

Student Placement Efforts Process

(Revised January 29, 1999)

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The College of Business is actively involved in helping students obtain internships while they are in school and full-time employment on graduation. Faculty involvement, staff involvement, and University Career Services involvement are key to these efforts.

The faculty play an important role in internship and career placement. Faculty expose students to career knowledge and opportunities by inviting guest speakers to speak in their classes and to student organizations. Faculty also frequently review and comment on students' resumes and write recommendation letters or serve as references. Job and internship opportunities often become known to faculty through their personal and professional contacts. Faculty communicate these internship and job opportunities to the internship coordinator and the College's undergraduate and graduate advisors for email distribution to students. Faculty may also announce internship and job opportunities in their classes. Faculty should notify their Department Chairs and the Dean of these placement-related activities.

The staff role in placement efforts is equally important and begins with advising the student to obtain the appropriate coursework, internships, part-time employment, and other resume-building activities that lead to successful placement in the student's area. College advisors maintain contact and email lists for their students which facilitate the dissemination of job information. College advisors should maintain records of these activities. The College's internship coordinator works with qualified students to place them in internships appropriate to their career interests and goals.

The College also works closely with University Career Services to ensure students are informed of career opportunities in their business areas. In addition to resume and career counseling and interview scheduling, Career Services provides career fairs, business etiquette events, and graduate school fairs. The College distributes Career Services publicity for these events and helps to assure participation by business students.