



GCRC

Strengthening Relationships
Between Government
And Higher Education

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Developing an Internship Agreement between Agencies and a College or University

~Susan Felice, Director of Placement, Dominican University

Do your Homework!

What is your reason for developing an internship program? Possible reasons include wanting to assist students with their career decisions, needing to work on projects that never seem to get accomplished, or having a chance to evaluate possible future employees. A clear understanding of the reasons for establishing the program and the program expectations will provide a solid foundation to move forward. Writing a plan for your internship program will avoid confusion and misunderstandings.

What qualifications, education, background, and experience are you looking for?

Typical interns tend to be college juniors or seniors who are trying to get real world experience related to their academic major or in their desired profession. Some possible internship candidates may be non-traditional students who are changing careers. Qualifications may include junior or senior standing, grade point average, academic major, ability to pass a pre-employment screening process, class schedule, citizenship, etc. Standards for selecting interns including

interviewing must be clearly defined and consistently applied to all candidates.

Internship Structure

A well structured internship will benefit both the organization and the student. Some internships are full-time during the summer while others are flexible enough to work around a student's class schedule during the academic semester or year. The duties and responsibilities must be clearly understood since interns are normally seeking an opportunity to apply their...

(Story continues on pg. 2)

Balancing a Public Sector Internship and School

~Erica Ernst, MPP Candidate 2007, The Harris School of Public Policy, University of Chicago, Mayoral Fellow, Office of the Mayor, City of Chicago

Being a full-time student and a part-time intern is not always easy. Scheduling my group projects while I'm off campus two days a week can be a little tricky, as well as finishing my papers due Wednesday when I am at work all day Tuesday. I get so many opportunities while interning at the Mayor's Of-

fice in Chicago that so many of my classmates miss out on.

The most important is the immediacy of the work I am doing. Even in practical degree program such as Public Policy, school work often takes on a theoretical nature. Learning economics takes new meaning when asked to write a memo on citywide minimum wage ordinances. My work also allows me to make my school work more relevant. For one class, we had to choose a government

program to evaluate. Working for the City, I am so much more aware of these programs, giving me a deeper understanding for class.

Both school and work have taught me the best way to implement policy. School has taught me to do statistical and economical analysis. Working at the Mayor's office I have been exposed more to "Best Practices" learning from what other cities have done to create their most effective programs for our city *(Story continues on pg. 2)*

Developing an Internship Agreement...continued from pg. 1

education to a real work environment. A large organization may offer a rotational program that allows the intern to experience different departments. A successful internship program should include an intern mentor or supervisor who has the primary responsibility for the intern's).

Paid or unpaid?

Some students are willing to accept an unpaid internship while others may not be willing or able to accept an internship without com-

pensation. Academic credit is sometimes a possibility, depending on the student's program.

Legal Issues

Protect yourself and the intern's) by knowing the laws. We suggest you consult legal council regarding regulations.

How to work with College and Universities

Many Career Services offices have an individual responsible for the internship program, or an Internship Director. This person is a valuable asset and can guide employ-

ers through the process and paperwork. Well established college/university internship programs have clearly defined procedural guidelines, academic standards for student interns, student applications, employer internship agreements, faculty advisors, and evaluations. If the internship program is new to your organization, you will benefit greatly from working with institutions where internship programs are well established. Be sure to find out if there is an Internship Director or a person responsible for the internship program. *If so, the first step should be to make contact with this person!*

Meet Our Members: Mark Fauble



The latest entry in our series of "Meet Our Members" focuses on the newest member of the GCRC Steering Committee. We would like to introduce you to Mark Fauble, Coordinator of Employer Development for Illinois State University. He has been in that position for three years and a member of GCRC for two years.

Mark is proud of his association with Illinois State University. "Illinois State... was the 1st public university in Illinois; we are currently celebrating our 150th year!" Fauble says. Originally founded as a teachers' institution, Illinois State is still the 2nd largest producer of teachers in the nation. It also boasts of a business school which Princeton

Review (www.princetonreview.com) has added to its annual 'best business schools' guide this year. It also is proud of its strong programs in law enforcement, technology, communication, parks/recreation and social services.

Mark adds, "We have over 20,000 students attending ... *(Story continues on pg. 3)*

Balancing a Public Sector...continued from pg. 2

Together, they have taught me to be a thoughtful policy analyst. Some policies and programs will make real changes, and some not. Understanding how to identify the difference is crucial for anyone working in the public sector.

Besides the benefits of applying my classroom learning to the real world and vice versa, I also get to experience the

entire realm of the City. Often full time jobs have you focus in one area, but internships give you more flexibility. I've met commissioners of almost every City department, from the Department of Aging to Streets and Sanitation. I've been exposed to a variety of policy areas that I have never thought I would be interested in, which will

help me no matter what specific job I find myself in after graduation.

Balancing school and an internship is worth the effort. My classes are more interesting, and the work I do now will be so important for my career. Anyone considering a public sector career should find an internship that can enrich their school learning and give them a variety of work experience.

Meet Our Members...continued from Pg. 2

university, with 55% from the Chicago-land area and another 30% from central Illinois. Our students are known to be hard-working, well-rounded candidates with a strong ability to learn.”

Fauble has the following advice for students and alumni trying to find a job in the government sector: “Utilize the career services offered at their institutions, which are often free of charge!

