



DATE: December 7, 2021

TO: Talia Bettcher, Chair  
Academic Senate

FROM: <sup>T. Ford-Baxter/RC</sup> Tiffanie Ford-Baxter, Chair  
Student Policy Committee

CC: O. Villalpando, R. Chavez

SUBJECT: **Proposed Policy Modification for Chapter III of the Faculty Handbook: Center for Career Planning and Placement**

The Center for Career Planning and Placement policy has not been revised since 1974. SPC met with the Career Center early in the Fall 2021 semester to learn about the Center's current services. Afterward, the SPC Chair met with the Interim Executive Director to review the current policy and determine what was still accurate. Communication was maintained between SPC and the Career Center as SPC revised the policy.

Overall, these revisions articulate the critical role that Career Center plays in student's educational experience across the curriculum. Further, it provides a current description of the approval process for off-campus groups and recruiters.

As such, significant revisions were undertaken after consulting with the Career Center to update it.

The following points summarize the proposed changes to the policy:

- Line 1:** Updated the policy to reflect the center's current name, the Career Center.
- Lines 4-8:** Provides an overview of the general services provided by the Career Center.
- Lines 8-10:** Specifies that both the Career Center and Alumni Center provide career services to alumni.
- Lines 11-13:** There are some placement activities that the Career Center does not participate in, such as clinical internship placements.
- Lines 13-22:** Describes the many ways in which the Career Center supports students, along with the administrative function they perform.
- Lines 22-26:** Removed inaccurate information around who approves the use of outdoor spaces and where recruitment can take place.

**Lines 27-32:** Added a description of the current procedures for off-campus groups to request use of University facilities.

**Lines 33-38:** Removed outdated information regarding the approval of “Agencies such as the Armed Forces.” Those agencies go through the same procedure described in Lines 27-35.

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

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

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

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

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

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