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
  - Handshake Presentations
  - Employer Presentations
  - Resource Center Tours
  - Internship 101, LinkedIn, Resume Writing and Interviewing Presentations
  - Online and in print job/internship listings

- Special Events:
  - Academic: Graduate & Professional School Fair; Graduate School Month workshop series, Open Houses, Outreach Events
  - Career: Campus Wide Career & Internship Fair (fall & spring semesters); Career Week/Day for International Students; Teacher Recruitment Fair; Make Your Next Move Award,

- 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 Handshake and subsequent meetings with employers for Practice Interviews, or employer presentation experiences.
  - Assistance with Career & Academic Planning special events including Campus Wide 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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