

# Career Center



# Policies & Procedures

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## **INTRODUCTION**

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The Career Center is ready to assist students through individual appointments with any questions or concerns about career opportunities. Our desire is to guide members of South Carolina State University community in establishing their career objectives through comprehensive programs that provide opportunities for individuals to learn tactics useful in reaching their desired career. As catalysts the Career Center Staff assist students with developing interviewing skills, job search strategies, resume and letters preparation.

This publication, intended for students, employers, and Career Center employees, is a reference document. Its information and guidelines will help ensure that a student seeking employment on or off campus will receive fair and equal treatment by providing students and employers with current employment policies, roles and responsibilities.

## **DIRECTOR'S MESSAGE**

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The Career Center offers services to assist students in developing meaningful career goals. Whether they plan for employment or graduate schools, our staff provides counseling and information that will enable them to prepare for life beyond South Carolina State University.

The Career Center is committed to helping prepare students to make a smooth transition from studying students to working employees. We provide professional development counseling and advice that will enable our students to have a competitive edge in the job market. Even in the best job market, graduates will have to compete for good jobs. When the job market is soft, graduates will have to compete for every job. Which is why it is critically important to know how to get the job you want?

Our objectives at the Career Center is to begin the professional development process during students' freshman year and continue to enhance their career development with internship and coop experiences during their sophomore and junior years. By the time students become seniors, they will have the skill sets and experience to effectively compete for the top jobs in business and industry.

We also conduct career fairs and information sessions for companies to engage students on campus provide information regarding career opportunities and recruit our students.

For those students interested in graduate school, the Career Center provides a graduate and professional school visitation day where interested students travel to several universities touring campuses and reviewing programs, grants and scholarship opportunities. In addition, we hold our annual graduate and professional school day each fall where over 50 universities will assembly on campus to recruit our students and alumni interested in graduate school.

Finally, our staff stands ready to assist students on a one-on-one basis. We invite all students and alumni to register with the Career Center and fully utilize our programs and services throughout their education process.

# CAREER CENTER

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## Mission Statement

The Career Development Center at South Carolina State University is committed to assisting students and alumni in their effort to develop career and life planning skills acquire practical experience, master job search strategies, and explore pre and post graduation opportunities. In addition, the Career Development Center seeks to nurture and develop relationships that are mutually beneficial to both internal and external stakeholders, consistent with the mission of South Carolina State University.

To accomplish this mission, the Career Center forms strategic partnerships with the university's faculty, staff and administration, along with business, government and non-profit organizations.

**The Career Center** is located in Belcher Hall, Suite 250. We are open Monday through Friday from 8:30 a.m. – 5:00 p.m.

## Goals

- Educate students and foster life-long learning and social responsibility.
- Sustain a high quality and innovative teaching and learning environment grounded in intellectual discovery and community service.
- Enhance the rigor and relevance of existing programs while developing new programs to meet the evolving needs of students
- Expand collaborative partnerships with businesses and industries, government and non-profit agencies, educational institutions and other organizations.
- Increase the Career Development Center's participation and presence locally, nationally and internationally to enhance the University's image and impact
- To enhance Technology
- To establish an Industry Cluster

## Objectives

- To continuously measure the level of satisfaction for the services and programs provided to the college community.
- To offer effective educational programs that complements and enhances classroom studies and encourages compassion and respect.
- To effectively communicate and positively reinforce our success in programs and services to the college community.
- To develop meaningful interdepartmental/divisional relationships that allows us to effectively utilize resources and provide the best possible services to the college community.
- To continuously improve departmental procedures and policies that result in the best use of resources and optimize satisfaction of services provided to the college community.

# **STAFF DESCRIPTIONS & RESPONSIBILITIES**

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## **Director**

The Director of the Career Center has a very diverse and broad based role to ensure that programs and services are current and focused on the professional development of students. Our services provide a holistic approach to professional development and strive for total development of each student. These services are designed to guide the career planning and development of students throughout their undergraduate years and beyond.

The Director sets the strategic direction for the Career Center based on the overall University goals as well as Student Services goals and objectives. The Counselors and other staff members prepare and execute tactical plans as they are derived from the overall strategic objective.

In addition to managing the planning process, the director is expected to instruct classes relating to professional development. These classes include GUID 210 as well as GUID 201 (Cooperative Education).

The Director also serves as an advisor to the President regarding Corporate Relations. This role encompasses coordination efforts within SCSU Business and Industry Cluster. The Cluster was organized in an effort to help ensure that SCSU programs and curricula are current relative to new business trends and emerging technologies. It also ensures that our students have internship and coop opportunities while matriculating at SCSU.

And finally, the director serves on committees and teams as recommended by the President and his Staff.

## **Assistant Director/Career Counselor**

The Assistant Director of the Career Center is responsible for assisting in the development and implementation of the strategic plan. The Assistant Director is expected to assist in the actualization of the mission statement, while establishing and achieving measurable objectives linked to the Career Center's goals. Primary responsibilities include serving as a liaison to the academic colleges, maintaining, building, and nurturing corporate relationships, assist students and alumni in their effort to make informed career decisions, and conduct professional development workshops. In addition, the Assistant Director is responsible for providing leadership, supervision, mentoring to paraprofessionals and support staff, and other duties as assigned by the Director.

## **Career Counselors**

Provide information to students on topics that affect career opportunities and advancement such as job search strategies, educational and training opportunities, occupational outlook information, and career enhancement materials and resume writing. and/or programs on

career planning and placement topics. Assist students in the development of resumes, cover letters, and mock interviews and make recommendations for improvements. Establishes new external partnerships and help students explore cooperative education, internships, graduate and professional schools, government jobs, part and full-time employment opportunities. Coordinates on-campus interviews for permanent jobs and internships. Assist in developing, implementing and evaluating programs to increase student awareness of and participation in career opportunities. Serves on University wide committee(s), as well as facilitate and /or participate in at least one community service project. Prepares reports and other statistical data as necessary. Conducts end of year surveys. Seeks to increase student awareness about career opportunities and document their achievement of learning objectives. Assists in the planning and implementation of the Career Fairs as well as other major outreach programming, and other duties as assign by the Director.

### **Administrative Assistant**

Performs advance secretarial and clerical work, which includes administrative office responsibility and requires the application of independent judgment and knowledge of rules, policies and procedures. This individual provides support for the Career Development Center. Plans, organizes, develops and implements administrative procedures for the Career Development Center. Establishes and maintain a diverse and complex document filing system. Manage departmental supplies and equipment, including buying, distributing and realated accounting. As required, recruit, hire, and supervise four work-study students. Screens telephone calls and incoming mail searches files and a variety of source material to serve as background for reports prepares materials for meetings, notices, agenda and related reports and routes. Create and modify documents using Microsoft Office. Prepares administrative forms and purchase requisitions. Coordinates all communication involving concerns with construction, maintenance, operations and schedules meetings; maintains office calendars composes correspondence and memorandums, transcribes notes, prepares documentation and reports. Receive telephone callers and visitors, providing assistance with problems or answering questions; refers them to appropriate personnel. Assist with the coordination and planning of all special events and serves as the initial office representative, providing strong customer service in the global environment and other duties as assign by the Director.

