

START TODAY

VIEW CURRENT APPRENTICESHIPS:

academicaffairs.ucsd.edu/staffhr/aasap

HOW TO POST AN APPRENTICESHIP

Submit a completed *Apprenticeship Listing Form* to the UCSD AASAP Coordinator via email to aasap@ucsd.edu. You will need to identify a supervisor for the position; provide a description of the organization and apprenticeship responsibilities; and list the skills required for the position.

The UCSD AASAP Coordinator will review the *Apprenticeship Listing Form* and post approved apprenticeships on the career services websites for UCSD and other local universities. Advertising will also be extended to various other student association and department websites.

RECRUITMENT, SELECTION & ORIENTATION

Student apprenticeship applications are first routed to and screened by the UCSD AASAP Coordinator & then forwarded to the Supervisor.

The Supervisor will directly contact the student applicant for an interview and notify the final candidate about his/her selection. Before the student officially starts, he/she needs to meet with the AASAP Coordinator for a mandatory apprenticeship orientation.

PROGRAM ADMINISTRATION REQUIREMENTS

These forms are specially-designed tools to continually enhance the effectiveness of AASAP. They will be collected during and after the apprenticeship.

Learning Plan Agreement Form
Apprentice Performance Appraisal

QUESTIONS?

We're here for you....



Student Apprenticeship Program

UC San Diego, Academic Affairs

9500 Gilman Drive
La Jolla, CA 92093

Phone: 858.822.7990
Email: aasap@ucsd.edu

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Apprenticeships 101

How to Have a Successful Work-Learning Experience

An Introductory Guide for Departments

GETTING STARTED

EFFECTING YOUR GOALS AND OBJECTIVES

TRANSLATING SUCCESS

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UCSD Academic Affairs Student Apprenticeship Program

The UCSD Academic Affairs Student Apprenticeship Program (AASAP) offers substantive, practical work-learning experiences to undergraduate and graduate students at UCSD and at other local colleges and universities. Through UCSD AASAP, departments gain an expanded workforce of talented, highly-motivated students to assist in well-defined projects in the areas of academic administration and research. Training and mentoring these students is an opportunity to collaborate with a diverse group of personnel—a group representing the workforce of the future and that

Key Into Success

- Business & Program Administration
- Fiscal Management
- Human Resources
- Information Technology (IT)
- Academic Research
- Student Affairs



plays a key role in the successful planning of UCSD's growth and development. By providing departments within the Academic Affairs Vice Chancellor area with a complete package of free administrative and consultative services, UCSD AASAP saves departments time and resources in developing substantive positions; advertising apprenticeships; recruiting top-notch students; and following up with participants for supplemental career development services (i.e. reviewing resumé and cover letters, interviewing techniques, etc.). As a program devoted to fulfilling departments' and students' needs, UCSD AASAP strives to assist the University in its training, succession planning, and recruitment goals.

▶ GETTING STARTED

Get a head start in achieving your department's goals with the motivation and talent of a student apprentice. Apprenticeships can be tailored to your needs and

Connect to AASAP

- Identify a Supervisor
- Identify a Project
- Provide Training and the Resources to Perform

expectations, and they can last from weeks to months, or even a year or more. Fundamentally, they are work-learning arrangements in which the student gains experience in a particular field or job function under the guidance of a supervisor. The department provides the training and resources necessary for the student to complete assignments, and the supervisor is responsible for giving regular feedback on the student's performance and progress.

▶ EFFECTING YOUR GOALS & OBJECTIVES

The Learning Plan is a specially-designed tool for you and your student to set goals and objectives. Together, you will ascertain the student's skills and interests; define the training program; detail special projects and tasks; and assign responsibilities. This may be the first professional experience for these students, and they are volunteering their time in order to investigate and learn about your job and the professional work world. As a leader in their introduction to the inner workings of UCSD's administration, your guidance in educating them about university policies ranging from appropriate office attire to performance and work standards establishes the

Lead the Way

- Guide & Educate
- Challenge & Support
- Communicate Standards for Success

foundation for a winning partnership. The skilled supervision and practical training these students receive from you are footprints in their search for career-development success.

TRANSLATING SUCCESS ◀

Your final "project" together will be completing the *Apprentice Appraisal Form*, where you will evaluate the student's skills and abilities and discuss his/her performance. Like the *Learning Plan Agreement*, this is a tool designed to facilitate communication. At this early stage in the student's career, honest feedback about both his/her strengths and the areas for improvement are stepping stones in their

What You've Gained

- Enhanced Supervisory & Training Skills
- Workforce Diversity
- Connection to Potential Future Employees

path of career-development and job search success. The student may express interest in continuing on with a career at UCSD after a productive apprenticeship and may ask to stay in touch with you or receive a letter of recommendation. You are more than welcome to build on this connection, as well as use UCSD AASAP as a resource for future connections.

▶ UCSD Academic Affairs Student Apprenticeship Program (AASAP)

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