



Claflin University

Division of Student Development and Services

THE OFFICE OF CAREER DEVELOPMENT POLICY AND PROCEDURES MANUAL



"The World Needs Visionaries"

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DIRECTOR'S MESSAGE

It is my pleasure to welcome you to the Office of Career Development. The Career Center offers services to assist students in developing meaningful career goals. Whether they plan for employment or graduate schools, our staff provides counseling and information that will enable them to prepare for life beyond Claflin University.

We are committed to helping prepare students to make a smooth transition from studying students to working employees. We provide career education, professional development services, and career related events designed to assist students and alumni to enter and sustain careers in a global job market.

Even in the best job market, graduates will have to compete for great opportunities. Our objectives in Career Development is to begin the professional process during students' freshman year and continue to enhance their career development with internship and co-op experiences during their sophomore and junior years. By the time students become seniors, they will have the skill-sets and experience to effectively compete for the top opportunities in their chosen fields.

Students at Claflin University are some the best and the brightest, representing diverse majors from our School of Business, School of Education, School of Humanities and Social Sciences and School of Natural Sciences and Mathematics, as well as our Graduate Studies Program. We also conduct career fairs and information sessions for companies to engage students on our campus, provide information regarding career opportunities and recruit our students.

For those students interested in graduate school, the Career Development provides a graduate and professional school visitation day where interested students travel to several universities touring campuses and reviewing programs, grants and scholarship opportunities. In addition, we hold our annual Graduate and Professional School Visitation Day each fall where approximately 70 universities assemble on campus to recruit our students and alumni.

Finally, our staff stands ready to assist students on a one-on-one basis. We invite all students and alumni to register with the Career Development and fully utilize our programs and services throughout their education process.

Please contact our office any time to talk to one of our staff. We recommend that you make an appointment between 8:30-4:30; walk-ins are welcomed. We are located in the Office of Career Development in Corson Hall.

Sincerely,



Carolyn R. Snell
Assistant to the Vice President of
Student Development and Services/
Director of Career Development

Career Development

Mission:

The mission of Career Development is to:

- ♦ To serve as a resource to the institution on career and workplace issues and employment and employment and workforce data; develop productive relationships with faculty members, administrators, staff, employers, and other external constituencies; and support institutional outcomes assessment and relevant research endeavors.
- ♦ To consider the needs of all constituencies when designing the program and delivering services.
- ♦ To promote awareness within the institution of the array of domestic and global occupations and the need for and nature of career development over the lifespan.

Moreover, The mission of Career Development is to assist students and other designated clients in developing, evaluating, and implementing career, education, and employment plans. (CAS-Council for the Advancement of Standards in Higher Education)

Vision:

The vision of Career Development is to empower students to discover and pursue a path to a fulfilling career, so they can make their own unique marks on the world. The Career Development staff believes in building relationships with students throughout the career and professional development process. Their expertise, experience, connections, and energy are available to each student and they are committed to helping students find the answers they need to make smarter, more informed career decisions.

Hours of Operations: Monday - Friday, 8:00 a.m. - 5:00 p.m.

Directory

Ms. Carolyn R. Snell Assistant to the Vice President for Student Development and Services/ Director of Career Development	803-535-5338
Ms. Tonyetta McDaniel Assistant Program Coordinator/ Administrative Assistant	803-535-5333
Mr. Lindsey Barnette Academic Student Support Coordinator/ Workforce Specialist	803-535-5003
Mr. Douglas Barns Employer Relations	803-535-5012
Mr. Jabian Cooper Program Coordinator for Service Learning and Community Service	803-535-5466
Mr. John Guanttlett Career Pathways Initiative Counselor	803-535-5335

Diversity Statement

The Office of Career Development at Claflin University strives to educate ourselves and others about the issues of a pluralistic society. We are committed to reaching beyond the views of individuals to value a community that appreciates and learns from each other's similarities and differences. Our services and programs will seek to create a safe environment that affirms the dignity and worth of each individual regardless of their differences.

The Office of Career Development will set an example of commitment to embracing differences, including those differences that are not visually apparent. We will welcome and serve people regardless of gender, ethnicity, race, sexual orientation, age, citizenship, religion, socioeconomic status and physical and mental abilities. In addition, we encourage employers to maintain a similar standard of commitment to diversity.

CAREER DEVELOPMENT SERVICES

Career Development services help students and alumni (up to one year after graduation) make satisfying career decisions. We assist individuals who are choosing a college major, making educational plans and developing or changing a career focus. Services include the following: Career Counseling — Our career counselors are available for both counseling appointments and drop-in hours. General drop-ins should last about 15 minutes and are intended for any quick questions. For more in-depth discussions, you are encouraged to call ahead to make an appointment.

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Online Employment Links Joinhandshake.com is Claflin University's online recruiting system for students and employers to connect. Joinhandshake.com has thousands of employers posting jobs and scheduling interviews specifically for Claflin University students and first year alumni annually. Joinhandshake.com is part of NACElink, the world's largest network of college and university career centers and includes over five million participating employers. Students can apply to part-time jobs, internships and full-time job postings, on-campus interviews, and view employers attending career fairs. Students can also search and apply for positions on careerservicecentral.com.

Part-Time Employment The Part-Time Jobs Program helps students obtain off-campus and on-campus part-time, temporary, seasonal and summer employment while at Claflin. All employers post their positions in Joinhandshake.com or careerservicecentral.com. To view and apply to any of these employment opportunities, log into your Joinhandshake.com or careerservicecentral.com account.

Full-Time Employment Prior to graduation (and up to one year after graduation) we offer students full-time job postings, on-campus interviews and career events for networking with hundreds of companies every semester. Log into your email or online employment links to search for opportunities with domestic and global companies.

OFF-CAMPUS INTERVIEWS—Employment postings contains hundreds of current job postings from various employers who are not coming on campus to interview students. This is an excellent way to find national and international career opportunities from a variety of employers who are interested in Claflin University undergraduate and graduate students.

ON-CAMPUS INTERVIEWS—The On-Campus Interview service offers students the opportunity to interview on campus with diversified industries. In order to participate in on-campus interviews, students must complete their profile (personal and academic) and upload a résumé in the resume banks (freshman_careerdev@clalfin.edu; sophomore_careerdev@clalfin.edu; junior_careerdev@clalfin.edu; senior_careerdev@clalfin.edu) Students can upload more than one résumé, along with any other document(s) based on the employer's request. For more information and tips, please refer to the Office of Career Development

EMPLOYER INFORMATION SESSION—The Office of Career Develop advertises Information Sessions held by visiting employers looking to recruit Claflin Students through university email and panthersatwork.com. These sessions take place on campus throughout the school year and are a great way to network and learn about employers.