### **Graduate Assistant**

Provide information to students on topics that affect career opportunities and advancement such as job search strategies, educational and training opportunities, occupational outlook information, and career enhancement materials and resume writing. and/or programs on career planning and placement topics. Assist students in the development of resumes, cover letters, and mock interviews and make recommendations for improvements. Screens telephone calls and incoming mail searches files and a variety of source material to serve as background for reports prepares materials for meetings, notices, agenda and related reports

and routes. Create and modify documents using Microsoft Office. Receive telephone callers and visitors, providing assistance with problems or answering questions; refers them to appropriate personnel. Assist with the coordination and planning of all special events and serves as the initial office representative, providing strong customer service in the global environment and other duties as assign by the Director.

## **CAREER CENTER STAFF DIRECTORY**

### **Joseph B. Thomas, Jr.**

Interim Director

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## CC FACTS

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### Services Offered:

- Career Library
- Career Counseling
- Counseling includes individualized assistance and/or workshops on the following topics:
- Resume and letter writing
- Behavioral and traditional interviewing on and off campus
- Dressing for interviews, office visits and work
- Business etiquette
- Salary negotiation
- Decision making
- Job search techniques
- Individual problems or challenges relating to job search or employment
- Telephone etiquette

### We also provide these additional services:

- On-campus interviews
- Alumni services
- Practice interviews
- Names of company contacts (for networking purposes)
- Meetings with recruiters
- Job fairs
- Graduate and professional schools information and interviews
- Salary information specific to graduates from your major areas
- Computerized information specific to graduates from major areas
  
- **Cooperative Education Assignments**
- **Internship Assignments**
- **Summer Employment**
- **Permanent/Part-Time Employment**

**GUID 210 Career Awareness Course (1 credit hour – meets on Tuesdays 3:30 to 4:20)**

# ELIGIBILITY CRITERIA FOR USE OF THE CAREER CENTER WITH REGARD TO ALL TYPES OF EMPLOYMENT

## Types of Employment Opportunities for SCSU Students Include:

- Summer Employment
- Internships
- Co-ops
- Permanent/Part-Time Employment
- On-campus employment

## Students ineligible to use the Career Center Services are those who:

- Have terminated their student-status without graduating.
- Are barred or disqualified from student status.

Persons interested in obtaining an on-campus job after termination of their student status, should apply for employment opportunities posted on the universities Human Resource website: <http://www.scsu.edu/facultystaff/humanresources/employmentopportunities.aspx>

## International Students

The Career Center provides services to international students consistent with U.S. immigration laws.

## Alumni

SCSU Alumni may use all of the Career Center's services. Alumni eligibility for on-campus interviews is determined on an individual basis, by such factors as company requirements, company requests, and available time slots on open schedules.

## EEOC Compliance

SCSU Career Center professionals will maintain EEOC compliance and follow affirmative action principles in career services activities in a manner that includes the following:

- Referring all interested students for employment opportunities without regard to race, color, national origin, religion, age, gender, sexual orientation, or disability, and providing reasonable accommodations upon request;
- Notifying employing organizations of any selection procedures that appear to have an adverse impact based upon the student's race, color, national origin, religion, age, gender, sexual orientation, or disability;

- Assisting recruiters in accessing certain groups on campus to provide a more inclusive applicant pool;
- Informing all students about employment opportunities, with particular emphasis on those employment opportunities in occupational areas where certain groups of students are underrepresented; and
- Developing awareness of, and sensitivity to, cultural differences and the diversity of students, and providing responsive services.

## **ON-CAMPUS RECRUITING**

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On-campus interviews enable students and alumni that are registered for the Career Center to interview at the Career Center office with local, national, and global employers for career opportunities and internships.

### **Policies & Procedures**

Employers expect a full interview schedule with candidates that are punctual and dressed professionally when they visit South Carolina State University. To ensure that employers expectations are fully met, if not exceeded, policies have been established regarding submitting your resume, cancellation of appointments and being present at interview appointments.

There are four policies that you should understand and must comply with in order to participate in On-Campus Recruiting. If you have any questions or need to clarification on these policies, please contact the Career Center at (803) 536-7033.

### **Resume Submission Policy**

- Submitting your resume to a company is viewed as an expressed commitment on your part to interview with that company if you are selected.  
(i.e. pre-select interviews)
- Once you are selected, you are expected to sign up for a time.

### **Interview Cancellation Policy**

**You must personally contact the Career Center at least two (2) business days BEFORE the scheduled interview to cancel you interview.** Failure to comply with the interview cancellation policy will result in immediate loss of interviewing privileges and resume referrals.

## Interview No-Show Policy

- Failure to show up for an interview will result in immediate loss of interviewing privileges and resume referrals for an undetermined amount of time.
- To request re-instatement of privileges, you must call the director of the Career Center at (803) 536-7033 to do so.

## Mock Interview Policy

Mock Interview Events, in which employers volunteer their time to interview and provide students with constructive feedback are considered an on-campus interview schedule. Therefore, all on-campus interviewing policies and procedures apply.

The success of the on-campus recruiting program depends on everyone doing their part to showcase SCSU as a source of bright enthusiastic and reliable candidates!

### PLEASE NOTE:

1. You must have a resume on file in order to participate in On-campus recruiting.
2. When you create your resume in Optimal Resume, it will be placed in a holding bin for the Career Center staff to review.
3. Contact Ms. Tonya Hall for the procedures to create a resume in Optimal Resume.

## Student Obligations

Students have certain obligations in the recruitment process, as listed below.

- 1. *Provide accurate information about your academic work and records, including courses taken, grades, positions held, and duties performed.***  
You can, however, refuse to provide an employer with specific information about any job offers you may have received from other employers. You do not have to name the organizations that have made you offers, nor do you have to provide specific information about what salaries you've discussed with those organizations. Instead, you can give broad responses to such questions, naming types of employers—"I've interviewed with employers in the Accounting industry"—and offering salary ranges rather than specific dollar amounts—"The salary offers I've received have been in the \$45k - \$50k range." Incidentally, it's in your best interest to research salaries and to let employers know that you have done so.

**2. Interview genuinely.**

That means interviewing only with employers you are sincerely interested in working for and whose eligibility requirements you meet. “Practice” interviewing is misleading to employers—wasting both their time and money—and prevents sincerely interested candidates from using those interview slots.

Each company determines its hiring needs and requirements (major, degree, graduation date and citizenship). Those requirements are advertised to students. Students must meet all of the requirements set by the company in order to submit resumes and cover letters. Students not meeting all of the requirements, who feel that they are qualified, are encouraged to submit their resumes to the respective career counselor so that he/she may place that student on the standby list.

**3. Adhere to schedules.**

Appear for all interviews, on campus and elsewhere, unless unforeseeable events prevent you from doing so. And, if you can’t make the interview because of an unforeseeable event, send written notification to your assigned counselor.

**Please refer to the Interview Cancellation Policy for further clarification.**

**4. Don’t keep employers hanging.**

Communicate your acceptance or refusal of a job offer to employers as promptly as possible, so they can notify other candidates that they are still being considered or that position is filled.

