

Promoting Professional Development & Community Building Through the Dean of Students Externship Program

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Poll

Do you feel that you have been able to explore other offices or roles on campus?



Early Inspiration | Externship Job Shadowing

- Continuous Learning - New ways to acquire knowledge
- Using the workplace as a place for personal enrichment



Purpose | Goals of the Program

- Support talent development through knowledge sharing and exposure to different work environments for staff in the Dean of Students Portfolio.
- Facilitate career development and career transitions based on knowledge acquired.
- Reframe our thinking and train for lateral, forward movement while addressing organizational needs.

Framework | Association for Talent Development

Knowledge Management & Sharing

- Facilitate learning and collaboration to benefit the portfolio?
- Transform knowledge into learning a new skill (for sponsors & externs)?

Coaching

- Establish trust and working relationship between the sponsors/externs
- Sync professional development goals with the departmental goals?

Performance Improvement

- Select and implement viable solutions to challenges with assessment metrics?
- Enhance the *Achieve Together* goals that you have set for yourself?

Integrated Talent Development

- Facilitate career development of our colleagues?
- Support staff engagement and retention?

Evaluating Learning Impact (sponsors)

- Apply what was learned and conducted by the externs to implement?
- Resonate with students, stakeholders, and guests enhancing work relationships?

Externs | Sponsors

Externs

- Transform their skills from a project as part of their accumulated knowledge, to serve their home department
- Empowered to gain a new professional experiences available within our portfolio
- Create connections based on identity and personal experience

Sponsors

- Enable talent among our colleagues in house, while also gaining mentorship and supervisory experience
- Provide experiences that expand professional development, and partnerships with other colleagues in the portfolio
- Create connections based on identity and personal experience

Project Samples

- Designing a one stop-shop of resources
- Developing a program/event series for students/guests
- Creating action items based on assessment data taken in
- Researching trends in student employment and implementing milestones for their development
- Designing best practices for training volunteers for committees and projects headed by an office

- We will allow you to create one later



Externship 3.0 Spring Timeline

Item	Date
Externship Information Session for Potential Externs and Sponsors 1	February 17
Externship Information Session for Potential Externs and Sponsors 2	March 4
Extern and Sponsor Application Deadline	March 15
Matching and Orientation	April 2021
Externship 3.0 Close	June 2021

Toolkit

First Day Worksheet for Sponsor and Extern

Sponsor:

Extern:

Duration:

Hours/Week:

1. For the extern to answer: What are the goals that you would like to achieve during this project?
2. What is your communication style and how do you like to communicate?
3. For the sponsor to answer: Tell me more about your project. How does this project impact your work and your department?
4. For both to discuss: What are your initial thoughts about the externship project? - What are the next steps for this project?
5. For both to discuss: What does success look like by the end of the externship experience?

Sponsor Resources: Ideas for Potential Projects - Please Add Your Own to Share

These are ideas for potential projects. Consider making projects remote.

Insights Gathering:

- Conduct benchmarking research to see what other institutions are doing around ideas that your department may want to implement
- Develop different survey or insights gathering ideas that can benefit your department
- Lead focus groups to gather insights from students on department's programs and services
- Look at student engagement rates correlating in a virtual setting
- Analyze social media platforms to assess effectiveness of posts
- Create an opportunity to develop an outside stakeholder analysis of a department's programs and services

Program Development:

- Develop an idea for a virtual event to create community for students
- Review conduct processes, including training and meeting of peer review board

Marketing:

- Develop marketing campaigns to contribute to services or a program that can contribute to the promotion of your department's programs and services
- Gather student stories to market impact of programs,

Enhancing Workplace/Office Culture:

- Assess team building needs of the office and provide ideas how to implement these ideas
- Develop an event/activity to encourage staff engagement in the office
- Gamification of an office practice, building a community through friendly competition.

Marketing



SPONSOR OPPORTUNITY
DOS EXTERNSHIP PROGRAM

Sponsor an externship for a colleague for a short term project for 1 week to 3 months

ABOUT

The Dean of Students Externship Program will support talent development through knowledge sharing and exposure to different work environments for staff in the Dean of Students Portfolio.