Internships

Internship postings are made available to students through university email and panthersat-work.com (Graduway). Consult the Office of Career Development for dates and times of upcoming events. In addition, Career Development offers resume and personal statement classes for all students. On-the-job learning complements classroom learning and takes place through internships. Through an internship, students can implement their classroom knowledge in the workplace and gain valuable experience. Students can intern on campus, off campus and internationally.

Cooperative Education

The Cooperative Education Program provides opportunities for students to alternate semesters of academic study with semesters of paid, career-related, engaged-learning experiences. A basic goal of this experiential-learning program is to help bridge the gap between academic study and its application in professional practice. Each student's co-op experience is monitored by the staff to ensure learning.

Graduate Student Services

The Office of Career Development provides an array of services for Claflin graduate students. In addition to assisting with career planning and decision-making, the Center also provides guidance for internship and job searching, professional development seminars and a library of resource materials.

Workshops

Workshops are held throughout the year both at the Center and around campus. Some workshop topics include résumé writing, interviewing skills, networking and a wide variety of job search topics. Dates and times for workshops will be posted on our website.

Career and Graduate School Fairs

The Office of Career Development host a series of special events throughout the academic year. These events bring employers to campus to meet students, discuss employment opportunities, arrange for interviews or conduct preliminary screening of candidates, and provide a more personalized touch to the job search process. Career Fairs offer students at all stages of their career development a unique opportunity to get first-hand knowledge of employment trends and specific job openings. Students at all levels of their educational experience are invited and encouraged to attend.

ADDITIONAL SERVICES AND CLASSES

- ◆ Resume Writing and Review
- ◆ Cover Letter Development
- ◆ How to Work A Career Fair
- ◆ Job Search
- ◆ Company Research Strategies
- ◆ Dress for Success
- ◆ Professional Business Etiquette
- ◆ Salary Negotiations/Research

- ◆ How to Work a Graduate and Professional School Visitation
- ◆ Scholarships, Internships and Cooperative Education Information
- ◆ Community Service
- ◆ Skype Interviews
- ◆ LinkedIn Profile Development
- ◆ Telephone Etiquette

CAREER DEVELOPMENT ELIGIBILITY

ELIGIBILITY CRITERIA FOR USE OF THE CAREER CENTER WITH REGARD TO ALL TYPES OF EMPLOYMENT

Types of Employment Opportunities for Claflin Students Include:

- ◆ Summer Employment
- ◆ Internships
- ◆ Co-ops
- ◆ Permanent/Part-Time Employment
- ◆ On-campus employment

International Students

The Office of Career Development provides services to international students consistent with U.S. immigration laws.

Alumni

Claflin University Alumni may use all of Career Development's services. Alumni eligibility for on-campus interviews is determined on an individual basis, by such factors as company requirements, company requests, and available time slots on open schedules.

EEOC Compliance

Career Development professionals will maintain EEOC compliance and follow affirmative action principles in career services activities in a manner that includes the following:

- ◆ Referring all interested students for employment opportunities without regard to race, color, national origin, religion, age, gender, sexual orientation, or disability, and providing reasonable accommodations upon request;
- ◆ Notifying employing organizations of any selection procedures that appear to have an adverse impact based upon the student's race, color, national origin, religion, age, gender, sexual orientation, or disability;
- ◆ Assisting recruiters in accessing certain groups on campus to provide a more inclusive applicant pool;
- ◆ Informing all students about employment opportunities, with particular emphasis on those employment opportunities in occupational areas where certain groups of students are underrepresented; and
- ◆ Developing awareness of, and sensitivity to, cultural differences and the diversity of students, and providing responsive services.

ON-CAMPUS RECRUITING

On-campus interviews enable students and alumni that are registered for Career Development to interview with local, national, and global employers for career opportunities and internships.

Policies | Procedures

Employers expect a full interview schedule with candidates that are punctual and dressed professionally when they visit Claflin University. To ensure that employers expectations are fully met, if not exceeded, policies have been established regarding submitting your resume, cancellation of appointments and being present at interview appointments.

There are four policies that you should understand and must comply with in order to participate in On-Campus Recruiting. If you have any questions or need to clarification on these policies, please contact the Career Center at (803) 535-5333.

Resume Submission Policy

- ◆ Submitting your resume to a company is viewed as an expressed commitment on your part to interview with that company if you are selected.(i.e. pre-select interviews)
- ◆ Once you are selected, you are expected to sign up for a time.
- ◆ Students must also set an appointment with a career counselor immediately for mock interviews. Mock interviews should be conducted a least one week prior to the actual interview. Failure to do so will result in immediate loss of interviewing privileges.

Interview Cancellation Policy

You must personally contact Career Development at least three (3) business days BEFORE the scheduled interview to cancel you interview. Failure to comply with the interview cancellation policy will result in immediate loss of interviewing privileges and resume referrals.

Interview No-Show Policy

Failure to show up for an interview will result in immediate loss of interviewing privileges and resume referrals for an undetermined amount of time. To request re-instatement of privileges, you must contact the Director of the Career Development at csnell@claflin.edu.

Mock Interview Policy

Mock interview events, in which employers volunteer their time to interview and provide students with constructive feedback, are considered an on-campus interview schedule; therefore, all on-campus interviewing policies and procedures apply. The success of the on-campus recruiting program depends on everyone doing their part to showcase Claflin University as a source of bright enthusiastic and reliable candidates!

PLEASE NOTE:

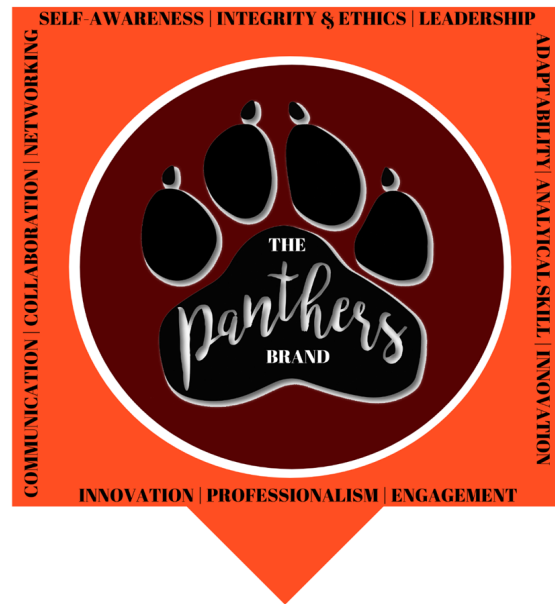
1. You must have a resume on file in order to participate in on-campus recruiting.
2. All resumes must be uploaded into the resume banks
3. Contact a career center counselor for the procedures to create upload your resume.

STUDENT OBLIGATIONS

Students have certain obligations in the recruitment process, as listed below.