In addition to the traditional methods of job search (internet, newspapers, etc...) I believe that social networking is an extremely important part of the job search process for many people.”

Fauble welcomes any and all recruiters to contact him regarding Illinois State University and its students. You may call him at 309.438.5825 or email him at markfauble@ilstu.edu.

Would you like to be featured next in our 'Meet Our Members' column? We're looking for both recruiters and college members to introduce themselves? If so, please contact Barbara Cosentino at B-Cosentino@neiu.edu or via phone at 773.442.4686

2nd Annual FEB Government Career Fair

Don't Forget!

The 2nd Annual Federal Executive Board Government Career Fair will be held on Friday, March 2, 2007 from 12:00 pm—4:00 pm, at the DePaul Lincoln Park Campus. The event will take place in the Student Center, 2250 N. Sheffield, Room 120.

No pre-registration is required. This is a multi-university fair with free entry for students and

alumni from the following universities: Chicago State University; DePaul University; Illinois Institute of Technology; Loyola University; National-Louis University; Northeastern Illinois University; Roosevelt University; and the University of Illinois Alumni Association. There is a \$5 fee for everyone else.

Professional dress is highly recommended and students should bring copies of their resume.

As of press time, there were 45 agencies registered. To view the full registration list, visit http://depaul.erecruiting.com/emp/cf_details?fhnd=2196.

If you an agency interested in attending, please visit <http://www.gercassociation.org> to register. You may register online and pay by check or via credit card. The fee to attend is \$85.

Student Success Stories: Manny Ozaeta, FEB/GCRC Intern

Manny Ozaeta was selected as the first Federal Executive Board (FEB)-GCRC intern. He has immediately taken responsibility for several projects, coordinating a Congressional Briefing between federal agencies and Congressional offices and assisting with coordinating an FEB orientation meeting to new federal agency heads. “I am learning so many new things, simply through observation of day to day activities at the FEB,” Manny reported.

Considering this is a new endeavor for both GCRC and FEB, Manny is often a test subject to determine the best way to manage the internship in the coming years, but he is taking it in stride. “I am very lucky to work in such a positive and educational working environment. Our office is small, so the interaction is constant; it is demanding without being excessive. Jan Stinson, my supervisor and coordinator, has en-

trusted me with the projects mentioned above. I would be lost however without the help of FEB Executive Assistant Veronica Leyva; she has made my transition into the FEB a very smooth one. She has been patient and understanding as this ‘newbie’ learns the ropes at the FEB.”

Manny is proof that no one way exists to enter Federal service. “My career path has been slightly untraditional,” he stated, “I was working full

time in a customer service capacity for a major airline when I decided to go back to school. I was ready to pursue a career in an area that had always held an interest for me: Public Policy. I am so very proud to say that I will be graduating from DePaul University this spring with a Bachelor of Arts and a concentration on Political Science.”

(Story continues on pg. 4)



Government College Relations Council

Steering Committee:

Kojuan Almond, US Social Security Administration
Bruce Bloom, DeVry University
Barbara Cosentino, Northeastern Illinois University
Lee Cruz, St. Xavier University
Dennis Evans, Metropolitan Water Reclamation District
Mark Fauble, Illinois State University
Susan Felice, Dominican University
Judith Hash, US Bureau of Alcohol, Tobacco & Firearms
Greg Hatch, University of Illinois at Urbana-Champaign
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John Petrik, DeVry University
Anita Rees, University of Notre Dame
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Sylvia Smuszkiewicz, US Bureau of Alcohol, Tobacco & Firearms
Carole Sendziol, US Internal Revenue Service
Nancy Wajler, College of DuPage
Patricia Witkowski, US Drug Enforcement Administration

The mission and purpose of the Government College Relations Council is to foster communication and cooperation between college and government communities through the dissemination of new and relevant information and the formation of mutually beneficial relationships.

Our Goals are:

- Help college students and graduates find career-related jobs with government employers
- Help government employers find educated and skilled employees to meet their hiring needs
- Enhance structure, communication and efficiency of the organization



Strengthening Relationships Between Government and Higher Education

Student Success Stories...continued from pg. 3

Manny became interested in public service after a lifetime love of history and politics. “I believe that government has the capacity to change people’s lives. Because of that belief, I decided I wanted to be part of a system that is instrumental in the way our lives are shaped.” While deciding what the best post-graduation path will be for him, he acknowledges “Public service will be part of my future. Whichever path I choose to take, I know that public service will be an integral part of my life. I

believe it is very important for all citizens to contribute to our nation, in whatever manner they can. Public service is the small way that I believe I can contribute.”

Having just gone through the process, Manny’s biggest advice would be “...to look for internships that will develop your passions. Sometimes you will receive those internships, sometimes you will not, however, never turn down an internship opportunity that has been offered to you. You will be surprised at how much you

learn in every environment. I have had two internships so far (though I have applied at several), one at the FEB and another one in Senator Richard Durbin’s office. Through these experiences I have developed a better understanding about the relationship between government, and its citizens. It has been an absolutely wondrous and amazing experience. I look forward to more internship opportunities and a career involving public policy.”

Do you have a student or an alumni who would like to be featured in our Student Success Stories? If so, please contact Barbara Cosentino at B-Cosentino@neiu.edu