**5. Accept a job offer in good faith.**

When you accept an offer, you should have every intention of honoring that commitment. Accepting an offer only as a precautionary measure is misleading to the employer and may restrict opportunities for others who are genuinely interested in that employer.

Reneging on an acceptance is unethical and unprofessional, and reflects poorly on the reputation of South Carolina State University.

**6. Claim fair reimbursement.**

If an employer has agreed to reimburse you for expenses you incur in its recruitment process, your request should be only for reasonable and legitimate expenses.

**7. Obtain the career information you need to make an informed choice about your future.**

It’s up to you to acquire the information about career opportunities, organizations, and any other information that might influence your decisions about an employing organization.

# **PHILOSOPHY OF ON-CAMPUS STUDENT EMPLOYMENT**

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As an educational institution, South Carolina State University intends that students who work on campus should be learning while on the job in preparation for a career when they complete their degree. This assumes that all students are capable of mature and responsible behavior as staff members of the institution and are held to the same standards of behavior as SCSU employees.

Because the work place is a learning environment, supervisors and other office staff members are considered educators; and as such can mentor, support and encourage student staff members personally as well as professionally.

The time a student spends in any work environment at SCSU is in preparation for a life of professionalism, integrity and, hopefully, commitment to serving the larger community. Interaction between student staff members and supervisors and other staff members should reflect this understanding.

## **STUDENT EMPLOYEE RESPONSIBILITIES:**

- Compliance with all policies and regulations regarding work-study.
- Completion of all required Financial Aid forms with accurate information by the required deadline and to furnish any information requested by Financial Aid or the Career Center in a timely and efficient manner.
- Submit completed time sheets in accordance with the time sheet submission guide.
- Informing Financial Aid & Scholarships of any changes in present academic or financial status.
- Immediately complete and return all required employment forms to Financial Aid and Human Resources prior to the first day of work.
- Furnish accurate and updated information/documents as requested by a supervisor, Human Resources, or Payroll.
- Courteous and professional behavior to all members of the university family and to any visitors on campus.
- Act in a professional and responsible manner in dealing with confidential university records and other information which comes to the student by virtue of his/her work. Breaches of confidentiality and other acts of dishonesty are just reason for dismissal from employment.

- Student employee is expected to arrange a satisfactory work schedule with his/her supervisor and abide by it. Any changes to your work schedule must be discussed in advance with the supervisor. If permission to be absent is denied, the student must report to work. It is expected that permission will be withheld only for justifiable reasons. Leaving a message for a supervisor is not to be construed as permission to be absent. Also, excessive socializing on the job is to be avoided.

### **Student Rights:**

- Written job description
- Clearly defined job expectations
- A safe and positive work environment
- Periodic performance feedback

## **PHILOSOPHY OF INTERNSHIP/CO-OP EXPERIENCE**

The internship/co-op experience is vital to preparing our students for leadership, management and other professional careers. It offers invaluable “on-the-job” training. Moreover, the internship/co-op experience can serve as an integrating mechanism in which theories and concepts learned in the classroom can be applied in the global workplace.

The Career Center is well positioned to ensure that every student has the opportunity to participate in an internship/co-op assignment. In addition, we are positioned to offer internships and co-ops at selected companies across the country. The success of our program depends primarily upon the partnership efforts between South Carolina State University and our corporate partners.

### **PURPOSE:**

The Career Center offers an opportunity for students to participate in internships that will enable them to grow and graduate well prepared to assume leadership roles in the public and private sectors. A distinct feature of the program is the Internship/Co-op Guide. The purpose of the Guide is to provide helpful information relating to critical areas of concern (i.e., responsibilities of the student and the corporations during and upon completion of the internship). The Guide also serves as a survival tool for students. The information contained in the Guide is designed to help facilitate success completion of the internship/co-op experience. Each potential intern or co-op student is responsible for becoming thoroughly familiar with the contents presented. To obtain a copy of the internship/co-op guide please stop by the Career Center, Belcher Hall, Suite 250.

### **PLEASE NOTE:**

**The Director of Career Center must approve all Internships/Co-op that will receive**

University credit. Upon approval, the organization's contact person will be identified and the student must immediately send a letter of introduction to the assigned supervisor. Students should also request a meeting to discuss policies and procedures, the telephone system, the computer infrastructure, and other items related to the total operation of the organization. If the organization has an employee or internship manual, request a copy. The manual should be studied and read thoroughly. Make a note of any questions so that they may be discussed with your supervisor when you report for the internship.

Unlike the Cooperative Education program, a student participating in the **Internship Program** may or may not receive salary, or academic credit, or engage in full-time (40 hours) employment.

**Academic credit can be awarded for students that enroll in GUID 210-02, a three-credit internship course at the University that is made available to students. Enrollment is optional.**

### Objectives

- Encourage students to consider careers directly (or closely) related to their field of study
- Provide students with valuable work experience
- Aid the institution in achieving its mission.

### Eligibility

To be eligible for an Internship, a student must:

- Be enrolled at South Carolina State University
- Have a 2.5 cumulative grade point average

### **Pre-Internship Procedures:**

- Register for the internship
- Schedule a time to meet with your counselor/advisor and make sure the appropriate forms have been completed.
- Pay your student fees early during the pre-registration period and clear up any university related matters.

### **Post Internship Procedures:**

After you have successfully completed the internship, the following suggestions are recommended:

- If you have been assigned a personal office or work area, be sure to remove pictures, posters or other personal items from the walls or other areas.



- Pack all personal belongings securely in a box and take them with you when you depart.
- Do not take any company items unless those items have been explicitly approved.
- Clean the office or work area thoroughly. Make certain to thank all organizational staff who assisted and supported you during the internship.
- Make certain that you have your final report is drafted so that you can get credit.

### **STUDENT INTERN RESPONSIBILITIES:**

- Ability and willingness to accept responsibility
- A reasonable degree of basic knowledge of subject matter (degree area)
- Enthusiasm for assigned duties
- A cooperative attitude toward suggestions for personal and professional improvement
- Motivation to improve quality and quantity of work
- Loyalty to the organization
- Regular and prompt attention to administrative and job-related responsibilities
- Prompt daily attendance
- Wear professional business attire at all times (unless otherwise specified by your supervisor or other organizational leaders)
- Work toward the best final evaluation possible

### **COOPERATIVE EDUCATION PROGRAM**

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**Cooperative Education** is an educational strategy that provides a well-balanced combination of college study and alternating periods of "hands-on" experience in a work setting related to the student's major and/or career goals. This is achieved by involving students in approved and structured learning experiences in the world of work. It is called

"**Cooperative Education**" because it is dependent upon the cooperation of university administrators, educators and outside agencies in collaborating to form a unique and practical total educational program. Content to "earn while they learn," students find it a fascinating experience in "total" professional growth. Upon graduation, they enter the job market with invaluable work experience. A **Cooperative Education** "job" may consist of one or more assignments, meaning, a student may gain work experience in his/her chosen field of student for one semester ("one assignment") or more.

