

APPLY TODAY

VIEW APPRENTICESHIP OPPORTUNITIES

academicaffairs.ucsd.edu/staffhr/aasap

HOW TO APPLY

Submit a resume and cover letter via email to the UCSD Academic Affairs Student Apprenticeship Program (AASAP) Coordinator, (aasap@ucsd.edu). In the email "subject" line, list the apprenticeship posting number. If you apply for multiple apprenticeships, send an email application for each advertised apprenticeship.

RECRUITMENT, SELECTION & ORIENTATION

All student apprenticeship applications are first routed to and screened by the UCSD AASAP Coordinator and then forwarded to the Department Supervisor.

The Department Supervisor will directly contact the student applicant for an interview and directly notify the final candidate about his/her selection as an apprentice. The apprentice will then meet with the UCSD AASAP Coordinator for a one-on-one orientation.

PROGRAM ADMINISTRATION REQUIREMENTS

These forms are specially-designed tools for use by you and your Department Supervisor. They will enhance the effectiveness of your UCSD AASAP experience, and they will be collected during and after the apprenticeship.

Learning Plan Agreement Form
Apprentice Performance Appraisal
Program Appraisal Form (Student)

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 Students

GETTING STARTED

SUCCEEDING WHEN
YOU'RE THERE

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. Students

Key Into Success

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



who successfully complete UCSD apprenticeships have a competitive edge in the job market. These apprenticeships represent opportunities for students to apply their academic knowledge to the professional work arena. Through this practical UCSD work-learning experience, students gain the flexibility to

explore career options while gaining exposure to valuable networks and developing first-rate skills in business and program administration, fiscal management, human resources, academic research, and student affairs. UCSD AASAP also provides career-development services to students after they have completed their apprenticeships, with assistance in reviewing resumés, cover letters, job interviewing tips, 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

By thinking about your plans and setting immediate and long-term goals, you get a head start in self-assessment and career-building. *Start by identifying your goals.* Ask

Connect to AASAP

- Year-round program
- Available to undergraduate and graduate students from UCSD and local universities

yourself: What do I want to accomplish? Are you interested in general exploration of a career field or an industry? Are you ready to work in a specific environment or department? Are you looking to cultivate certain skills and abilities, or work with a particular person? Then, *determine your basic needs.* Do you need a paid internship? Do you need academic credit? And, *identify your resources.* Contact people and programs that can help you satisfy both your goals and your needs.

▶ SUCCEEDING WHEN YOU'RE THERE

The Learning Plan is a specially-designed tool for you and your supervisor to set goals and objectives. Together, you will ascertain your skills and interests; define your training program; detail your projects and special assignments; and assign responsibilities.

Lead the Way

- Professional and Punctual
- Investigate and Learn
- Attitude and Initiative
- Review and Reflect

Having a successful apprenticeship will take commitment and communication from both parties. On the one hand, your supervisor will provide you with training, direction, and constructive feedback. And, your professionalism is also key. Be professional and punctual. Learn about the organization, what it does, and its priorities. Maintain a

positive attitude. Take initiative to expand on your assigned project or suggest another project you think might benefit the organization. Review your progress with your supervisor and regularly reflect upon your experience. You will formally assess the apprenticeship in the *Apprentice Performance Appraisal* and the *Program Appraisal Form*.

TRANSLATING SUCCESS ◀

Your final "project" together will be completing the *Apprentice Appraisal Form*, where you will evaluate your skills and abilities and discuss your performance. Like the *Learning Plan Agreement*, this is a specially-designed tool to help facilitate

What You've Gained

- Practical experience in a profession and field
- Tangible skills and enhanced knowledge and abilities
- Expanded network of resources

communication. At this early stage in your career, honest feedback about your strengths and areas for improvement are stepping stones in your path of career-development success. Thank your supervisor for that guidance and feedback, and keep in touch with your supervisor to maintain that important connection. Also, return to UCSD AASAP as a resource for future connections.

▶ UCSD Academic Affairs Student Apprenticeship Program (AASAP)

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