1. **Provide accurate information about your academic work and records, including courses taken, grades, positions held, and duties performed.** You can, however, refuse to provide an employer with specific information about any job offers you may have received from other employers. You do not have to name the organizations that have made you offers, nor do you have to provide specific information about what salaries you've discussed with those organizations. Instead, you can give broad responses to such questions, naming types of employers—"I have interviewed with employers in the accounting industry"—and offering salary ranges rather than specific dollar amounts—"The salary offers I have received have been in the \$45k - \$50k range." Incidentally, it is in your best interest to research salaries and to let employers know that you have done so.
2. **Interview genuinely.** That means interviewing only with employers you are sincerely interested in working for and whose eligibility requirements you meet. "Practice" interviewing is misleading to employers—wasting both their time and money— and prevents sincerely interested candidates from using those interview slots. Each company determines its hiring needs and requirements (major, degree, graduation date and citizenship). Those requirements are advertised to students. Students must meet all of the requirements set by the company in order to submit resumes and cover letters. Students not meeting all of the requirements, who feel that they are qualified, are encouraged to submit their resumes to the respective career counselor so that he/she may place that student on the standby list.
3. **Adhere to schedules.** Appear for all interviews, on campus and elsewhere, unless unforeseeable events prevent you from doing so. And, if you can't make the interview because of an unforeseeable event, send written notification to your assigned counselor. Please refer to the Interview Cancellation Policy for further clarification.
4. **Do not keep employers hanging.** Communicate your acceptance or refusal of a job offer to employers as promptly as possible, so they can notify other candidates that they are still being considered or that position is filled.
5. **Accept a job offer in good faith.** When you accept an offer, you should have every intention of honoring that commitment. Accepting an offer only as a precautionary measure is misleading to the employer and may restrict opportunities for others who are genuinely interested in that employer. Reneging on an acceptance is unethical and unprofessional, and reflects poorly on the reputation of Claflin University.
6. **Claim fair reimbursement.** If an employer has agreed to reimburse you for expenses you incur in its recruitment process, your request should be only for reasonable and legitimate expenses.
7. **Obtain the career information you need to make an informed choice about your future.** It's up to you to acquire the information about career opportunities, organizations, and any other information that might influence your decisions about an employing organization.

Learn. Act. Flex. Succeed.



ENGAGEMENT	Communication	Engaging in dialogue that leads to productive outcomes and points of connection by effectively articulating one's Self to individuals within and outside of one's industry or area of expertise.
	Collaboration	Developing authentic and mutually beneficial relationships by valuing everyone and taking responsibility for one's role within a team.
	Leadership	Being able to recognize, respect, develop, and capitalize on the unique strengths of individuals from all backgrounds and being an active member in a group that achieves a shared vision.

INNOVATION	Adaptability	Taking the initiative to further enhance one's skill set and being creative with ways of thinking or approaches that allow for actions, reflections, failure, and resilience in ever-changing world.
	Analytical Skills	Seizing the opportunity for organizational improvement that prompts critical thinking and problem solving by obtaining, processing, and synthesizing information.
	Technology	Employing current and emerging software and tools to solve general and industry specific challenges.

PROFESSIONALISM	Self-Awareness	Understanding one's strengths, limitations, emotions, and biases in a variety of situations and articulating how one's interests, skills, and values align with educational and professional goals.
	Integrity & Ethics	Making choices and consistently acting in a manner that displays integrity (following internal principles, morals, and values) and ethics (following external laws, rules, and norms) in personal and professional settings.
	Brand	Demonstrating the continual development of a positive impression or image in every facet of life while seeking feedback from others to ensure congruence between one's intended and perceived reputation.

ON-CAMPUS STUDENT EMPLOYMENT

PHILOSOPHY OF ON-CAMPUS STUDENT EMPLOYMENT

As an educational institution, Claflin University intends that students who work on campus should be learning while on the job in preparation for a career when they complete their degree. This assumes that all students are capable of mature and responsible behavior as staff members of the institution and are held to the same standards of behavior as Claflin University employees. Because the work place is a learning environment, supervisors and other office staff members are considered educators; and as such can mentor, support and encourage student staff members personally as well as professionally. The time a student spends in any work environment at Claflin University is in preparation for a life of professionalism, integrity and, hopefully, commitment to serving the larger community. Interaction between student staff members and supervisors and other staff members should reflect this understanding.

STUDENT EMPLOYEE RESPONSIBILITIES:

- ◆ Compliance with all policies and regulations regarding work-study.
- ◆ Completion of all required Financial Aid forms with accurate information by the required deadline and to furnish any information requested by Financial Aid or Career Development in a timely and efficient manner.
- ◆ Submit completed time sheets in accordance with the time sheet submission guide.
- ◆ Informing Financial Aid of any changes in present academic or financial status.
- ◆ Immediately complete and return all required employment forms to Financial Aid and Human Resources prior to the first day of work.
- ◆ Furnish accurate and updated information/documents as requested by a supervisor, Human Resources, or Payroll.
- ◆ Courteous and professional behavior to all members of the university family and to any visitors on campus.
- ◆ Act in a professional and responsible manner in dealing with confidential university records and other information which comes to the student by virtue of his/her work. Breaches of confidentiality and other acts of dishonesty are just reason for dismissal from employment.
- ◆ Student employees are expected to arrange a satisfactory work schedule with his/her supervisor and abide by it. Any changes to your work schedule must be discussed in advance with the supervisor. If permission to be absent is denied, the student must report to work. It is expected that permission will be withheld only for justifiable reasons. Leaving a message for a supervisor is not to be construed as permission to be absent. Also, excessive socializing on the job is to be avoided.

STUDENT RIGHTS:

- ◆ Written job description
- ◆ Clearly defined job expectations
- ◆ A safe and positive work environment

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INTERNSHIP/CO-OP EXPERIENCE

The internship/co-op experience is vital to preparing our students for leadership, management and other professional careers. It offers invaluable "on-the-job" training. Moreover, the internship/co-op experience can serve as an integrating mechanism in which theories and concepts learned in the classroom can be applied in the global workplace. The Office of Career Development is well positioned to ensure that every student has the opportunity to participate in an internship/co-op assignment. In addition, we are positioned to offer internships and co-ops at selected companies across the country. The success of our program depends primarily upon the partnership efforts between Claflin University and our corporate partners.

Cooperative Education is an educational strategy that provides a well-balanced combination of college study and alternating periods of "hands-on" experience in a work setting related to the student's major and/or career goals. This is achieved by involving students in approved and structured learning experiences in the world of work. It is called "Cooperative Education" because it is dependent upon the cooperation of university administrators, educators and outside agencies in collaborating to form a unique and practical total educational program. Content to "earn while they learn," students find it a fascinating experience in "total" professional growth. Upon graduation, they enter the job market with invaluable work experience. A Cooperative Education "job" may consist of one or more assignments, meaning, a student may gain work experience in his/her chosen field of student for one semester ("one assignment") or more.

