students should address inquiries to internship advisors in the academic departments of their choice. Students are expected to participate actively in choosing and organizing their internship in coordination with the internship coordinator/faculty member and the on-site agency representative. Departments are expected to keep in mind affirmative action principles when filling internship positions.

**Recruiting persons with disabilities**

Minnesota State University, Mankato, has, utilizing suggestions from the Minnesota Department of Employee Relations, identified the following methods to improve recruitment of persons with disabilities:

- Inform the public that MSU provides reasonable accommodation in accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act.
- When disseminating vacancy announcements, MSU strives to include those organizations and agencies that are utilized by people with disabilities.
- Establish appropriate working relationships with agencies and organizations that are utilized by people with disabilities.
- Include pictures of people with disabilities performing work-related duties on MSU publications and advertisements.

It is our firm belief that Minnesota State University, Mankato actually has many more employees in our workforce who have a qualifying disability. However, since we have to rely only on self-reports, the numbers appear quite small.

**Supported Employment**

Minnesota State University, Mankato has always offered Supported Employment as an option. However, to date no employee has accessed this option. Minnesota State University, Mankato will continue to offer Supported Employment as an option should it be requested in the future.

**XII. RETENTION PLAN**

**Responsible Individuals**

The President of Minnesota State University, Mankato previously designated each of the vice presidents and deans as the officer responsible for their respective retention activities. The retention plan of each of the divisions and colleges is attached as Appendix I.

**Separation Analysis**

The Separation Analysis (attached as Appendix J) includes data from fiscal years 2003, 2004, 2005 and 2006 for all MSU employees. The analysis charts the percent of African American, Asian, Caucasian, Hispanic and Native American males, females and people with disabilities who separated from MSU because they were non-renewed, resigned, terminated or retired. For the purposes of this analysis “non-renewed” is defined as either a fixed-term or temporary appointment that is not continued. Also note that because of the relatively small numbers of people with disabilities and people of color included in the total workforce, data presented in percentages rather than a “head count” format presents a distorted picture. In order to provide a more comprehensive picture, the actual numbers of individuals separated are included.