

• UNIVERSITY • CAREER SERVICES

Policy and Procedures for Classroom Assignment Services Initiated by Faculty, Lecturers, and Instructors

University Career Services (UCS) greatly enjoys assisting faculty, instructors, and lecturers with class assignments and collaborating on instructional projects. UCS has limited resources and staff. Our primary function is to service students seeking UCS services voluntarily or by referral. We actively receive and welcome referrals from faculty and staff.

For classroom assignments, UCS can do the following:

1. UCS is pleased to come to classes to present on career topics. We will present information and provide samples and examples. We will invite students to set up individual appointments, if they so decide.
2. Classroom presentations are easy to schedule. We ask that all request go through our Classroom Presentation Request Form, located at:
<http://career.gsu.edu/faculty-staff-more/classroom-campus-services/>
3. UCS will develop custom workshops/programs for classes that can meet during or outside regular class time, to accommodate group requests. For large classes, we'll even do multiple workshops. We have done this for mock interviews, for examples, for classes of 70+ students, on a single day, using multiple staff, across 1.5 hours. Advanced planning is required.

For instructional projects, UCS requires adequate notice (a semester in advance, for example) and preferably be involved from the project's inception. This way, UCS can assign staffing as appropriate.

UCS does not, without advanced formal arrangement with UCS, provide classroom assignment services. Classroom assignment services are defined as assignments the faculty member (or instructor/lecturer) has assigned to students to complete at UCS that require UCS staff to step away from normal career center activities, operations, and/or events. A common example has been when faculty, without advance consultation with UCS, assigned an entire class to have their résumés reviewed by UCS, and the students arrive on the same day (which is typically the day before the assignment is due). Another example is to have each student in a class complete a mock interview and then insist on having UCS staff members review those interviews, in individual appointment sessions (which are used by clients seeking career counseling). Other classroom assignment examples include cover letter and personal statements.

Situations in which UCS cannot provide classroom assignment services include, but are not limited to:

1. UCS cannot provide unplanned résumé reviews for class assignments, as these types of requests inundate the regular résumé review process and thereby prevent access to students who are seeking reviews on their own.
2. UCS cannot provide single-session, one-on-one career counseling appointments for class assignments, as this over books sessions, generating a waitlist and preventing access to students seeking such services on their own.
3. UCS does not review résumés in bulk. That is, UCS cannot receive packets of résumés from faculty with the expectation UCS will review them without the student present. Résumés are review individually, during Résumania (M-F, 9am-3pm).
4. UCS cannot accommodate class assignments that are in a course syllabus for which UCS has not agreed to in advance. UCS staff are assigned to regular duties and generally are not available for extra duties not assigned by direct supervisors.
5. UCS cannot accommodate instructional projects in which UCS was not an original participant from the project's inception or with sufficient advanced involvement. UCS staff duties do not include teaching courses, either.

For the above limitations, mock interviews, cover letters and personal statements are also included. There may be additional classroom assignments for which UCS cannot provide such services, as well.

It is expected that faculty/instructors/lecturers who assign career assignments for class assignments will be the graders of those assignments, not UCS staff.

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