

## **APPENDIX**

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### **Cooperative Education Student Enrollment per Academic Major**

The following table reflects the total amount of students compiled over fall 2011, spring 2012, and summer 2012 from each academic program. I teach ACC 193v, AG 193v,

AJ 293v, BUS 193v, BUS 393v, BUSN 193v, CASE 193v, CASE 293v, ETRO 193v, and FT93v.

In summary:

- 124 students enrolled over the past fall 2011, spring 2012 and summer 2012.
- 40% of Co-op students received job offers upon completion of their internship experience.
- Unfortunately, 4% of registered Co-op students did not meet minimum eligibility requirements of the course to satisfy the 2.0 GPA requirement, thus dropped the course.

Program	Students	Job Offered	Dropped Out
ACC	6	2	0
AG	8	2	1
AJ	17	9	2
BUSC	9	2	1
BTEC	39	12	0
CASE 193V	22	9	0
CASE 293V	10	5	0
ETRO	12	7	0
FT	1	0	1
Total	124	48	5



From Left-to-Right: Jenny Pak – Senior Certified Pharmacy Technician, Noe Uero – Pharmacy Technician, *Mailani Baz – Pharmacy Technician student intern that obtained part-time employment as a Pharmacy Technician (Intern)*, and Paul Smith – Pharmacy Manager Walgreens Kahului.



From Left-to-Right: Spring 2012 Coop Students: Karen Pollard intern at Maui County Recycling Department, me, Daryl Lemm – ECET student intern at UH Media Center, Edward Sado – SSM student intern at County of Maui Wastewater Reclamation Department, Kate Bobbio – BTEC student major in Information Processing fulfilled an internship at Maui Pilates (entrepreneur), Mark Supnet – AJ student intern at Maui County Police Department (Police I recruit currently in training), Melvin Hippolitto III – AG student intern at Maui County Office of Economic Development – Agricultural.



From Left-to-Right: Fall 2012 Myself, Elizabeth Tamayo – Business Technology Medical Assistant major-student intern, and mentor Hannah Humphrey– Development/Volunteer Coordinator at Hale Makua Health Services.



From Left-to-Right: Fall 2012 - Kawika Gulick – Sustainable Science Management major student intern who obtained part-time employment at Swinerton Builders, myself, and Eric Pilotin – Project Engineer, Swinerton Builders.

CSO has been changed to CareerLink online, both students and employers may build their profiles online to access information.



UNIVERSITY of HAWAII\*  
**MAUI COLLEGE**

**Student Login:**

**Welcome to UNIVERSITY OF HAWAII - MAUI COLLEGE's [CareerLink](#) Online System.**

**New Users:** Please sign up for a new account by clicking [here](#).

**Registered Users:** Enter your username and password below and click LOGIN.

**Important:**

- **Using a PC?** We recommend Internet Explorer version 8.0 or higher. If you need to upgrade or install your browser, click [here](#).
- **Using a Mac?** We recommend Firefox version 14.0 or higher. If you need to upgrade or install your browser, click [here](#).
- **You should allow popups when using this site.**

For further assistance, please contact our office at (808) 984-3318.

Username (Your Email Address):

Password:

Login

[Click here to register!](#)

[Forgot your password?](#)

Since roll-out of this program in late August, 2012, the following data exists, currently the reporting feature of employers are inoperable. I will continue to work with CSO to resolve and have these features added to assist with data to support CareerLink initiatives. Job placement is another feature that I'll be learning how to track upon attendance of another meeting scheduled this Friday at Leeward Community College.

CareerLink Online Report Period	Student Profiles Built
August 20 – September 7	48
September 8 – October 21	112

- 43% increase in student usage of the online profile

### 3<sup>RD</sup> QUARTER REPORT (AUGUST 1 2012 – SEPT 30, 2012)

#### Facebook

Uhmc.careerlink business page created August 15, 2012

Total Number of Likes	176
Average amount of people viewing a single post	59
Most amount of people who have seen any content associated with your Page	154
Most amount of people who have seen any content associated with your Page	311
Most amount of people who visited your Page, or saw your Page or one of its posts in News Feed or ticker.	148

<sup>1</sup> The number of unique people who have seen any content associated with our Page from 9/26/12 to 10/2/12.

