

SOUTHWESTERN COMMUNITY COLLEGE	STUDENT SERVICES <b>CAREER SERVICES OFFICE</b>	Policy 6.04.01
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Southwestern Community College offers career exploration, planning, and support services to assist students, alumni, and prospective students in evaluating their vocational interests, making informed decisions, identifying related pathways at SCC, and developing self-efficacy skills needed to take next steps and succeed. These services include:

1. Individual career counseling and assessment as well as assistance in resume preparation, developing interviewing skills, and reviewing job-hunting resources and strategies.
2. Comprehensive, interactive tools and recorded materials to accommodate self-directed career exploration and planning.
3. Support of the Professional Exploration and Knowledge (PEAK) initiative. This involves training and supporting ACA instructors and advisors across the curriculum as well as students who use Career Services tools and resources in classes.
4. Partnerships with academic programs of study through class presentations, assignments, and use of online tools and resources extends Career Services' reach and relevancy to specific sectors and careers.
5. Employment information and access to employers is offered through regularly-scheduled job and career fairs, alumni or employer involvement in programming, an online job board, –and distribution of job announcements to appropriate faculty.

Adopted: July 2003

Revised: October 28, 2014  
January 26, 2021