Inside the Internships and Experiential Learning Office

By The IEL Team

There’s a buzz around campus focused on all things experiential learning. From a SUNY-wide initiative to our own School of Management programs, the need to create and sustain opportunities for students to learn through experience is at the center of many conversations.

In February 2015, SUNY Chancellor Nancy Zimpher initiated a goal to create access to applied learning experiences for all SUNY students, with three main components: SUNY Works (internships), SUNY Serves (community service) and SUNY Discovers (research and entrepreneurship). This landmark effort provides an organizational model around existing and new programs designed for students to learn by doing. Read more at suny.edu/applied-learning.

This validation gives us in the Office of Internships and Experiential Learning (IEL) fuel to continue building our services and developing strong relationships with employers and alumni. Students who use IEL services can land competitive internships and earn academic credit while developing professional skills related to their concentration areas.

Staffed by Carrie Gardner, director; Caitlin Rush, associate director; and new hire Sheila Toomb, assistant director, we are dedicated to meeting student, employer and community needs for internships and experiential learning. Services include internships, the Management Volunteer Program, walk-in advising, employer training, helping international students obtain work authorization and more.

However, we cannot do this alone. You can help us by understanding our approach to internships. If a contact approaches you with an internship idea, talk to them about these required components:

1. Supervision/Mentoring
   The widely accepted definition of the word “mentor” is a trusted friend or teacher; an experienced person. Employers are required to assign a relevant mentor to each intern.

2. Project Work
   Internships must include a clearly defined project with tangible parameters, goals and an appropriate level of challenge matching the intern’s class level.

Continued on page 3
New staff join School of Management

Erin Fink joined the Dean’s Suite as a staff assistant. She’s a 2009 School of Management grad with a bachelor’s degree in business administration. During her time as a UB student, Erin was active in Alpha Kappa Psi and the UB Accounting Association. Prior to her current role, Erin served as awards analyst for UB’s Office of Sponsored Projects Services. Outside of work, she enjoys going on road trips and camping with her husband, Steven, and children, 2-year-old Austin and 1-year-old Harper.

Sheila Toomb serves as assistant director of internships and experiential learning, responsible for helping students with internship searches, among other duties. She holds a bachelor’s in writing/fine arts from Loyola University and a master’s in college student personnel administration from Canisius College. As a student, she was a graduate assistant in the GRIFF Center for Academic Engagement. A proud New Jersey native, Sheila enjoys attending live theater performances and visiting family back home.

Aaron Shaw is the new assistant director of recruitment in the Graduate Programs Office. He markets, organizes and attends recruitment events and develops internal and external partnerships to meet enrollment goals for our full-time MBA and MS programs. Aaron earned his bachelor’s degree at Ashford University. He served in the Marine Corps from 2005 to 2010, completing two tours in Iraq, and later worked as director of recruiting for the Marines. Aaron and his wife, Catherine, have two dogs. He enjoys biking, running, hiking, carpentry and homebrewing.

Jessica Farley is new to the school’s Undergraduate Programs Office, but not to the university. She previously earned her bachelor’s in geography, Italian and classics from UB, and worked for the past eight years in UB’s Undergraduate Admissions Office. In addition, she holds a master’s degree in education from St. Bonaventure University. Jessica now serves as senior academic advisor and will assist about 440 students over the next academic year with their course progress and their social and emotional adjustment, and connect them to campus resources. In her free time, you’ll find Jessica training for half marathons and spending time with her husband, Brian, 2-year-old son, Jagger, and 19-year-old stepsons, Nick and Tyler.

Candida Davis is the new administrative assistant for the Undergraduate Programs Office, ready to assist students and staff with whatever they need. She holds an associate degree in social science from ECC and a bachelor’s in psychology from UB. Candi volunteers her time by mentoring underprivileged children through various community centers, schools and other organizations. She also serves on the board of Buffalo City Ballet, where her 9-year-old daughter has been a ballerina for seven years.

Tech Tips

Microsoft Updates

By Denise Adamski

A few months back, you should have received an email about applying Microsoft updates to your office computer. The only updates that are automatically installed onto your computer are updates Microsoft deems critical. All other updates will sit in the system tray.

We’ve noticed that some machines are showing the Microsoft update icon in the system tray around the clock. It’s important to not ignore this icon and to apply all updates that are waiting to be installed. This is where we are relying on you, the end user, to be diligent with installing them.

If you’re not familiar with the icon, it will look like this:

Or, you may receive a prompt like this:

When you see the icon, double click it and install all updates. A window will appear showing updates to be installed. The installation will run in the background, so it will not hinder your work performance. You will need to reboot your computer soon after, however.

By applying all Microsoft updates, you’re not only protecting yourself and your computer, but you’re also helping protect the entire school. By taking the time to update your computer, you’re preventing malicious attacks. And, the updates address bugs and issues found in the Windows operating system and at times may include new features, which can help improve the performance of your computer.