OPPORTUNITY

As a Sponsor, You Will:

- Provide a specific short-term project that adds value to your office, while also nurturing an extern's professional development goals through Achieve Together
- Contribute to the culture of knowledge sharing by adding to the Dean of Students Portfolio experience

NEXT STEPS + DEADLINE

Application will be available February 15 and has a deadline of March 15, '21.

- Attend an info session on **February 22 at 11AM** (<http://bit.ly/externshipfeb2021>) or **March 4 at 3PM**. (<http://bit.ly/externshipmar2021>)
- Please submit your application here: <http://bit.ly/ucbsponsor2021>

QUESTIONS

Please contact Deepak Sharma/Heidi Yu for any questions.
deepak_sharma@berkeley.edu; heidiyu@berkeley.edu



EXTERN OPPORTUNITY
DOS EXTERNSHIP PROGRAM

Be an extern for a short term project for 1 week to 3 months.

ABOUT

The Dean of Students Externship Program will support talent development through knowledge sharing and exposure to different work environments for staff in the Dean of Students Portfolio.

As an Extern, You Will:

- Develop new skills and experience cross functional learning via hands-on projects that can support your Achieve Together goals
- Transform your knowledge to contribute to a department/our divisional success.
- Access a career development opportunity in another area.

NEXT STEPS + DEADLINE

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QUESTIONS

Contact Deepak Sharma at deepak_sharma@berkeley.edu or Heidi Yu at heidiyu@berkeley.edu



Outcomes

Fall 2019: 13 Matched Externs and Sponsors



Spring/Summer 2020: 10* Matched Externs and Sponsors

Spring 2021: 4 Matched Externs and Sponsors



Feedback

“By participating in this program, I got the chance to learn outside of the classroom, with something hands-on. My mentor was a good coach.”

“I got a chance to see how cross-functionally a different department works to streamline resources in supporting students.”

“I got a chance to use a campus portal resource as an administrator, to see more than front end experience.”

“My project involved developing a virtual educational speaker series as part of a new departmental initiative.”

“I got a chance to manage a project thoughtfully, and use my knowledge to help someone else learn it.”

“I got a chance to learn a new way to research and build a network to bring new employers to our network.”

“This project was fantastic as it has helped my new staff member with resources to access easily. It has also helped my full team with a quick one stop resource in supporting students.”

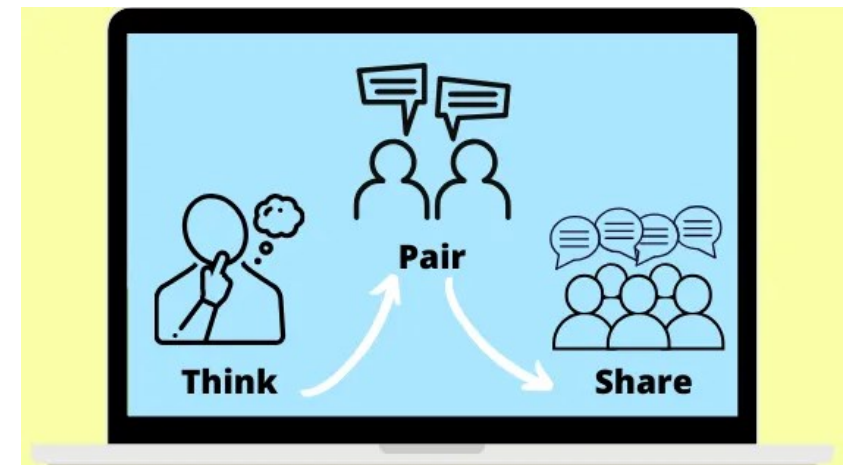
“Sponsoring a project gave me a chance to widen my network and work with someone who I normally would not have worked with on a committee.”

Areas of Growth

- Clarify how this program aligns with larger divisional goals
- Offer more variety of sponsors for externship experiences. This requires more buy-in from DoS portfolio departments
- Create more matches based on identities. This requires more buy-in from DoS portfolio departments
- Communicate more clearly things to consider for both externs and sponsors regarding supervisor(s) approval considering potential time commitment
- Consider timing of the externship program and the context for staff bandwidth

Reflect & Share

If you had to develop an Externship Program for your department, what would it look like?



Questions

Deepak Sharma

Co-Chair, Externship Program

Dean of Students Culture Committee

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