

1 **Center for Career CENTER Planning and Placement**

2 (Senate: 10/8/74; President: 10/17/74)

3 CAREER ADVISEMENT IS A CAMPUS-WIDE EFFORT CRITICAL TO STUDENTS'  
4 EDUCATIONAL EXPERIENCE. THE CAREER CENTER COMPLEMENTS CURRENTLY  
5 ENROLLED STUDENTS' DEVELOPMENT BY PROVIDING CAREER PROGRAMS,  
6 ADVISEMENT, AND A WIDE VARIETY OF SERVICES TO HELP STUDENTS  
7 SUCCESSFULLY TRANSITION FROM COLLEGE TO CAREER. ADDITIONALLY, THE  
8 CAREER CENTER PARTNERS WITH THE ALUMNI CENTER TO PROVIDE SUPPORT  
9 SERVICES TO ALUMNI AND CURRENTLY ENROLLED STUDENTS.

10 All placement recruiting activities, except Cooperative Education courses (those numbered 398  
11 and 498) which earn academic credit, will be conducted under the supervision of the Center for  
12 Career Planning and Placement. THE CENTER HELPS FACULTY EXTEND LEARNING  
13 BEYOND THE CLASSROOM, INCLUDING NON-CLINICAL INTERNSHIP  
14 PLACEMENTS, ENRICHING INTRODUCTION TO HIGHER EDUCATION, CAPSTONE,  
15 AND CAREER PREPARATION COURSES WITH CAREER SOFTWARE TOOLS, CAREER  
16 PANELS, EMPLOYMENT EVENTS, AND CLASSROOM PRESENTATIONS PROVIDED  
17 BY THE CENTER. ADDITIONALLY, THE CAREER CENTER ADMINISTERS THE  
18 POLICIES AND PROCEDURES FOR THE RECRUITMENT AND EMPLOYMENT OF  
19 STUDENT ASSISTANTS ON CAMPUS. THE CENTER HELPS CAMPUS DEPARTMENTS  
20 PROVIDE STUDENT JOB EXPERIENCE IN SUPPORT OF ACADEMIC PROGRAMS  
21 WHILE SUPPLEMENTING DEPARTMENTS' OPERATIONAL NEEDS. Such activities will  
22 be permitted only within the physical confines of the Center or within space specifically  
23 designed for alternate use when regular space is not available. The latter condition will be  
24 approved by the Director for Career Planning and Placement. This policy does not constitute  
25 grounds for permitting recruitment outdoors or in other public areas except as provided below.

26 OFF-CAMPUS GROUPS WHO WISH TO USE UNIVERSITY FACILITIES FOR  
27 RECRUITMENT MUST FIRST BE REVIEWED BY THE FACILITIES USE  
28 COORDINATOR, AS OUTLINED IN ADMINISTRATIVE PROCEDURE 505. NEXT, THE  
29 CAREER CENTER MUST REVIEW AND APPROVE THE POTENTIAL RECRUITER TO  
30 ENSURE THE RECRUITING AND PLACEMENT WILL BRING NO HARM TO  
31 STUDENTS.

32 Agencies such as the Armed Forces, whose representatives act primarily as information agents,  
33 may be allowed access to the campus community outside of the physical limits of the Center for  
34 Career Planning and Placement. Information programs of this sort may be staged in approved  
35 public areas insofar as prior agreement is secured from the Center for Career Planning and  
36 Placement and the Associate Vice President for Student Affairs/Dean of Students. This waiver is  
37 available only to governmental agencies.

## **Career Center**

(Senate: 10/8/74; President: 10/17/74)

Career advisement is a campus-wide effort critical to students' educational experience. The Career Center complements currently enrolled students' development by providing career programs, advisement, and a wide variety of services to help students successfully transition from college to career. Additionally, the Career Center partners with the Alumni Center to provide support services to alumni and currently enrolled students.

The center helps faculty extend learning beyond the classroom, including non-clinical internship placements, enriching Introduction to Higher Education, capstone, and career preparation courses with career software tools, career panels, employment events, and classroom presentations provided by the center. Additionally, the Career Center administers the policies and procedures for the recruitment and employment of student assistants on campus. The center helps campus departments provide student job experience in support of academic programs while supplementing departments' operational needs.

Off-campus groups who wish to use university facilities for recruitment must first be reviewed by the facilities use coordinator, as outlined in administrative procedure 505. Next, the Career Center must review and approve the potential recruiter to ensure the recruiting and placement will bring no harm to students.