If you have any questions, contact the IT team at mglt-it@buffalo.edu.
Congratulations!

Donna Strzelczyk and Connie Rieck at Connie’s retirement party.

Retirements

In the past few months, several stellar colleagues have celebrated their retirements. Congrats to Connie Rieck and Joy Vella, as well as Laura Carlos, who now works part time in 118 Jacobs.

Excalibur Gold

The School of Management collected five honors at the annual Excalibur Awards, hosted by the Buffalo Niagara chapter of the Public Relations Society of America. The awards recognize outstanding public relations work and professionals.

The Communications Office earned a Gold award for Buffalo Business, and Matt Biddle led the Gold-winning media relations program for Assistant Professor Emily Grijalva’s study on narcissism. In addition, Jackie Ghosen, Kevin Manne and Sarah Gilson won a Silver in the special events category for the 2014 Center for Leadership and Organizational Effectiveness conference. Finally, Kevin and Matt each won Bronze in the published articles category for “Hacked” and “Food Truckin’ Up to Buffalo,” respectively.

In addition, Kevin and fellow UB employee Nick Lane personally won a Gold Excalibur in the integrated communications category for their work with Buffalo Pinball.

Showcasing alumni

In a recent Bloomberg Businessweek survey, students were asked the extent to which they agreed with the following statements:

- Contact with my school’s alumni network has already been helpful to me.
- I expect my school’s alumni network to be instrumental to my professional success.

For many reasons, it’s important to correctly identify alumni at events and in the classroom by displaying degree information on nametags, emails, posters, programs and other marketing materials.

First, students will be more aware of how many alumni are actively engaged with the school, helping to positively impact surveys that affect rankings (like the Bloomberg survey above). In addition, displaying degree information on nametags and other materials at an event helps faculty and staff identify and welcome our alumni and friends.

The Office of Alumni Engagement and External Relations can assist with looking up degree information if an event’s registration list is provided in advance.

For more information, contact Hailley MacDonald, associate director of alumni and external relations at hailleym@buffalo.edu.

Grammar Corner

How to list alumni degrees

By Matthew Biddle

We recently updated the “Degrees” entry in our School of Management Style Guide to improve clarity and be more consistent with other units. (Changes will begin with the spring issue of Buffalo Business, but are reflected in new Web content.)

Use the following standards:

- After the name, type a comma and a space, and list the degree (BS, MBA, MS, PhD, EMBA, PMBA or CEL), followed by a “smart” apostrophe (’) and the last two digits of the year.
  o Erin O’Brien, MBA ’00
  o Angela Reeves, PMBA ’15
- For individuals with more than one School of Management degree, the degrees are placed in the order in which they were received.
  o Muriel Anderson, BS ’87, MBA ’00
- Include only School of Management degrees, with the exception of dual-degree students.
  o John Smith, JD/MBA ’14
- Do not use periods within degrees
  o PhD, not Ph.D.
- When used in a sentence, include a comma after the last degree.
  o Erin Fink, BS ’09, works in the Dean’s Suite.

Internships (continued from page 1)

3. Learning Objectives

Students identify what they wish to learn through the internship experience and are expected to discuss this with their supervisor. Employers are expected to remember that students participate in internships primarily to learn—not only to provide a service.

4. Logistics

- Students work onsite (not virtually) to experience company culture.
- 150 hours minimum participation is required for three academic credits (graded pass/fail).
- Paid internships merit the best candidates. Students can earn money and academic credit simultaneously.
- International students do not need to be sponsored by the employer for internship participation.
- Each year more than 275 management students earn academic credit for internships through IEL.

Thank you for your continued collaboration with assisting our students in these impactful, real-world learning opportunities. Contact our team with questions at mgt-internships@buffalo.edu.
School of Management Throwbacks

This summer, the Communications Office began a digitizing CDs of photographs from the past decade. In the process, we found some great memories and snapshots. If you have photo CDs collecting dust in your office, let us know and we’d be happy to add them to our online gallery.

And, if you have pictures you’d like to share in a future newsletter, send them to mrbiddle@buffalo.edu. Enjoy these throwbacks.

Ten years ago, these were the smiling faces you’d find in the School of Management’s Undergraduate Programs Office.

Below, Kirk Voskerichian works with a student in 2005.

In 2011, then Dean Arjang Assad received the Outstanding Executive Award from PRSA Buffalo Niagara. In addition, the school received four other awards for excellence. (See this year’s honors on page 3.)

Loreta Vudakin, John Thomas and Kate Ferguson at the 2007 Partners in Management recognition reception.

Erin O’Brien, then serving as sales execution manager for IBM, at the 2004 IBM Simulation.