**Cooperative Education** is a Fall and/or Spring long program. Students are encouraged to return to the University, for classroom study, between the two work sessions. However, based upon an agreement between the employer and the university, there may not be a break for the student between the two work sessions.

In addition, though it is normally not considered as such, a full term summer session (eight weeks) will be considered one of the work sessions based upon the agreement between the employer and the university.

Presently, a student may enroll in two courses: **GUID 201-01** and **GUID 202-01**. **Please note that while a student may enroll in more than two assignments, the University presently gives academic credit for only these TWO assignments.** Each course is six (6) hours credit. **If a student elects to participate in a Cooperative Education assignment, he/she must first register for course credit.**

### Eligibility

There are three basic requirements for acceptance in the Cooperative Education Program. Students must:

- Be enrolled full-time at South Carolina State University.
- Have completed 30 semester hours.
- Have and maintain a minimum grade point average of 2.5.

### Objectives

- Provide students with an opportunity to work in a professional work setting in their major field of study
- Give students an opportunity to test their career objectives
- Expose students to the "real world" experience
- Enhance classroom relevancy
- Cultivate in students social maturity, professionalism and self-confidence
- Assist the student in developing skills in the application of theory, principles and concepts to real life problems and
- Provide a source of financial aid

## ~ HELPFUL TIPS FOR MAKING YOUR INTERNSHIP/CO-OP AN EXPERIENCE YOU WILL NEVER FORGET ~

**Stay in contact with your Counselor, Director or Assistant Director of the Career Center. Call one of these individuals at least once a month to provide updates.**

**Secure Accommodations.** Please remember that most students will be responsible for: Establishing their own living arrangements. In securing accommodations, make sure the place is affordable, clean, safe, and accessible to public transportation. You may also want to consider a place that has free parking available to avoid costly parking fees.

**Use accommodations properly.** After securing accommodations, make sure that you do not damage any items within the residence. Do not participate in any activity that may result in law enforcement involvement.

**Behavior off the job during the internship/co-op period.** Your behavior off –the- job is very important. Businesses and corporations look at and evaluate you on this behavior because it is a reflection of your character. **Your behavior also reflects upon South Carolina State University.** The places you go and the people with whom you associate are indicators of your judgment. For example, even if you call a taxi after having consumed too much alcohol, supervisors and coworkers are still likely to conclude that you have poor judgment and inadequate discipline. These conclusions will be very damaging to any potential future job considerations. Remember to avoid places and people that may reflect negatively on your character or judgment.

**Complete a planning document at the beginning of the internship. Determine and set realistic goals.**

Improve and clarify your goals by asking:

- a. Is the goal measurable?
- b. Is the goal achievable?

**Determine an action plan to monitor and evaluate your progress.** Measuring your effectiveness during the internship/co-op experience is on going. Frequently evaluate whether your personal and professional goals are being accomplished.

**Develop a plan to track effectiveness.** In order for you to complete the internship/co-op experience in the most effective and professional manner, information about progress and effectiveness must be tracked. The information collected should clarify for you and your supervisor exactly what skills, strategies and areas of improvement exist.

**Obtain supervisor's input.** Your supervisor's feedback can be an effective benchmark for evaluating past performance and making decisions about your future efforts. Every few weeks ask your supervisor to assess our progress.

**Identify improvement areas.** Recognize the areas of improvement indicated by your supervisor as well as those determined by your self-assessment.

**Develop a plan to address any needed improvements.** You may want to work closely with your supervisor or other professionals to develop strategies that will effectively increase your level of performance.

## **Communicating Effectively In the Workplace**

The key to communicating effectively is knowing when to use which medium to get your message across. Many types of media are available to including letters, phone calls, face-to-face contact, email, and video. Take extreme care when choosing the medium that is most important to your particular message. Communication is the means by which information is shared, activities are coordinated, and decision-making is enhanced. It is paramount that communication channels remain open with your internship supervisor and other executives within the organization.

### **Types of Communication**

#### **Oral Communication**

Oral communication is the most common medium in business. Oral communication is the most widely used and most effective way of ensuring that a message has been received. This medium allows you to clarify any misunderstandings; use nonverbal clues; provide additional information; and use pauses, accents, and voice tone to stress certain points. In order for oral communication to be effective, practiced listening skills are essential. Regardless of how well crafted the content and delivery of an oral presentation, it cannot achieve its goal if the intended audience does not have effective listening skills.

#### **Telephone Etiquette**

Most of the keys to successful face-to-face conversations apply to telephone conversations as well. The telephone is important for sending and receiving business messages. For some message receivers, in fact, the entire image of the company rests on their experience with you on the telephone. It is important to use telephone equipment and the telephone system effectively. One should always be considerate of callers, plan calls carefully, speak businesslike, avoid telephone tag, and use answering machines and voice mail effectively. While on the internship, be sure to learn how to use the telephone system in your organization. Knowing how to transfer calls efficiently, arrange conference calls, use a speakerphone, set up callbacks, and use other special features of your system will make your job much easier.

Before placing your telephone call, determine its specific purpose and outline its major points. Know what your opening remarks will be and have in mind any other comments you plan to make. It is often a good idea to do this planning on paper. Remember, a

telephone call is a message. It is an oral letter, memo, or report. Planning is needed to make the call successful. Base your planning on the purpose of the message and the audience who will be receiving the call. When answering the telephone, identify yourself immediately by giving the name of your organizational unit, and your own name.

### **Policies for Long Distance Calls**

Keep long distance calls to a minimum. Make only business related calls. Personal calls should be made on your personal phone.

### **Nonverbal Communication**

Nonverbal Communication is often the most misused and misunderstood form of communication. New employees frequently fall victim to misread/misunderstood nonverbal communications. Research suggests that the most effective way to reduce misunderstanding is to verbally ask for clarification. Too often nonverbal communication goes without exploration and is therefore vulnerable to inaccurate assumption and perceptions.

### **Computer/E-Mail Etiquette**

Because e-mail is often written quickly, there is sometimes a tendency to forget the niceties and to allow emotions to color the content of the message. Always assume the message you send will never be destroyed, but saved permanently in a file. Always remember the following rules when sending e-mail:

- Avoid sarcasm; without nonverbal cues, it may confuse or offend
- Fill in the subject line – and include only one subject per message
- Avoid using all-capital letters
- Avoid marking every message urgent; it's like crying wolf
- Don't clutter the network with a lot of copied messages
- Check your mail often and respond to messages promptly; and
- Assume that any message you send will be made public
- Don't use the company email system for personal or political message
- Don't send an email in anger

### **Appearance/Attire**

Good grooming and physical appearance can help you emphasize your strong points. The clothing and jewelry you wear, and the ways you style your hair reflect your personality. Professional business attire will be required for all student interns. Below are suggestions for professional business attire.