PURPOSE: The Office of Career Development offers an opportunity for students to participate in internships that will enable them to grow and graduate well prepared to assume leadership roles in the public and private sectors. A distinct feature of the program is the Internship/Co-op brochures. The purpose of the brochures are to provide helpful information relating to critical areas of concern (i.e., responsibilities of the student and the corporations during and upon completion of the internship). The information contained in the brochures are designed to help facilitate successful completion of the internship/co-op experience. Each potential intern or co-op student is responsible for becoming thoroughly familiar with the contents presented. To obtain a copy of the internship/co-op brochure and other useful information, you may visit the Office of Career Development.

OBJECTIVES

- ◆ Encourage students to consider careers directly (or closely) related to their field of study
- ◆ Provide students with valuable work experience
- ◆ Aid the institution in achieving its mission.

ELIGIBILITY

To be eligible for an Internship, a student must:

- ◆ Be enrolled at Claflin University
- ◆ Have a 2.8 cumulative grade point average

PRE-INTERNSHIP PROCEDURES:

- ◆ Submit Resume to the Resume Banks
- ◆ Apply for the internship
- ◆ Schedule a time to meet with your counselor/advisor and make sure the appropriate forms have been completed.
- ◆ Pay your student fees early during the pre-registration period and clear up any university related matters.

POST INTERNSHIP PROCEDURES:

After you have successfully completed the internship, the following suggestions are recommended:

- ◆ If you have been assigned a personal office or work area, be sure to remove pictures, posters or other personal items from the walls or other areas.
- ◆ Pack all personal belongings securely in a box and take them with you when you depart.
- ◆ Do not take any company items unless those items have been explicitly approved.
- ◆ Clean the office or work area thoroughly. Make certain to thank all organizational staff who assisted and supported you during the internship.
- ◆ Make certain that you have your final report is drafted so that you can get credit.

STUDENT INTERN RESPONSIBILITIES:

- ◆ Ability and willingness to accept responsibility
- ◆ A reasonable degree of basic knowledge of subject matter (degree area)
- ◆ Enthusiasm for assigned duties
- ◆ A cooperative attitude toward suggestions for personal and professional improvement
- ◆ Motivation to improve quality and quantity of work
- ◆ Loyalty to the organization
- ◆ Regular and prompt attention to administrative and job-related responsibilities
- ◆ Prompt daily attendance
- ◆ Wear professional business attire at all times (unless otherwise specified by your supervisor or other organizational leaders)
- ◆ Work toward the best final evaluation possible

“Find a cause that you are passionate about and work it like a nine to five job”.

On Monday, May 2, 2011, my heart briefly stopped beating. My youngest brother, Bernard, was shot and killed by the town's policeman. He was shot twice in the chest and once in the arm. He had worked the late shift at Wal-Mart and stopped by the town hall which housed the police office to pay for a broken tail light ticket for his daughter, Briana. I wasn't there to know all the details but he was getting into his truck and it was in reverse mode when his life suddenly was taken.

I soon found a community service that I could remember my brother by on a daily basis. I am presently a hospice volunteer to assist families with terminally ill family members with a smooth transition from life to death. My family and I were not given that opportunity with Bernard. A guy who would give you the shirt off his back and who unconditionally loved his fellow brothers and sisters. He was also God fearing. It was evidenced by the thousands of mourners who attended his home going services.

It is important that one find a cause and make the connection. There are so many things that we can volunteer our time but it must be meaningful and worthwhile. I admonish you to find your passion. When you are providing service to benefit others; you are making payment for life on earth. It is one of the greatest rewards when you are helping others in various ways. The local food bank, youth center, church, hospital, nursing homes, political parties and causes, special Olympics, half-way house, house for battered women, meals on wheels, boys and girls club, Salvation Army, Habitat for Humanity, etc., are always seeking volunteers for service.

We are born with a number of talents, skills, and special gifts and we can use them to make someone else life much better. Some of us are born with the gift to dance, sing, speak, draw, and act. I suggest that you begin to work with individuals who are not able to pay for dance or music lessons to fulfill their goals in life. There is just not any excuse for volunteering service to those in need.

College students want to graduate from college and become gainfully employed for career success. Community service can assist you with your career. Application for a dream job begins with knowledge, ability and education but community service can spell the difference between first and second place in an employment contest. When an employer looks at a resume that includes community service, it is an indication to the employer that the applicant wants to make an impact in society and that is what employers are seeking in new hires. Community service usually originate from the urge to help other people, a smart employee can accomplish two missions simultaneously. Community service can be the key to upward mobility, no matter where you are standing on the career ladder.

In closing, community service is giving yourself and what you have without expectation, reward, or recognition. Service, giving of yourself, is the best way to build an account in the universal bank. What you give comes back to you tenfold. As you give of yourself; you open your mind and heart to the joy of unconditional love. You find work in what may appear to be an unworthy situation. Therefore, I urge you to take an inventory of your skills and experience and find a way to use those skills in community projects or organizations to which you belong.

Article written by Margaret A. Bailey, HBCU Careers

COMMUNITY SERVICE EXPERIENCE

The Program for Service Learning and Community Service continues to focus on providing opportunities for students to contribute positively to the community as well as benefit from educational enrichment by partnering with more than sixty-five (65) active agencies in Orangeburg, SC nationally-recognized foundations and charities in partnership with: student life programs, the Freshman College, the Athletic Department, the Alice Carson Tisdale Honors College, and faculty and staff. The program is committed to ensuring that students gain knowledge through their service efforts, and that they understand the value of giving back to society, so that they will choose to volunteer habitually due to genuine concern.

Freshman Students

As a component of the freshman orientation course, all freshman leveled students will be required to perform the following:

- 20 hours per semester of service learning and/ or community service activity at a community agency of preference
- Read and complete all forms given from the service-learning coordinator and freshman orientation instructor
- Abide by all rules and guidelines specified by the university and community agencies
- Submit all time logs and digital records
- Complete an evaluation at the end of the service learning activity
- Complete a reflection assignment on experiences throughout the service learning activity

Sophomore Students

As a component of the sophomore, Second Year Experience course, all sophomore leveled students will be required to perform the following:

- 40 hours, in the assigned semester, of service learning and/ or community service activity at a community agency of preference (Fall Semester: Last names beginning with A-J; Spring Semester: Last names beginning with K-Z)
- Read and complete all forms given from the service-learning coordinator and freshman orientation instructor
- Abide by all rules and guidelines specified by the university and community agencies
- Submit all time logs and digital records
- Complete an evaluation at the end of the service learning activity

HELPFUL TIPS FOR MAKING YOUR INTERNSHIP/CO-OP AN EXPERIENCE YOU WILL REMEMBER

Keep in contact with your counselor and the director of career development. Call one of these individuals at least once a month to provide updates.

Secure accommodations. Please remember that most students will be responsible for: Establishing their own living arrangements. In securing accommodations, make sure the place is affordable, clean, safe, and accessible to public transportation. You may also want to consider a place that has free parking available to avoid costly parking fees.

