Faculty Handbook

Kansas State University

University Recognition
Career and Employment Services

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For More Information

Should you have questions, comments, or concerns regarding K-State's University Recognition Program, please contact, LaToya Farris, University Recognition Coordinator, CES, K-State, 100 Holtz Hall,
Manhattan, KS 66506,
(785) 532-1689, *lfa9248@ksu.edu*.

Program Introduction

As a centralized career center, Career and Employment Services (CES), serves all academic colleges at K-State and offers one-stop shopping for career, experiential, and part-time opportunities for both students and alumni. K-State's University Recognition Program is the integration of classroom theory with practical work experience, related to the student's field of study. The University Recognition Program enhances the University's sincere dedication to providing students with a ***total education.***

Purpose of University Recognition Program ~ University Recognition

Through the University Recognition Program, CES coordinates a service in which students may obtain *university recognition* for qualifying career-related experiences. Multiple forms of learning may be recognized, including: Cooperative Education, Internships, Practica, Part-time Employment, and Volunteerism. This variety of opportunities provides participants the chance to integrate classroom study with planned and supervised experiences in the public and private sectors. Through this professional partnership, the employer, student, and K-State all receive benefits.

***Who May Participate in the University Recognition Program*?**

—Employers:

Any organization - profit, non-profit, public or private sector - may participate in the University Recognition Program. The work experience should provide opportunities for each student to gain in-depth experience in an area related to his/her academic program or occupational objectives.

—Students:

Student participation in the University Recognition Program requires the following criteria be met:

- Current enrollment at K-State
- Completion of 24 credit hours, of which at least 12 must have been at K-State
- Minimum cumulative GPA of 2.0/4.0 (or 2.5/4.0 for Engineering students)
- Plan to return to K-State after completion of work experience
- Activation with CES
- Attendance at a CES-Sponsored University Recognition Program Outbound Advising Session
- Agreement to complete forms and meet all deadlines required for the University Recognition Program
- Work is a career-related experience, approved by Faculty Liaison from student's college/department
- For full-time internship, a student must complete at least 480 hours throughout their work experience. This should be consistent with the university's academic calendar. Some students may have the opportunity to alternate semesters of study with semesters of full-time employment which is typically known as a co-op.

Advantages of University Recognition

For the Employer

The University Recognition Student employee can be:

- An excellent, highly motivated pre-professional and paraprofessional
- Thoroughly oriented in establishing company/business practices
- Used to fill work assignments which will free full-time professionals to do other projects
- A resource to provide an organization with refreshing, new, and stimulating ideas and viewpoints

For the Student

The University Recognition Program opportunity can help the student:

- Apply classroom knowledge to real situations increasing the student's motivation and bridging the gap between classroom theory and its application in the workplace

- Test-drive his/her career through professional, practical experience - career objectives can be evaluated in the light of actual job requirements
- Finance the cost of a college education: *Earning while learning*
- Develop professional contacts

For the Academic Department
The University Recognition Program offers faculty:
- Corporate governmental and non-profit contacts for developing university partnerships
- An opportunity for service directly related to your discipline
- Administrative and communication support which frees faculty to focus on student advising

Faculty Liaison Role

The faculty liaison role in the University Recognition Program is vital to ensuring a quality learning experience for the student. Once a student has identified an experience for University Recognition, a faculty liaison (typically the student's advisor or a departmental internship advisor) should be contacted to review the "Faculty Approval/Job Description" form. The faculty Liaison should consider the appropriateness of the experience and then make a commitment (or not) to serve as the student's faculty liaison. Your signature on the faculty approval form indicates your agreement to:
- Attest that the proposed internship/cooperative education job description is relevant to the student's academic program of study
- Agree to coordinate, monitor and evaluate the University Recognition experience
- Provide relevant information to the student regarding enrollment for the returning semester
- Provide relevant information to the student regarding dropping classes for semester (if applicable)

Required Documentation

The faculty liaison may monitor and evaluate the student's experience by utilizing the following documentation:
- Learning Objectives Agreement
- Student/Employer Performance Reviews
- Interim and Final Reports

This documentation will be completed while the student is on assignment. However, it is particularly helpful for the faculty liaison to discuss potential Learning Objectives at the time a student is seeking faculty approval (see above). The faculty liaison can help the student consider how the experience will relate to his/her career goals and how it will expand the student's skills. Learning Objectives are finalized and approved after consultation with the internship site supervisor, typically two weeks after the internship has begun. See the enclosed Sample Student Packet for additional details and a typical time-line of due dates.

Career & Employment Service Responsibilities

Career and Employment Services complements the University Recognition partnership by providing administrative, communication and advising support to the student, employer and faculty liaison. Specifically, CES agrees to:
- Maintain communication with the student, the employing organization, and the faculty liaison to assure maximum learning on the part of the student and satisfaction on the part of the employer
- Assist student, faculty liaison and employment supervisor in resolving problems and /or difficulties which may arise
- Help students and faculty develop written agreements which specify measurable learning objectives
- Evaluate the student's placement and assess the employment supervisor's satisfaction with the learning experience

Please do not hesitate to contact CES with any concerns you have about the student, employer or the university recognition process.

Sensitive Issues Addressed to Students Prior to Beginning Their Internship

Confidentiality

Students employed in internships, cooperative education or other temporary positions must uphold confidentiality requirements of the position. Information regarding the employer, clients and co-workers should not be discussed openly outside of the workplace. Such information should be disclosed only on a "need to know" basis for the purpose of completing work assignments**.**

Liability

The University does not insure students who are participating in internships. Therefore, the University is not responsible for any injury to the student or to others that are caused by the student during the periods of off-campus employment or internships. While some students may be covered under their parents' insurance plans, they should ask employers about insurance and liability coverage. Some employers require students to be insured in some manner on their own while others may offer the coverage to the students.

Sexual Harassment

When supervisors, co-workers or customers display unwelcome sexual or intimate behavior in the workplace, it may constitute sexual harassment. Keeping a job or getting a promotion should not depend upon agreeing to sexual advances from anyone in your work environment. This could cause interference with a student's learning experience and create an intimidating, hostile or offensive work environment. If a student is in such a situation, he or she should report the incident to a supervisor immediately. Students should also avoid acting in any manner that could be considered to be sexual harassment.

Accommodating Persons with Disabilities

Federal and State laws make it illegal to discriminate against individuals with disabilities who are employees or applicants for employment. Employers should analyze each internship opportunity and determine what is necessary, physically and mentally, to carry out the essential functions of the job. If an intern indicates that an accommodation would be needed, the employer may consider the reasonableness of a request as they do not have to provide the exact accommodations requested. Employers and interns should work together to structure an environment that is beneficial for all involved.

Performance Reviews - University Recognition Program
The University Recognition Coordinator will consult with the Employment Supervisor regarding the University Recognition student's progress. This follow-up will be based on the student's completed Interim Report. At the completion of the work session, a Performance Review will be completed by the Employment Supervisor and submitted to CES for inclusion in the student's file. The Employment Supervisor is *strongly encouraged* to discuss the performance review with the student employee and have the review signed by the student employee.

Thanks for helping us "Put a Wildcat to Work!"