## **Females**

- Suit or tailored dress in solid or subtle color. No extreme slits.
- Polished and closed toe shoes, basic dark pumps with medium or low heels. No run-over heels.
- Nails subtle if polished, clean and not chipped.
- Make-up should be minimal. Avoid bright color blush and/or lipstick.
- Clutch or small shoulder bag, choose between an attaché case or handbag (not both).
- Simple and basic jewelry. Avoid large bulky earrings, bracelets, and/or rings. If rings are worn, wear them on only one finger of each hand.
- No smoking or chewing gum.
- Cologne should be subtle if worn.

## **Males**

- Navy, charcoal gray or pinstripe suit. Clean and shined shoes with no run-over heels; tassel loafers, wing tip or lace shoes preferred.
- Clean nails.
- Conservative red or navy striped, or solid tie, simple and neat.
- Solid white or light colored shirt: small pinstriped shirt; no dark shirts.
- Over the calf dark socks.
- No smoking or chewing gum.
- Cologne should be subtle if worn

## **Punctuality**

Punctuality relays a nonverbal message. A person who is always on time is perceived as being well organized. A person who is always late transmits a message that he or she is unorganized or that the appointment is unimportant. Time is related not only to culture, but also to one's status within the organization. It is very important that you arrive at the place of business at the scheduled time, preferably, arriving from ten to fifteen minutes early ahead of the scheduled time.

## **Establishing Ethical Behavior**

Every human is aware of the difference between right and wrong. We make hundreds of decisions each day -- many of which appear to be meaningless. However, statistics show that more people choose to lie than to tell the truth; even about the smallest issues. When asked whether they would lie or fudge numbers if their job was at stake, a large majority of those surveyed responded positively.

Ethical behavior is linked directly to your integrity and most companies want to believe that you will do what you are suppose to do even when no one is watching. Supervisors have exclaimed that they would much rather have employees tell the truth about their shortcomings, than to lie. Remember, trust is initially given freely; even the smallest misrepresentation of the truth can create doubt in the minds of those to whom you answer. It is not always possible to repair the damage caused by an unethical message or act. Your credibility is lost, interpersonal relationships are destroyed, and your career is hampered.

Business people in the 2000's are increasingly concerned with ethics. An estimated 95% of Fortune 500 corporations as well as many smaller companies have now adopted ethics statements or codes of conduct for employees. Ethical behavior involves four principles: **honesty, integrity, fairness, and concern for others.** Your decisions should be guided by the principles or values in which character is rooted. To ensure that your behavior is a reflection of your values, take a moment to ask yourself:

- ❑ Does this behavior reflect the values that I want to portray?
- ❑ Can this choice stand without defense?
- ❑ Will I be proud of the choice I've made?
- ❑ Will others be proud of me if I engaged in this behavior?
- ❑ What behavior best exemplifies the man or woman I want to be?

The following steps should be taken if you are asked to engage in unethical behavior:

- ❑ Ask for a moment to reflect
- ❑ Ask a colleague if the request sounds unethical
- ❑ Document the request
- ❑ Inform the supervisor of your concern
- ❑ Contact a trusted faculty or staff member at the Career Center
- ❑ Refuse to jeopardize your integrity or honor

## **CAREER LIBRARY**

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The Career Library is located in Belcher Hall, Rm. 236 and the hours of operation are Monday – Friday, 8:00 a.m. – 5:00 p.m.

### **Visitor Policies**

- Dispose of all food and drinks.
- All cell phones must be turned off or set to vibrate.
- All guests must sign in upon arrival.

### **After Entering the Career Library:**

- When using headphones for music or computer training, please assure that the volume is appropriate so as to be heard by the listener only.

- Please keep open conversations with other guests/students/staff at a suitable level so as not to disrupt others within the Career Library.
- Computers in the Career Library are only to be used for career research.
- Once completing your work on any computer please return to the desktop. Logging off or powering off is not necessary.

## **SPECIAL EVENTS**

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The Career Development Center (CDC) focuses on providing services, which inform and motivate students with selecting career choices and alternatives. In order to assist students in making their selections, various activities have been placed for this academic year. Specifically, CDC has coordinated four informative **Special Events**.

### **Graduate & Professional Schools Day**

Representatives from graduate and professional schools are invited to share information with those students who are interested in advanced degrees. Information will include application packages, campus visitation programs, fellowships, and other financial assistance and program offerings. Students should bring resumes.

### **Career Fair**

Employers from nationwide corporations and agencies actively recruit seniors and graduates for permanent positions. Opportunities for employment (permanent, co-op, internships, and part-time are increased for undergraduates. Students should bring resumes.

### **Career Expo**

**(A collaborative effort between South Carolina State University, Claflin University, and Orangeburg Calhoun Technical College)**

Employers from nationwide corporations and agencies actively recruit seniors and graduates for permanent positions. Opportunities for employment (permanent, co-op, internships, and part-time are increased for undergraduates. Students should bring resumes.

### **Educators' Day**

The University will host educational school administrators interested in actively recruiting seniors and graduates for permanent employers. Students should bring resumes.

**Everyone preparing for these events is looking forward to the students' usual enthusiastic presence and hardworking participation.**



# **APPENDIX I**

## ***Internship/Co-op Forms***

**Please note: All Interns and Co-Op must have the attached forms completed and on file in the Career Center prior to reporting for the first day of work assignment.**

**INTERNSHIP/CO-OP REGISTRATION FORM**  
**Career Center**  
**SOUTH CAROLINA STATE UNIVERSITY**  
**SEMESTER \_\_\_\_\_ YEAR \_\_\_\_\_**  
**(Please Type or Print)**

<b>Name</b>	Last	First	MI	SS#
<b>Present Address</b>	Street Address			Phone #
				Email address
	City, State Zip			Work #
<b>Permanent Address</b>	Street Address			Perm Phone #
	City, State Zip			Date of Application
<b><u>Authorization To Work</u></b>	<p>It is unlawful for the Career Center to place a student on internship to work who is not authorized to work in the United States. Prior to an internship assignment you will be required to provide the required documents that authorize you to work in the United States.</p> <p style="text-align: center;">Are you a United States citizen or a lawful permanent resident?   <input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p>If your answer is No, what type of Visa and employment authorization do you have?</p> <p style="text-align: center;">(Please attach authorized documents)</p>			
<b>Previous</b>	Company	Location	Semester /Year	Position Title and Responsibilities

<b>Internship Experience</b>	Company	Location	Semester /Year	Position Title and Responsibilities
<b>Transportation</b>	Do you have transportation available to use while on your internship? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>Technical Skills</b>	Do you use: Microsoft PowerPoint <input type="checkbox"/> Aldus Page Maker <input type="checkbox"/> Microsoft Excel <input type="checkbox"/> Microsoft Word <input type="checkbox"/> WordPerfect <input type="checkbox"/> Lotus 123 <input type="checkbox"/> Other _____			
<b>Area of Interest</b>	Business <input type="checkbox"/> Health Care <input type="checkbox"/> Management <input type="checkbox"/> Other _____ Engineering <input type="checkbox"/> Computer Science <input type="checkbox"/> Education <input type="checkbox"/> MIS <input type="checkbox"/>			
<b>Student Signature</b>	Print Name	Signature		Date
<b>Academic Advisor's Approval Signature*</b>	Print Name	Signature		Date

**\*The Academic Advisor's Approval indicates that the advisor has reviewed the student's transcript and files and the student's records reflect the following:**

- 1. Thirty credit hours completed;**
- 2. Meets the minimum 2.5 GPA requirement;**
- 3. No inhibitions related to disciplinary problems, honesty, or ethics, which prohibit future referral.**

# Internship/CO-OP Student Evaluation



Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Student's Name: \_\_\_\_\_

Student's Supervisor: \_\_\_\_\_  
Supervisor's Phone Number: \_\_\_\_\_  
Department: \_\_\_\_\_  
Student's SS#: \_\_\_\_\_

This assessment should be completed by the student and returned to the School of Business. Please assess the internship experience objectively using the scale provided. Additional remarks may be written on the back of this evaluation.

