Laptop Requirement – postpone, Scott had asked to discuss and he is absent

Internship and independent study form, incompletes, cross-listing – waiting for Sonja, no discussion

Maggie Harris: Internship Overview. Shared the process for approving and running internship course. Also gave overview of Excel Network, which primarily serves CAL majors. The Excel Network’s main goal is engaging students in career readiness and preparing for life after MSU.

* Internships
	+ AL 493A (domestic)
		- Independent internships
		- NYC Internship Program (summer in NYC, guaranteed internship for accepted students)
		- Global Remote Internship Program (remote with an international company, guaranteed internship for accepted students) (great opportunity for students interested in working abroad but unable to travel abroad)
	+ AL 493B (international)
		- Via EA programs
	+ Rooted in best practices with NACE career competencies
	+ Scholarships available
* Process for 493A
	+ Students obtain internship independently
	+ Email Maggie for course application (2p doc)
	+ Students complete application with supervisor’s signature
	+ Maggie reviews and enrolls in course, then sends email to student and supervisor with requirements
	+ Guidelines – mentorship/supervision by a professional, not a relative/other student; background check on company; equipment necessary to do work; projects/tasks that are professional in nature
	+ Course assignments – weekly reflection journal, formal paper or recorded presentation about organization, updated resume, internship highlights doc, pre and post assessment
* Micro internship program – Arts & Letters projects – short term professional projects to help students build resume, pays students for their work, and occur during June.

Meeting adjourned at 4:00pm