Use accommodations properly. After securing accommodations, make sure that you do not damage any items within the residence. Do not participate in any activity that may result in law enforcement involvement.

Behavior off the job during the internship/co-op period. Your behavior off –the- job is very important. Businesses and corporations look at and evaluate you on this behavior because it is a reflection of your character. Your behavior also reflects upon Clafflin University. The places you go and the people with whom you associate are indicators of your judgment. For example, even if you call a taxi after having consumed too much alcohol, supervisors and coworkers are still likely to conclude that you have poor judgment and inadequate discipline. These conclusions will be very damaging to any potential future job considerations. Remember to avoid places and people that may reflect negatively on your character or judgment.

Complete a planning document at the beginning of the internship. Determine and set realistic goals. Improve and clarify your goals by asking:

- a. Is the goal measurable?
- b. Is the goal achievable?

Determine an action plan to monitor and evaluate your progress. Measuring your effectiveness during the internship/co-op experience is on going. Frequently evaluate whether your personal and professional goals are being accomplished.

Develop a plan to track effectiveness. In order for you to complete the internship/co-op experience in the most effective and professional manner, information about progress and effectiveness must be tracked. The information collected should clarify for you and your supervisor exactly what skills, strategies and areas of improvement exist.

Obtain supervisor's input. Your supervisor's feedback can be an effective benchmark for evaluating past performance and making decisions about your future efforts. Every few weeks ask your supervisor to assess our progress.

Identify improvement areas. Recognize the areas of improvement indicated by your supervisor as well as those determined by your self-assessment.

Develop a plan to address any needed improvements. You may want to work closely with your supervisor or other professionals to develop strategies that will effectively increase your level of performance.

Communicating Effectively In the Workplace The key to communicating effectively is knowing when to use which medium to get your message across. Many types of media are available to including letters, phone calls, face-to face contact, email, and video. Take extreme care when choosing the medium that is most important to your particular message. Communication is the means by which information is shared, activities are coordinated, and decision-making is enhanced. It is paramount that communication channels remain open with your internship supervisor and other executives within the organization.

Types of Communication

Oral Communication

Oral communication is the most common medium in business. Oral communication is the most widely used and most effective way of ensuring that a message has been received. This medium allows you to clarify any misunderstandings; use nonverbal clues; provide additional information; and use pauses, accents, and voice tone to stress certain points. In order for oral communication to be effective, practiced listening skills are essential. Regardless of how well crafted the content and delivery of an oral presentation, it cannot achieve its goal if the intended audience does not have effective listening skills.

Telephone Etiquette

Most of the keys to successful face-to-face conversations apply to telephone conversations as well. The telephone is important for sending and receiving business messages. For some message receivers, in fact, the entire image of the company rests on their experience with you on the telephone. It is important to use telephone equipment and the telephone system effectively. One should always be considerate of callers, plan calls carefully, speak businesslike, avoid telephone tag, and use answering machines and voice mail effectively. While on the internship, be sure to learn how to use the telephone system in your organization. Knowing how to transfer calls efficiently, arrange conference calls, use a speakerphone, set up callbacks, and use other special features of your system will make your job much easier.

Before placing your telephone call, determine its specific purpose and outline its major points. Know what your opening remarks will be and have in mind any other comments you plan to make. It is often a good idea to do this planning on paper. Remember, a telephone call is a message. It is an oral letter, memo, or report. Planning is needed to make the call successful. Base your planning on the purpose of the message and the audience who will be receiving the call. When answering the telephone, identify yourself immediately by giving the name of your organizational unit, and your own name.

Nonverbal Communication

Nonverbal Communication is often the most misused and misunderstood form of communication. New employees frequently fall victim to misread/misunderstood nonverbal communications. Research suggests that the most effective way to reduce misunderstanding is to verbally ask for clarification. Too often nonverbal communication goes without exploration and is therefore vulnerable to inaccurate assumption and perceptions.

Computer/E-Mail Etiquette

Because e-mail is often written quickly, there is sometimes a tendency to forget the niceties and to allow emotions to color the content of the message. Always assume the message you send will never be destroyed, but saved permanently in a file. Always remember the following rules when sending e-mail:

- ◆ Avoid sarcasm; without nonverbal cues, it may confuse or offend
- ◆ Fill in the subject line – and include only one subject per message
- ◆ Avoid using all-capital letters
- ◆ Avoid marking every message urgent; it's like crying wolf
- ◆ Don't clutter the network with a lot of copied messages
- ◆ Check your mail often and respond to messages promptly; and
- ◆ Assume that any message you send will be made public
- ◆ Don't use the company email system for personal or political message
- ◆ Don't send an email in anger

SUIT UP FOR THE OCCASION

Appearance/Attire Good grooming and physical appearance can help you emphasize your strong points. The clothing and jewelry you wear, and the ways you style your hair reflect your personality. Professional business attire will be required for all student interns. Below are suggestions for professional business attire.

Females

Do:

- Opt for a conservative, professional look. This includes suits in navy, black, or gray, and solid, light colored shirts in a natural material.
- Wear clothing that is well-fitting (tailored), well made, and in good condition. No Splits
- Make certain that you are clean and well-groomed. Neat and clean hair, hands, and nails are essential to creating a tidy, professional look.
- Wear non-textured hosiery that is without runs or snags.
- Wear closed shoes with heels no more than 2 inches tall that are polished and in good condition.
- Wear nails subtle if polished, clean and not chipped

Do not:

- Wear perfume. Many people are allergic to it, and loud or bold fragrances are distracting to anyone.
- Wear too much makeup or jewelry. Keep your accessories simple and tasteful. Avoid large bulky earrings, bracelets and/or rings. If rings are worn, wear them on only one finger of each hand.
- Wear short skirts, plunging necklines, see-through, or ill-fitting clothing.
- Carry more baggage than necessary. If you are carrying a briefcase, leave your purse behind.



SUIT UP FOR THE OCCASION

Males

Do:

- Choose a traditional charcoal to light gray, or navy wool suit, and a white, colored dress shirt to create a professional and conservative look.
- Wear a tie. Opt for a professional, nice looking tie, perhaps stripes, paisley, or even a solid color. Avoid wool and cotton ties, and ties with loud patterns, cartoon characters or pictures.
- Choose a conservative belt that matches your shoes, either brown or black.
- Wear dress socks that match your suit, with little or no pattern. Socks should be long enough to cover the calf so they don't slip or show your legs.
- Make certain that you are clean, shaven, and well-groomed. Neat and clean, hair, hands and fingernails are essential in creating a professional look.

Don't:

- Wear a short sleeved shirt. No matter what the weather, you should wear a traditional, long sleeved dress shirt. Odds are that you will not have to take off your coat, but why risk it?
- Wear after shave or cologne. Many people have allergies to fragrances, and bold fragrances are distracting to anyone.
- Wear earrings. Avoid wearing a lot of jewelry. If you are going to wear a watch, please choose your dress watch instead of a sports watch.