#### Third Quarter Student Visits

	August	September
Head Count	115	75
New Students	91	58
Returning Students	20	23
Walk-ins	115	74
Appointments	0	1
Job	37	25
Resume	6	21
Intern	5	3
Coop	5	4



Feel free to view <http://maui.hawaii.edu/careerlink/home/>

## Aloha and Welcome!



CareerLink is a one-stop career and employment opportunity clearinghouse that offers a variety of services for UHMC students and graduates.

### [CareerLink Mission Statement](#)

Visit our [Facebook page](#) and see the newest job positions available!

### On-Campus Jobs

- [SECE](#)
- [International F-1 Visa Students](#)
- [Federal Work Study \(FWS\)](#)
- [Direct Deposit Form](#)

### Off-Campus Jobs

- [CareerLink Online Student Login](#)

### Employer Services

- [CareerLink Online Employer Login](#)
- [Become an Internship Site](#)
- [Career Fairs](#)
- [Recruitment Services](#)

### Resources

#### [Cooperative Education and Internships](#)

#### [Career Connections](#)

#### [Career Kokua](#)

### Resume Development

- [Top 10 Resume Writing Tips](#)
- [Sample Resumes, Free Sample Resume for Jobs](#)
- [Technical Resumes – Tips, Samples, Examples and Templates](#)

### Cover Letter Samples

- [Sample Career Change Cover Letter](#)
- [Transferable Sales Skills Cover Letter Example](#)
- [General Cover Letters](#)



