

Student Entry

- Refer undecided students to CFVW
- Conduct career advising with advisor and CFVW
- Provide academic program information
- Meet with program faculty
- Determine job demand
- Encourage students to visit websites with labor market information
- Define career goals

Semester 1

- Attend new student orientation
- Present career website tool
- Enroll in College Success
- Become aware of job specifics through classroom instruction
- Possible Learn and Earn placement and Work Study placement
- Participant in student association function

Semester 2

Certificate of Applied Science Students

Offer Monthly at South Branch Career Center:

- Resume and cover letter writing workshop
- Job interview skills sessions
- Job fairs
- Dress for success workshop

Provide job search assistance:

- Learn and Earn and Work Study placement
- Employer sector job placement
- Employer engagement in the classroom

Associate Degree Students

- Possible Learn and Earn and Work Study placement
- Continue awareness of job specific skills, responsibilities, and opportunities through classroom instruction
- Develop employer networking skills
- Employer engagement in the classroom

Semester 3

- Possible Learn and Earn and Work Study placement
- Continue awareness of job specific skills, responsibilities, and opportunities through classroom instruction
- Participate in student association functions

Semester 4

Offer Monthly at South Branch Career Center:

- Resume and cover letter writing workshop
- Job interview skills session
- Job fairs
- Dress for success workshop
- Provide job search assistance:

- Mock Interview experiences for selected programs
- Register with Work America
- Learn and Earn and Work Study placement
- Employer sector job placement
- Refer students to WDB counselors
- Employer engagement in the classroom