***Dress for the position you want, not the position you have. If you cannot manage to pull your own appearance together, the interviewer will have little confidence that you can manage to handle the demands of the position.

THE ULTIMATE COVER LETTER

The Purpose of a Cover Letter

Many people find it hard to write a compelling cover letter for two reasons: they don't know exactly what to write or how to write it. Understanding the purpose of a cover letter is the first step toward working through those common road blocks. Like the resume, cover letters are marketing tools. The difference with a cover letter is that you have a bit more space to tell a story about the "great greatness" you possess i.e. what you do, how you do it, and why you do it in ways that are different and better than others. Writing cover letters, although they are tedious, provides the opportunity to do more than "cover" the resume, but to expound on the information in your resume that gets straight to the heart of meeting an organization's expressed business need. By extension, you are able to share how you have done similar things in the past that you can apply to the organization, which is a critical part of the cover letter's purpose. The cover letter structure, which answers the "how to write it" question, is the next important part to master.

The Anatomy of a Cover Letter

The cover letter structure or the essential items to be included, also, can be missed or misunderstood easily, which is a set up for failure when it comes to the content. What should be included in a cover letter, at minimum and more or less in order of appearance, is:

1. Contact information for where the letter is going (e.g. company/department name, street address, email address, and phone number)
2. The date of submission
3. Greetings to A SPECIFIC point of contact, encountered through research (instead of "To Whom it Concerns" or "Dear Hiring Manager")
4. A point of connection to the opportunity (How did you find out about the role? Who referred you?)
5. A one line summary of your interest
6. A two sentence summary of background, experience and relevant qualifications
7. TWO TO THREE detailed and poignant examples of how you have demonstrated meeting the expressed needs of the role and what preferred skills/qualities you possess (think STAR/BAR method – Situation/Task/Action/Result or Behavior/Action/Result). No more than two paragraphs, about 4-5 sentences each. Alternatively, in bullet format you can highlight more examples, but this section should not take up more than one half of a page.
8. A short request for an interview
9. Closing greetings and your contact information

You should be able to tell a hiring manager or gatekeeper how and why you have what they need explicitly, that they should continue on to review your resume, and that you want to be interviewed in no more than three quarters of a page. Breaking up the content with bullets or information chunks and using subtle design elements can serve as tie-breakers if all else is equal.

Things NOT to Have in a Cover Letter

Things that are too general or unsubstantiated:

- "I am a great fit for this position." Instead of saying you are great fit, give specific examples of why and how you are a great fit.
- "I possess many skills that would be useful for the role." Concentrating on what those skills are and how they would be useful for particular needs expressed in the job description responsibilities is best.

THE ULTIMATE COVER LETTER

Things that are obvious:

- “My name is...”

o The reader will know your name because it is on the page already so avoid taking up space with this kind of unnecessary filler content.

- “Please feel free to contact me if you need more information.”

o Rest assured, if the reader does need or want more information, they will contact you, so use this word count to give them a reason to contact you!

Things that are not relevant to the job/job description:

- If team work is a strength you have, but the job description describes the role you are applying for with words like “self-starting, self-motivated, minimal supervision, independent,” then it may not be the right role for you or you will need to focus on other strengths that lend to the type of needs that the job description includes.

- Personal examples are much less powerful than professional/academic ones.

o For the cover letter, use the class project where you helped bring the team together with your negotiation and diplomacy skills versus how you settled an argument as the middle child between your siblings.

Things that are automatic red flags:

- Bad grammar and/or typographical errors

o Proofread the cover letter! Read it to a friend. Get a third review from you're your Career Services office.

o If you have errors and bad grammar in a cover letter, it is like typing “THROW THIS IN THE TRASH” at the top of the letter in 78 point font.

- Listing a company's name or contact information incorrectly or sending one company's name to a different company altogether are costly mistakes to avoid.

- Verbatim cover letter template phrasing

o Readers can tell when phrases are lifted from online or Microsoft Word templates. There are all kinds of negative associations that a reader can make about you as a person from this. Start from somewhere, but use your own words as much as possible.

Put The Ultimate Cover Letter Tool Kit into Practice

So how does one use her own words to put a cover letter with the right information? It certainly varies depending on the job, the expressed needs in the job description, your experience and the particulars of your “great greatness.” In any case, an example of a real job description excerpt and a subsequent cover letter that was developed, actually submitted, and for which an interview was extended follows. The elements that were most germane to the job for the applicant as well as most aligned to the applicant's experience are in bold. Note the detailed and direct ways that those needs are addressed by the applicant, as well as how the words in the job description are matched in the letter. The letter and job description are stripped of references to a particular organization or role and edited to be used as a template that can be adapted, not copied (see previous “Things that are automatic red flags”)!

Finally, whether a cover letter is optional or required, take the opportunity to become a person and not just a piece of paper to the reader. Let your “great greatness” and personality come through. Have some tasteful, conservative color elements to distinguish your cover letter from other submissions.

You now have the tools to put together the ultimate cover letter. Happy writing!



Using LinkedIn for Your Job Search: Networking the Correct Way

The job search is not fun. It is not fun for millennials, baby boomers or generations from any part of the alphabet. The job search requires consistency, patience and a continuous eye on the “big picture” in order to remain positive and focused. The job search also requires having a keen ‘sense of self’ in order to determine where you want to be.

How can you start a search if you don’t know what you are searching for. We probably spent a good deal of time asking ourselves what we ‘wanted to be when we grew up’. This sentence might have changed over the years and those asking might have also changed depending on our particular stations in life. College students must ask themselves this important question (over and over – they need to be annoying to themselves) so that they can begin their job search based on a foundation that excites them and renews their spirit.

What we also want in our freshman year of college can change dramatically over the course of a few months so it is good to re-visit your “who am I really?” list and see how the things that have changed about you alter what decisions you make. Since students need to understand who they are (where they are starting from) before they can begin to imagine where they want to end up, the Myers Briggs assessment for students is a nice place to start. It is never too soon to take a good look at what makes you tick (and what makes you tick in your life will probably make you rock on the job).

Using the results of the assessment, students can begin to understand how their personality traits, their individual preferences, their strengths and weaknesses effect their workplace experience and what options they can explore to make the most informed choices. Assessments (whether it’s MBTI or a similar tool like DISC) enable the student to take an objective view of some of the factors that go into workplace satisfaction and how important it is to explore those many moving parts before they find themselves stuck in a career they hate.

So you’ve made a decision and are fully immersed in your major of choice – now it’s time to get your LinkedIn profile up to speed so you can let the rest of the world know who you are and what your career plans are. Following is a step by step LinkedIn “cheat sheet” that will help you announce to the world that you’re on your way.