This document must be submitted no later than two weeks after the last day of your internship.

1=Unacceptable 2=Below Expectations 3 = Acceptable 4 = Exceeded Expectations 5 = Outstanding

## **Part I: Circle the answer that best summarizes your evaluation of this internship site**

- |                                    |           |                                      |           |
|------------------------------------|-----------|--------------------------------------|-----------|
| 1. Access to supervisor            | 1 2 3 4 5 | 8. Frequent feedback provided        | 1 2 3 4 5 |
| 2. Clear task delineation          | 1 2 3 4 5 | 9. Career enhancing responsibilities | 1 2 3 4 5 |
| 3. Opportunities to work on a team | 1 2 3 4 5 | 10. Opportunities to network         | 1 2 3 4 5 |
| 4. Opportunity to present          | 1 2 3 4 5 | 11. Orientation to the Job           | 1 2 3 4 5 |

## **Part II: Complete the following statements**

1. Goals accomplished during the internship:

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

Major strength of this internship:

\_\_\_\_\_

Major limitation of this internship:

\_\_\_\_\_

Please Return to  
Mr. Joseph B. Thomas, Jr.  
Career Center  
South Carolina State University  
Orangeburg, SC 29117

# Internship/CO-OP Employer Evaluation



Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Student's Name: \_\_\_\_\_

Student's Supervisor: \_\_\_\_\_  
Supervisor's Phone Number: \_\_\_\_\_  
Department: \_\_\_\_\_  
Student's SS#: \_\_\_\_\_

This assessment should be completed by the student's immediate supervisor and then discussed with the student. Please assess the student's performance objectively using the scale provided. Additional remarks may be written on the back of this evaluation. Thank you for your feedback.

1=Unacceptable 2=Below Expectations 3 = Met Expectations 4 = Exceeded Expectations 5 = Outstanding

## **Part I: Circle the answer that best summarizes your evaluation of the student**

- |                                 |           |                            |           |
|---------------------------------|-----------|----------------------------|-----------|
| 1. Ability to learn             | 1 2 3 4 5 | 8. Leadership Skills       | 1 2 3 4 5 |
| 2. Motivation/Initiative        | 1 2 3 4 5 | 9. Honesty/ Integrity      | 1 2 3 4 5 |
| 3. Written Communication Skills | 1 2 3 4 5 | 10. Attendance/Punctuality | 1 2 3 4 5 |
| 4. Verbal Communication Skills  | 1 2 3 4 5 | 11. Flexibility            | 1 2 3 4 5 |
| 5. Enthusiasm                   | 1 2 3 4 5 | 12. Self Confidence        | 1 2 3 4 5 |
| 6. Interpersonal Skills         | 1 2 3 4 5 | 13 Overall Performance     | 1 2 3 4 5 |
| 7. Teamwork Skills              | 1 2 3 4 5 |                            |           |

## **Part II: Complete the following statements**

The student's strengths include:

\_\_\_\_\_

The areas in which the student should strive to improve include:

\_\_\_\_\_

3. Is the above evaluation based on your direct observation? \_\_\_\_ yes \_\_\_\_no Explain

\_\_\_\_\_

4. Will this student be considered for permanent employment opportunities \_\_\_\_ yes \_\_\_\_no Explain

\_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Student's Signature \_\_\_\_\_

Please Return to:  
Mr. Joseph B. Thomas, Jr.  
Career Center  
South Carolina State University  
Orangeburg, SC 29117

# INTERNSHIP/CO-OP PLACEMENT CHECKLIST



Student Name: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Location: \_\_\_\_\_  
 Position/Title: \_\_\_\_\_

Term of Assignment:            3 months            6 months            8 months            1 year

Please initial the following if these items are included in the folder.

\_\_\_\_\_ Offer Letter

\_\_\_\_\_ Salary/Wages

\_\_\_\_\_ Housing Information/Confirmation:

Is housing provided?	Yes	No
----------------------	-----	----

Is there a housing stipend?	Yes	No
-----------------------------	-----	----

Percentage \_\_\_\_\_

If not, is information provided?	Yes	No
----------------------------------	-----	----

\_\_\_\_\_ Transportation:

Is transportation needed?	Yes	No
---------------------------	-----	----

If yes, does the company provide support?	Yes	No
---	-----	----

Percentage \_\_\_\_\_

\_\_\_\_\_ Registration:

Have you registered for this internship/co-op?	Yes	No
--	-----	----

Cash hold preventing registration?	Yes	No
------------------------------------	-----	----

\_\_\_\_\_  
 Student

\_\_\_\_\_  
 Career Center

**EMPLOYER**  
**INTERNSHIP/CO-OP PRE & POST PLACEMENT CHECKLIST**



Student Name: \_\_\_\_\_

Company: \_\_\_\_\_

Location: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Term of Assignment:            3 months            6 months            8 months            1 year

**Supervisor Assigned**                    \_\_\_\_\_yes                    \_\_\_\_\_no

Name: \_\_\_\_\_

**Orientation Scheduled**                    \_\_\_\_\_yes                    \_\_\_\_\_no

Date: \_\_\_\_\_

**Evaluation form received:**                    \_\_\_\_\_yes                    \_\_\_\_\_no

**Comments:**



# Cooperative Education/ Internship Agreement

between

**South Carolina State University**

and

---

## 1. Purpose

This agreement provides a basis for mutual understanding between the above parties on matters relating to baccalaureate programs. The anticipated result of this agreement is that each party will assist the other in accomplishing the program objectives. For the institution it is recognized that such objectives are primarily educational. While concerned with the enrichment of curriculum and student learning, the agency must also be primarily concerned with utilizing the cooperative education/internship program to meet short-term and long-term staffing needs. Mutual support of these primary objectives may result in many other benefits, not alone to the parties of the agreement, but also to each participating student.

## 2. Agency Responsibilities

Within this arrangement the agency will:

- a. Designate a staff member to maintain liaison with the educational institution.
- b. Inform the institution of available work opportunities.
- c. Establish work schedules which accommodate the academic calendar of the institution and enable students to meet requirements of the institution and the agency for the completion of the program
- d. Select appointees from students referred by the institution without discrimination based on race, ethnic background, creed, national origin, sex, or age.
- e. Process all personnel actions relating to the student's employment and keep necessary employment records.
- f. Respond promptly to referrals of students by university.
- g. Relate work assignments as fully as possible to each student's major area(s) of study and make every effort to maximize the student's learning from his/her co-op/internship experience.
- h. Place students under competent supervisors and orient them to the work environment and the conditions governing their employment.
- i. Conduct periodic appraisals of each student's performance and provide counseling that will improve performance.
- j. As requested, provide reports to the institution on student performance which includes submission of a evaluation form prescribed by the university.
- k. Notify the institution as far in advance as possible of the agency's intent to terminate a student's employment.



