economic instability. Colleges will learn internship “best practices” with regard to identifying successful programs that will develop the students and provide them with real opportunities within the corporate workplace versus those that are looking for inexpensive summer help to perform mundane tasks.

12:00 – 1:30 pm **Lunch and Annual Business Meeting**

1:45 – 3:00 pm **Concurrent Sessions**

**The Importance of the Educator Model in Co-Op** Ballroom

Sarah Klionsky, Northeastern University

Michelle Israel, Northeastern University

Remi Ibraheem, Northeastern University

We have noticed a paradigm shift from co-op faculty being considered educators to having a more customer service focused role. Educators identify desired learning outcomes for their students while customer service providers solve customers’ problems in order to keep the constituency happy. These two sets of goals can be divergent. In the College of Science at Northeastern, we have the opportunity to teach students lifelong skills through co-op, and we are trying to instill the importance of the educational focus of co-op. This session will discuss the difference between an educator and service provider and ways to increase our educational impact.

**Meeting Future Employment Needs Through Strategic Industry Programs** Rose Room

Rich Grant, Thomas College

James Harnar, The Daniel Hanley Center for Health Leadership

James Parmentier, The Daniel Hanley Center for Health Leadership

The Daniel Hanley Center for Health Leadership created a new multi-location internship program from the ground up by creating partnerships with healthcare providers and higher education institutions in Maine. After a yearlong planning process, the first group of students completed paid internships with Maine healthcare providers this past summer, creating a “win win” for both colleges and employers. In this session, we will outline the process, share lessons learned, and discuss how to create similar programs to support workforce needs in other industries. This model can be applied in any industry that has either a supporting industry association or a company or individual that will take the initiative to champion the effort.

**Preparing & Engaging Students for Work-Based Learning: A Toolkit** Grand Dining

Julie Komack, MassBay Community College

Over the past two years, Massachusetts Community College Cooperative Education and Career Service professionals have worked together to develop formal guidelines for experiential education, with a focus on cooperative education and internship programs. As a result of collaborative meetings and a sharing of best practices among the fifteen community colleges, the Handbook for Practitioners and Administrators was drafted in early 2011. This handbook outlines “best practices, success factors, federal regulations, and legal implications critical for practitioners and program administrators to understand in designing, implementing, supervising and assessing internships and co-ops…” It also contains standardized forms, processes and procedures that can be utilized across the community college campuses. In this session, Julie will share the key “best practices” learned through this two-year process. Participants will learn how to create a collaborative tool that meets the needs of all entities involved in order to offer great experiential learning opportunities for students.

**Moving On Up:  Aspiring to Leadership as a Career Services Director** Marine Room

Maria Stein, Northeastern University

Are you ready to take the next steps in your career? Have you been thinking about the skills, abilities and experience needed to lead a Career Services or Co-op Department? Do you wonder what success will look like in our profession amid an increasing international student population and the ever changing global economy? If you answered yes to any of these, then join us for a frank discussion and insight on how to gain exposure and experience to take your career (and department) to the next level.

3:00 – 3:30 pm **Break**

3:30 – 4:45 pm **Concurrent Sessions**

**Integrating Co-op with Community Service** Grand Dining

Remi Ibraheem, Northeastern University

Michelle Israel, Northeastern University

The co-op program enriches the lives of students by allowing them to gain skills in the real world, better understand their career goals and readily adapt to the professional environment. Community service is the process by which students are encouraged to develop and enrich engagement in the community, opening the door to understanding the true place of idealism and the process of creating real goals that will continue to feed their desire to serve the public. This presentation explains how the integration of co-op and community service can serve to elevate the attitude and learning outcomes of students.

**Spotlight Internships: Going Beyond the Cookie Cutter Model** Marine Room

Akanksha Aga, Johnson & Wales University

Andrea Frost, Johnson & Wales University

Do you have great internships that are getting little to no activity, just sitting on your job posting website? If so, this session is for you! The focus of this session centers on the collaboration between employer demands and student preparation and how Experiential Education & Career Services staff can help ensure that quality internships are not going to waste. We will discuss how to understand employer internship needs, identify those who belong in the Spotlight Internship category, and how we promote and prepare students for these opportunities. During this presentation, participants will gain strategies and best practices on how to:

* Proactively create your Spotlight Internship listing
* Promote and prepare the right students
* Prepare staff to assume ownership of Spotlight sites

**Preparing Students for Global Leadership** Ballroom

Jonathan Andrew, Northeastern University

Joani Lamachia, Northeastern University

In this interactive roundtable, participants will discuss and brainstorm learning criteria and assessment methods of ‘global ready’ graduates. Additionally, participants will investigate why this is an important and necessary aspect of experiential and academic education at the current time. Join us for a lively and provocative discussion and networking session. Bring your critical and creative thinking, spirit of collaboration and highest hopes for international education, leadership and citizenship!

**5:00 – on Gather in the Marine Room Bar - Raffle**

**Dinner on your own**

**Meet up later in the Marine Room Bar**

**Tuesday, 10/23**

8:00 – 9:00 am Registration

7:30 – 9:00 am Breakfast

9:00 – 10:00 am Plenary Session: Internship.Net Live! Grand Dining

10:00– 10:45 am Break

10:45 – noon Final Announcements / EmployerPanel Ballroom