

Yellow: Change

Red: Omit

**Office/Department:** Career & Academic Planning

**Director:** Mary Morsch

**Mission Statement:** Career & Academic Planning engages students with opportunities and resources, leading to informed decisions for academic and career success at JMU and beyond.

**Functional areas included in this office/department:**

- Decision-Making Programs:
  - Major & Career Decisions Appointments
  - UNST 102 Career and Life Planning Class
  - FOCUS online career planning program
- Advising and Counseling:
  - Individual career counseling or graduate school appointments for any student
  - Individual academic advising appointments for undeclared students and students changing their major
- Job Search Services:
  - Resume Writing Workshops, Resume Reviews in the Student Success Center and across campus, Resume Review Appointments
  - Practice Interviews
  - On-Campus Interviewing
  - Recruit-a-Duke Presentations
  - Employer Presentations
  - Resource Center Tours
  - Internship 101 group meetings
  - Online and in print job/internship listings
- Special Events:
  - Academic: Graduate & Professional School Fair; Graduate School workshop series, Open Houses, Outreach Events
  - Career: Resume PREP; Fall Career and Internship Fair; Career Week/Day for International Students; Teacher Recruitment Fair; Spring Career and Internship Fair, Make Your Next Move Award, Handshakes and Hellos Networking events
- Publications:
  - Career Guide to JMU Majors

**1. Students who participate in this experience will gain understanding of student affairs as a profession and the influence student affairs has on contemporary higher education through the following tasks and activities:**

- Participation in departmental staff meetings, action team meetings, and professional development opportunities.
- Observation of advisor-student interactions through individual appointments and Decision Making sessions.
- Registration on Recruit-a-Duke and subsequent meetings with employers for Practice Interviews, or employer presentation experiences.
- Assistance with Career & Academic Planning special events including Career Fairs and outreach events.

- Participation in self-assessment activities through Major Decision appointments and FOCUS.
  - Working with liaisons to major departments to research and contact employers to invite to fairs and On-Campus Interviewing.
  - Establishing regular hours to review students' resumes.
  - Development of training workshops for undergraduate peer educators (Career Educators).
  - Facilitating Internship 101 group meetings with students.
  - Attending comprehensive weekly training sessions on academic advising at JMU.
  - Working on other special projects as identified throughout the semester by committees or individual staff members.
- 2. Students who participate in this experience will be exposed to the purposeful application of the following student development, career development, counseling and/or organizational theories:**
- Perry: Cognitive Development Theory
  - Chickering: Psychosocial Development Theory
  - Schlossberg: Student Transition Theory
  - Super, Holland, and Myers-Briggs: Typology/Career Development Theory
  - Academic advising theories
- 3. Students assigned to this site will be able to participate in the following assessment and/or evaluation projects:**
- Evaluation of student programming needs.
  - Overview of program evaluation techniques for special events and programs.
  - Moderation and data collection of periodic student focus groups.
- 4. Students who participate in this experience will be evaluated and provided on-going feedback in the following ways:**
- Weekly meetings with practicum supervisor.
  - End-of-semester formal evaluation with practicum supervisor.
  - Informational interviews with and feedback from selected staff members.
  - Facilitator evaluations from students in programs.
  - Participation in group discussions and weekly journals in conjunction with the PSYC 695 practicum course.
- 5. Specific expectations of students assigned to this site include:**
- Abide by confidentiality agreement.
  - Establish and maintain regular office hours.
  - Attend required meetings and office events.
  - Ask for assistance when needed.
  - Complete assigned projects in a timely, organized, and professional manner.

**Contact Person**

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