### 3. Institution Responsibilities

Within this agreement the institution will:

- a. Designate a representative to work with the agency liaison officer.
- b. Inform all prospective student candidates of the agency's cooperative education/internship opportunities.
- c. Refer all interested and qualified candidates to the agency without discrimination.
- d. Correlate work and study to ensure maximum learning on the part of each student.
- e. Furnish the agency with requested information about the student's field of study and academic standing. This includes an initial letter of recommendation accompanied by grade transcripts and a copy of grades at the end of each academic term.
- f. Inform the agency of any change in a student's status, including termination of study, change from full-time to part-time status, shifts to other major fields of study and failure to maintain required standards of the institution or agency.

### 4. Conditions of Student Employment

#### A. Student eligibility – The student must

1. Be enrolled in a curriculum leading to a bachelor's degree on a substantially full-time basis (usually at least 12 semester hours or the equivalent) and must be pursuing a major field of study closely related to the job for which he/she is being considered.
2. Be enrolled in the institution's cooperative education/internship program.
3. Be recommended to the agency by the appropriate staff to the educational institution.
4. Maintain a minimum 2.5 overall average on a 4.0 scale or the equivalent, a grade "C" or above in all major fields of study at all times and a record that is in all predictive of graduation.
5. Meet medical requirements.

#### **B. Appointment**

1. Students are appointed in accordance with agency personnel guidelines. Appointments are official upon receipt of a written letter from the company which outlines conditions and terms of the assignment by the Coordinator of Cooperative Education/ Internship and/or student.
2. A student's appointment may be terminated at any time for any of the following reasons:
  - resignation
  - change to curriculum which will not qualify him/her for agency position
  - unsatisfactory work performance
  - failure to maintain academic standards
  - physical unfitness for duty
  - inability of the agency for administrative reasons to retain the student in the job
  - suspension, expulsion or withdrawal from the educational institution

## 5. Student Work Conditions

- a. Schedules will involve alternating periods of full-time study and full-time work (except in rare situations in which the agency has authorized part-time work because of the nature of the assignment).
- b. Work periods may include summers but most not be confined to summers.
- c. Work will be scheduled so that the student, **BY THE DATE OF GRADUATION**, can complete the required number of periods and hours of work required as stipulated in the agreement and thus making him/her eligible for consideration for permanent employment.

## 6. Pay and Benefits

May be available as stipulated according to Agency Policy.

- a. Students will be paid in accordance with the regular pay schedules established by the agency and will receive any authorized payment for time.
- b. Students are paid for holidays which fall within their work periods if regulations qualify them for such pay.
- c. During periods of employment, students earn sick leave and annual leave at the rate authorized for their length of employment by the agency.
- d. The student may receive regular life insurance provided to employees depending upon the agency policies.
- e. Health insurance may be available to students through a variety of plans in accordance with the agency policies.
- f. When not in pay status, students will be placed on leave without pay (LWOP).
- g. Payment of travel to and from the job is negotiated between the agency and the university. In some instances the agency may defray this cost.

## 7. Classification and Promotion

- a. Students may be appointed in co-op/internship positions comparable to permanent employees and commensurate with their educational level.
- b. Minimum standards for each grade for co-op/internship students are:
  - One full year of academic study (30-59) semester/trimester credits or 45-89 quarter system credits
  - Two full years of academic study (60-89) semester/trimester credits or 90-134 quarter credits
  - 90 semester hours or 135 quarter hours and one satisfactory period of employment
- c. Promotion from one level to another is contingent upon the student's meeting not only the above qualification standards but also the performance requirements of the agency. Although promotion is at the discretion of the agency, students are usually promoted so that they will qualify for entry level positions upon graduation.

## 8. Employment after Graduation

Employment upon completing the co-op/internship assignment is optional based on the needs of the agency and the student.

# AUTHORIZATIONS AND APPROVALS

## INSTITUTION

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Director's Signature

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Director's Name (Typed)

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Cooperative Education Coordinator's Signature

---

Coordinator's Name (Typed)

---

Mailing Address

---

(Area Code) Telephone Number

---

Date

## EMPLOYER

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Representative's Signature

---

Representative's Name (Typed)

---

Administrative Officer's Signature

---

Administrative Officer's Name (Typed)

---

Mailing Address

---

(Area Code) Telephone Number

---

Date

# **APPENDIX II**

## *Forms*



# SCSU

## Career Center

### Student Employee Confidentiality Agreement

Each student worker in the Career Center at South Carolina State University holds a position of trust relative to maintaining the security and confidentiality of records and/or data files and must recognize the responsibility entrusted to him/her.

Students may have access to records that contain individually identifiable information, the disclosure of which is prohibited by the Family, Educational Rights and Privacy Act of 1974 (FERPA). Since conduct on or off the job may threaten the security and confidentiality of these records in any form, each student employee is expected to adhere to the following standards:

No one may make or permit unauthorized use of any information in files maintained, stored or processed by student workers in their respective placement.

No one is permitted to seek personal benefit or allow others to benefit personally by knowledge of any confidential information that has come to him/her by virtue of the work assignment.

No one is permitted to exhibit or divulge the contents of any record or report a false, inaccurate or misleading entry.

No official record or report, or copy thereof, may be removed from the office where it is maintained except in the performance of a person's duties.

Any knowledge of a violation of this agreement must immediately be reported to a supervisor.

Violation of the agreement may lead to a reprimand, suspension or dismissal from your student employment position. Additionally, judicial sanctions may be considered according to the policies of South Carolina State University.

I have read and will comply with this Confidentiality Agreement for security and confidentiality of records and/or files. I further understand that violation of the agreement can result in immediate termination from my student employment position and could include judicial action.

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Signed

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Date

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Print Name













SOUTH CAROLINA STATE UNIVERSITY  
CAREER DEVELOPMENT CENTER



RECRUITER EVALUATION REPORT

NAME OF AGENCY/SCHOOL/ORGANIZATION \_\_\_\_\_

NAME OF REPRESENTATIVE(S) \_\_\_\_\_

DISCIPLINES INTERVIEWED: \_\_\_\_\_

This questionnaire is designed to provide feedback to the Career Development Center regarding the effectiveness of the services offered. Your response will be helpful in evaluating and improving these services.