Your background: If you take good pictures and can use one that is relevant to who you are, be creative and create a backdrop that talks to who you are. Do not use this an opportunity to be too bold or unique: this is LinkedIn and not Facebook. If you are an accounting student, you can have a ‘numbers’ background – a fashion student might want a design or something ‘trendy’ as a backdrop.

Your picture: You need a smiling, non-selfie head shot. Do not take the picture from the most recent wedding you attended and crop out the bridal party. Do not be on a mountain, at a concert, in your new car or with a significant other. Take a look at some of the head shots on LinkedIn and remember that recruiters are seeing this. Smile and project confidence. Be mindful of backgrounds.

Your headline/tag line: Do not say “recent graduate seeking opportunities”. Everyone is. Who are you and what makes you stand out? What do you want someone to know about you in one sentence? Capture your audience and make them want to continue reading – recruiters spend a few seconds on a mediocre profile and several minutes reading through a robust one that has captured their attention.

Your Summary: Keeping in mind that personal pronouns are never used (just like your resume), your summary should say (in no more than a short paragraph) what your major strengths and areas of responsibility are. This short description should be interesting, thought-provoking and one of the most important “attention grabbers” that you want a recruiter to look for.

GETTING LINKEDIN

Your Experience: Using the rules of proper resume writing, your profile should consist of a comprehensive, chronologically and grammatically correct outline of your job experience. Be mindful of tenses, redundancies and information that detracts from your mission. Leave out jobs that do not talk to your current career goals unless they can be used to discuss a particular skill set or is needed to account for time. *Students should feel free to include part-time, freelance and internship positions as they enable recruiters to get a sense of work ethic, determination and flexibility.

Honors/Awards: Yes. Include them all. We care about your hard work almost as much as you do. *Not everyone gets them- show us what you got!*

Education: Unless you went to a specialized high school involving an entrance exam or you managed to graduate at the top of your class – your high school does not need to be included on your profile. Location, actual name of your degree and any honors of an academic nature should be included in this section. A GPA over 3.5 should be included.

Recommendations: This is an awesome section where people from your educational or professional life can sing your praises for the world to see. It's fine to 'request' a recommendation but be mindful who you are asking; someone who doesn't really know you enough to put concrete words together "Alice worked on projects with me and handled stress, deadlines and last minute changes like a real pro" as opposed to "Alice was really nice". Recommendations that are poorly written or grammatically incorrect say just as much about you as it does about the writer. *Read carefully but accepting and don't be afraid to ask for a revision if the recommendation is meaningful for you.

Connections: You want to grow your network as effectively as possible. In addition to including colleagues, peers, classmates, professors and industry professionals – you should be networking with other college students and professionals from similar industries so that you can broaden your job search and add dimension to your networking opportunities. Do not accept every person who asks to connect to you but rather build your personal network of people who you respect, have done business with (or hope to) as well as any professional committed to assisting you with your job search and "big picture" plans. Do not be discouraged if Human Resource professionals and/or recruiters do not readily accept your connection invite as they are overwhelmed with applicant requests and find a distance is needed in order to remain objective and impartial.

Groups: Not a joiner? Now is the time to change that. Join a minimum of 25 groups and get involved in discussions and sharing of posts. Hitting "like" on everything interesting is not effective networking. Posting a comment "thanks for sharing this fascinating article" will position you as a thinking person with an opinion. Posting a relevant article to share with your group or connections will position you as an Influencer and recruiters take notice of that. Use your voice as effectively as possible. Remember your audience and the wide reach it has.

Following: Follow every company/organization you are interested in. See what happens in a few weeks – who has been hired, what internal changes have been made...how can information about a company you have an interest in help you put together a strong cover letter/letter of interest. Organizations take notice of who follows them – show your interest in every way you can.

Once your profile is robust and each section is filled out completely, you can begin to use the information available to you to start the actual job search/networking. By being an active and relevant voice – your opinions, shares and commentary will show up on the 'home page' of all your connections. If an article you share is of particular interest it might get shared with others and before long you will be contacted (or viewed) by people in the small circle you are trying to break into. There are endless webinars available on LinkedIn to walk you through any function you are having difficulty with.

The most important thing to remember is that LinkedIn is not Facebook. Everything you do and say is being viewed by the world's most professional influencers – this tool can land you the job of your dreams...or get you in hot water for many years to come.

Get LinkedIn. Get Networking. Get that Great Job!

PUNCTUALITY

Punctuality relays a nonverbal message. A person who is always on time is perceived as being well organized. A person who is always late transmits a message that he or she is unorganized or that the appointment is unimportant. Time is related not only to culture, but also to one's status within the organization. It is very important that you arrive at the place of business at the scheduled time, preferably, arriving from ten to fifteen minutes early ahead of the scheduled time.

ESTABLISHING ETHICAL BEHAVIOR

Establishing Ethical Behavior Every human is aware of the difference between right and wrong. We make hundreds of decisions each day -- many of which appear to be meaningless. However, statistics show that more people choose to lie than to tell the truth; even about the smallest issues. When asked whether they would lie or fudge numbers if their job was at stake, a large majority of those surveyed responded positively.

Ethical behavior is linked directly to your integrity and most companies want to believe that you will do what you are suppose to do even when no one is watching. Supervisors have exclaimed that they would much rather have employees tell the truth about their shortcomings, than to lie. Remember, trust is initially given freely; even the smallest misrepresentation of the truth can create doubt in the minds of those to whom you answer. It is not always possible to repair the damage caused by an unethical message or act. Your credibility is lost, interpersonal relationships are destroyed, and your career is hampered.

Business people in the 2000's are increasingly concerned with ethics. An estimated 95% of Fortune 500 corporations as well as many smaller companies have now adopted ethics statements or codes of conduct for employees. Ethical behavior involves four principles: honesty, integrity, fairness, and concern for others. Your decisions should be guided by the principles or values in which character is rooted. To ensure that your behavior is a reflection of your values, take a moment to ask yourself:

- ◆ Does this behavior reflect the values that I want to portray?
- ◆ Can this choice stand without defense?
- ◆ Will I be proud of the choice I've made?
- ◆ Will others be proud of me if I engaged in this behavior?
- ◆ What behavior best exemplifies the man or woman I want to be? The following steps should be taken if you are asked to engage in unethical behavior:
 - ◆ Ask for a moment to reflect
 - ◆ Ask a colleague if the request sounds unethical
 - ◆ Document the request
 - ◆ Inform the supervisor of your concern
 - ◆ Contact a trusted faculty or staff member at the Career Center
 - ◆ Refuse to jeopardize your integrity or honor

SPECIAL EVENTS

Fall Career Fest

Claflin University Fall Career Fest was designed to give students the opportunity to explore career opportunities, meet prospective employers, practice professional behavior and confirm application deadlines or interview dates. Employers come to our campus to recruit students and alumni for employment and internship opportunities. Some Career Fairs are designed to connect students to employers in specific areas; however, many employers recruit from across all majors for a variety of careers. Even if students are not ready or ineligible to apply now (freshman and sophomores), they can still prepare by networking with recruiters and learning about upcoming opportunities and requirements.

