Office/Department: Career & Academic Planning (CAP)

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
  - Internship 101, LinkedIn, Resume Writing and Interviewing Presentations
  - Online and in print job/internship listings

- Special Events:
  - Academic: Graduate & Professional School Fair; Graduate School online 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, specialty career fairs (HART, CISE, etc.).

- 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.
o Establishing regular hours to review students’ resumes.
o Development of training workshops for undergraduate peer educators (Career Educators).
o Facilitating Internship 101 group meetings with students.
o Attending comprehensive weekly training sessions on academic advising at JMU.
o 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:**
   o Perry: Cognitive Development Theory
   o Chickering: Psychosocial Development Theory
   o Schlossberg: Student Transition Theory
   o Super, Holland, and Myers-Briggs: Typology/Career Development Theory
   o Academic advising theories

3. **Students assigned to this site will be able to participate in the following assessment and/or evaluation projects:**
   o Evaluation of student programming needs.
o Overview of program evaluation techniques for special events and programs.
o 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:**
   o Weekly meetings with practicum supervisor.
o End-of-semester formal evaluation with practicum supervisor.
o Informational interviews with and feedback from selected staff members.
o Facilitator evaluations from students in programs.
o 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:**
   o Abide by confidentiality agreement.
o Establish and maintain regular office hours.
o Attend required meetings and office events.
o Ask for assistance when needed.
o Complete assigned projects in a timely, organized, and professional manner.

**Contact Person**
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