Unsatisfactory  
1

Marginal  
2

Acceptable  
3

Good  
4

1. Availability of staff upon arrival

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2. Facilities provided to conduct interviews

--	--	--	--

3. Hospitality/lunch arrangements

--	--	--	--

4. Publicity regarding your visit

--	--	--	--

5. Scheduling/confirmation of visit

--	--	--	--

--	--	--	--

--	--	--	--

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6. If sent prior to visit, was company literature accessible to students? \_\_\_\_\_Yes \_\_\_\_\_No

7. Percentage of students possessing majors and other qualifications specified by the agency/organization prior to your visit:

\_\_\_\_\_%

8. Percentage of students interviewed who were familiar with your agency/organization: \_\_\_\_\_%

9. Percentage of students interviewed who were appropriately dressed: \_\_\_\_\_%

10. Percentage of students who arrived on time for their scheduled interviews: \_\_\_\_\_%

11. If requested, did you have an opportunity to meet with faculty? \_\_\_\_Yes \_\_\_\_No \_\_\_\_Not Applicable

12. Do you plan to recommend that your organization conduct future recruiting visits to our campus? \_\_\_\_Yes  
\_\_\_\_No

13. Would you like to be contacted by our director to discuss your visit and/or other ways we might work together in the future? { } Yes { } No

If yes, please attach your business card or give your name and phone number.

page 2 continued

14. Discuss overall interviewing strengths \_\_\_\_\_

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15. Discuss overall interviewing weaknesses \_\_\_\_\_

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16. Additional comments (individual students, suggestions, for improvements, instructions for future visits, etc.)

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Completed by: \_\_\_\_\_

Date: \_\_\_\_\_

Career Center  
South Carolina State University



**EMPLOYER RECAPULATION FORM**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Interview: \_\_\_\_\_ Date of Info Session: \_\_\_\_\_

No. of students attending Info. Session: \_\_\_\_\_

No. of student no-shows for Info. Session \_\_\_\_\_

No. of students on Interviewing Schedule: \_\_\_\_\_

No. of students interviewed: \_\_\_\_\_

No. of no-shows for interview: \_\_\_\_\_

No. of students invited for follow-up visits: \_\_\_\_\_

No. of students invited for site visits: \_\_\_\_\_

**COMMENTS:** \_\_\_\_\_

\_\_\_\_\_

**Career Center  
South Carolina State University**



**MONTHLY STATISTICS REPORT**

Name of Counselor \_\_\_\_\_

Month of \_\_\_\_\_

<b>Career Counseling</b>	<b>Alumni Contacts</b>	<b>Job Referrals</b>	<b>Other Referrals</b>	<b>Co-op</b>	<b>Total # of (*) Cases</b>	<b>Total # of Contacts</b>

**COMMENTS: (seminars, workshops, meetings, staff development training, & presentations)** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\* A case = 1 individual

\*\* A contact = number of individual interactions with that one case. (That is, you may have 15 contacts with only one case.)



**FORM USED TO SEND COMPLETED STUDENT REFERENCE FORMS TO  
EMPLOYER**



January 15, 2008

Dear Personnel Director:

As requested, we are forwarding references for the South Carolina State University student listed below. This information is confidential and under no circumstances should be shown or given to him/her. You need not return this information to my office.

I would appreciate your completing and returning the form below within the next 5 working days.

Joseph B. Thomas, Jr.  
Interim Director

Note: The attached materials meet the requirements of the Family Education Rights & Privacy Act, 1974. This student has requested, as permitted by law, that his/her evaluations be held strictly confidential and the contents not revealed to him/her.

Name of Student \_\_\_\_\_

Major \_\_\_\_\_ Year of Graduation \_\_\_\_\_

Was Candidate Selected? \_\_\_\_\_

If Yes:  
Type or Position \_\_\_\_\_

Date Job Started \_\_\_\_\_ Salary(optional) \_\_\_\_\_

Name and Address of Employer \_\_\_\_\_  
\_\_\_\_\_

This form completed by:

Name (Please Print) \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Career Center  
South Carolina State University



**PERSONAL DATA SHEET**

SSN: \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle Maiden

Permanent Address \_\_\_\_\_ County \_\_\_\_\_  
Phone ( ) \_\_\_\_\_  
City/State Zip Code

Local Address \_\_\_\_\_  
Phone ( ) \_\_\_\_\_  
City/State Zip Code

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_

Name and address of Parents or Guardians \_\_\_\_\_  
Phone ( ) \_\_\_\_\_

Name of High School \_\_\_\_\_ Graduation Date \_\_\_\_\_

College Major \_\_\_\_\_ Minor \_\_\_\_\_ Degree \_\_\_\_\_

Cumulative GPA \_\_\_\_\_ GPA in Major \_\_\_\_\_

Test Scores: MAT \_\_\_\_\_ GMAT \_\_\_\_\_ LSAT \_\_\_\_\_ GRE \_\_\_\_\_ EEE \_\_\_\_\_ NTE \_\_\_\_\_

Anticipated Graduation Date \_\_\_\_\_

Career Aspirations: 1<sup>st</sup> Choice \_\_\_\_\_ 2<sup>nd</sup> Choice \_\_\_\_\_  
3<sup>rd</sup> Choice \_\_\_\_\_

Desired Geographical Location (1) \_\_\_\_\_  
(2) \_\_\_\_\_ (3) \_\_\_\_\_

Percentage-College Expenses Earned \_\_\_\_\_

Jobs held during College (Full-Time, Part-Time, Work-study, Summer, Volunteer)  
**List Job Titles Only**

\_\_\_\_\_

\_\_\_\_\_

Colleges Organizations/Activities \_\_\_\_\_

\_\_\_\_\_



Scholarships, Awards, Honors, etc. \_\_\_\_\_

Foreign Languages \_\_\_\_\_ Hobbies \_\_\_\_\_

Are you willing to travel (check one): Yes \_\_\_\_\_ No \_\_\_\_\_

Typing? \_\_\_\_\_ wpm: \_\_\_\_\_ Shorthand? \_\_\_\_\_ wpm: \_\_\_\_\_

Veteran: Yes \_\_\_\_\_ No \_\_\_\_\_ Active ROTC: Yes \_\_\_\_\_ No \_\_\_\_\_

Reserve: Yes \_\_\_\_\_ No \_\_\_\_\_ Branch \_\_\_\_\_

Date Available for Employment \_\_\_\_\_

**PERSONAL REFERENCES** (complete title and home or work address)

Please Name:

**1. Three SCSU Instructors in your major who have taught you.**

Name	Title	Address	City/State	Zip
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Name	Title	Address	City/State	Zip
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Name	Title	Address	City/State	Zip
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**2. One High School Instructor who taught you**

Name	Title	Address	City/State	Zip
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**3. One Job Supervisor**

Name	Title	Address	City/State	Zip
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**4. Two Other (Non-Relative)**

Name	Title	Address	City/State	Zip
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Name	Title	Address	City/State	Zip
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**5. One Intern or Co-op Supervisor**

Name	Title	Address	City/State	Zip
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**6. Two Cooperating Teacher(s), Education Majors Only**

Name	Title	Address	City/State	Zip
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Name	Title	Address	City/State	Zip
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I hereby authorize the Career Planning and Placement Office to Grant access to and / or obtain and release my placement credentials., including transcripts and references to the prospective employers and graduate schools upon request. If additional copies of the transcripts are needed, I understand that I will be responsible for them.

Signature\_\_\_\_\_

Date\_\_\_\_\_