Constitution Day

“Constitution Day” honors the signing of the Constitution on September 17, 1787. The Constitution of the United States of America is the supreme law of the United States. It is the foundation and source of the legal authority underlying the existence of the United States of America and the Federal Government of the United States. The document defines the three branches of government: The legislative branch with bicameral Congress, an executive branch led by the President, and a judicial branch headed by the supreme Court. The Constitution outlines obligations of each office and what powers each branch may exercise. It also reserves numerous rights for the individual states thereby establishing the United States’ federal system of government. The legislature authorizing this Day states, “Each educational institution that receives Federal funds for a fiscal year should hold an educational program on the United States Constitution on September 17, of each year for the students served by the educational institution.”

Sophomore Tassel Ceremony

For sophomore undergraduate students, completion of the Freshman College and declaring a major are significant accomplishments. To celebrate these milestones, Claflin University students, faculty, staff and parents take part in the traditional Sophomore Tassel Ceremony. A graduation tassel is one of the most popular components of the academic regalia. It serves as a final seal given to graduates as they are done with another part of their academics. Turning the tassel from one side to the other seems like turning another page in one’s life. It is a symbolic and prophetic all at the same exact time. For Sophomores the tassel is used as a tool to recognize that students are at a pivotal point in their academic career – the half way mark. With the assistance of career development counselors, students are then eligible to apply for internships, co-ops and graduate school visitations.

Graduate and Professional School Visitation Day

One of the most important aspects of applying to graduate school is selecting the programs that are best suited to your interests and career goals. Claflin University’s Graduate and Professional School Fair is an excellent opportunity for students to explore and discuss a variety of graduate school program options and gain in-depth information from school representatives. These representatives assist not only with evaluating the programs, but they help find the best fit for potential candidates. The Graduate and Professional School Fair also provides students with a chance to develop valuable contacts with important individuals that may help you with the application process in the future.

Images of Success

The Images of Success Program is a program designed to afford undergraduate students the opportunity to speak with professionals who were once students in their shoes. The alumni provided career guidance, encouragement during the academic program, advice on important course and field work, and opportunities to make professional contacts. In addition, students are able to build a stronger connection to the institution through interaction with alumni. The program was facilitated through workshop sessions.

SPECIAL EVENTS

Community Higher Education Council (CHEC) Career Expo

Community Higher Education Council (CHEC) Career Expo is a collaborative event sponsored by Claflin University, South Carolina State University, and Orangeburg-Calhoun Technical College. All three member institutions bring unique strengths and resources to create a collaboration that offers unparalleled opportunities for more than 3,000 students and impact for the nation. The program intends to significantly increase the number who are globally aware, socially engaged, and well equipped for all careers.

Diversity and Inclusion Leadership Summit

Businesses have come to recognize the benefits of having a workplace that encourages diversity and embraces a culture of inclusion. Yet believing in the benefits isn't enough. Despite the best of intentions, unconscious biases persist in workplace policies and practices, in student engagement and educational methods, and in approaches to community outreach and partnerships. Identifying, and overcoming, these biases and barriers often can only happen after attaining a broad buy-in from others through effectively communication and practices. The mission of the Diversity and Inclusion Leadership Summit is for executives to speak with Claflin University students about their company and share current hiring practices and job expectations. The one-day event featured panel workshops, networking opportunities for university officials and students, as well as resume reviews and mock interviews.

Read Across America

Read Across America is an annual reading motivation and awareness program that calls for every child in the Orangeburg community to celebrate reading on March 2, the birthday of beloved children's author Dr. Seuss. On that day, Claflin University provides children with resources and activities needed to encourage reading 365 days a year. Motivating children to read is an important factor in student achievement and creating lifelong successful readers. Research has shown that children who are motivated and spend more time reading do better in school. Claflin University administration, elected officials, community leaders, school district personnel, and teachers recognize the role reading plays in their communities happily participates in the reading process.

Senior Fairwell Banquet

Each spring, the Office of Career Development in collaboration with the division on Student Development and Services hosts an annual graduation reception/banquet to recognize and celebrate all undergraduate students who are graduating during the spring semester. Undergraduates and their families are invited to attend the lavish banquet and gifts are presented from the graduating class to the university along with the president and first lady.

SPECIAL EVENTS OTHER

Men of Color Symposium

Increasing Black male achievement is one of the most pressing challenges confronting schools and school districts throughout the United States and abroad. Current data indicates that Black males are among the least-likely students to graduate from high school; enroll in advanced math, science, or foreign language during middle school; enroll in honors or AP classes in high school; graduate from high school; enroll in colleges, or graduate from college. In fact, of 100 Black males enrolled in kindergarten this school year, based on currently available data, only 3 are projected to graduate from college. The purpose of the Black Male Symposium is to examine, explore, dissect, articulate, and most importantly develop strategies to ensure that black males are both academically and socially integrated into college to increase and improve retention rates of black men in higher education. The Men of Color Symposium was also designed in an effort to inspire participants to set goals, achieve excellence and assume a place among global leaders in the 21st Century.

Evening of Elegance Benefitting Student Scholarship

The University recognizes that the benefits from earning a college degree are immeasurable, but various and recent obstacles have combined to make it exceedingly challenging to attain a college degree without financial assistance. Claflin has a strategic plan to retain a diverse student population and aims to produce the next generation of effective visionary leaders with global perspectives. The university produces students the opportunity to further their education and ultimately achieve success in their respective fields. Some ninety-eight percent (98%) of Claflin students receive financial assistance; eighty-nine percent (89%) qualify for and receive the Pell Grant, and sixty percent (60%) are eligible for the South Carolina State Tuition grant. Unfortunately, even with the federal and state aid, our students' unmet financial need ranges from \$500 to \$5,000. Contributions to the Evening of Elegance Scholarship Dinner helps ensure that students with an unmet financial need will not have to abort or defer their academic pursuits.

Henry N. Tisdale Visionary Leadership Pre-College Academy

The HNT Visionary Leadership Pre-College Academy provides scholars with residential learning to develop their global perspectives. The Academy is designed to give scholars an accelerated start in college planning while living on campus. Scholars will enhance critical thinking and reasoning skills as well as participate in comprehensive academic, study and test-taking, leadership development, career planning skill seminars led by academic and industry experts. HNT Visionary Leadership Pre-College Academy provides programs and services for scholars that augment academic opportunities and facilitate their efforts to complete high school, earn a college degree, attain meaningful employment or pursue graduate studies. The Academy also assists in producing scholars that are driven by passion, guided by respect and focused on results.

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