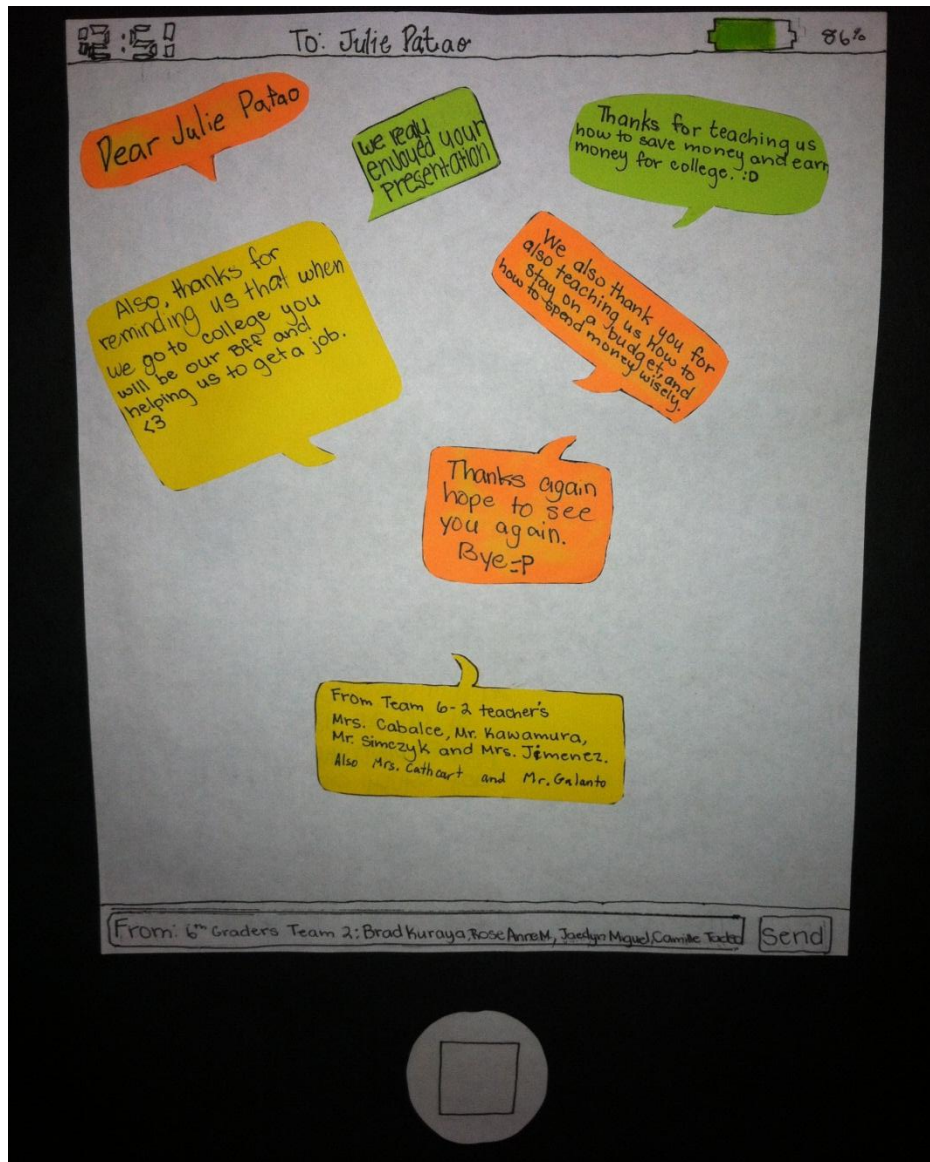


Native Hawaiian Hospitality Association Consultation to incorporate Host Culture Training into our curriculum. A professional development seminar hosted over three Saturday sessions. Photo of myself holding our activity chart as Lorelle Peros (HOST) faculty shares about our plans.



From Left to Right: Photo after being certified with Maui Mediation Services with Judge Blaine Kobayashi, myself, and Judge Kelsey Kawano.





**Maui Waena 6<sup>th</sup> Graders iPhone Thank You card:** During their UHMC visits, I shared the analogy of costs to purchase a standard phone in comparison to a smart phone. I shared the monthly cost of a cell phone bill and the need for students to seek a higher education to make a higher pay. I also shared with them that I should be their “BFF” Best Friends Forever – that I would help them find a job as long as they would seek a higher education to pursue a career they enjoy.



Photo with Tracie Takatani – host of Maui College Today, myself and Joey Andrews – Electronics Computer Engineering Technology student, former Coop Ed student, UH Library Intern, and Akamai Intern that was recently obtained part-time employment at Akimeka.



Photo of me sharing with a community member about UH Maui College programs and services. I engaged the public by having people sign-up the Spin-the-Wheel game.

### **C3T(2) Grant – Internships to support the New Programs**

CareerLink will support the following UHMC Programs with internships;

1. Automotive (Hybrid/EV)
2. Allied Health Association to a Bachelor's in Science – Nursing
3. Small Business Management Training Center for non-credit and credit students
4. Geographic Information System
5. Sustainability Center (Water and Wastewater)
6. Food Science and Food Safety
7. Integrated Farming Degree – New Farmer's Institute

YR 1: \*0-6 months to set up

50% FTE – personnel start in second half of YR 1 will set up programs

<b>Deliverables</b>	<b>Milestones</b>
Develop program marketing materials and brochures	0-6MOS  Hiring of Internship Coordinator and Neighbor island Outreach Coordinator
	6-12MOS  IC and NIOC set up programs, perform outreach to students and employers in collaboration with Program Coordinators through NSO, Career Fair, External Job Fairs, Workforce Development Division

YR 2: 100% FTE – Personnel. Recruiting

<b>Deliverables</b>	<b>Milestones</b>
	Set up employment, career resources
	Provide training every 6 months

	Recruit students and partners, coordinate internship program and placement of interns
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YR 3: 100% FTE – Personnel. Recruiting

Deliverables	Milestones
	Internship reception/networking for graduates
	Annual report

