



## Unit Plan Annual Narrative

**Directions:** Use the "Unit Plan Narrative Guide Sheet" to complete this planning form. Be sure that under each section, you write a narrative which discusses all elements listed under each heading. If a particular element does not apply to your area, note that within your narrative. Again, this form should be completed as a narrative, not bulleted.

**Department/Unit:** Student Life/Career Services

**Unit Administrator:** Charlsie Cook

**Date:** 6/9/08

The mission of Career Services is to assist students with career planning and evaluation, job readiness, internships and portfolios while providing up-to-date information on career opportunities with local, state, national and international employers. This mission is connected to the Institutional Goal 4 – To maintain a comprehensive exemplary Student Services Division and Institutional Goal 8 – To maintain a model program for economic development and workforce training.

College Transfer Days were held on Birmingham and Bessemer campuses. Twenty colleges were represented.

Career and Wellness Day was held on the Bessemer campus with over 400 persons in attendance and 71 vendors participating. This combined effort proved most successful for this year.

Job announcements are posted monthly on the website and throughout the campuses. Resume writing and business workshops were conducted for technical and career students. After reviewing surveys, over ninety percent of the students received services and rated their satisfaction very positive. Our online resume service, Optimal Resume® has seen an increase in usage of 126% over the past 12 months.

Career planning is a developmental process of the student. Therefore, as a part of the educational experience, career counseling and placement services must be available during the entire period of a student's academic involvement. This encompasses activities such as developing and teaching career planning courses; career counseling of individuals and of groups, including the development of decision-making skills important for life-long planning; maintaining career information libraries, as well as sponsoring career information programs. Optimal placement of the student in employment or further professional preparation is the prime objective of the career planning process. Job Development at Lawson State Community College is a continuous process for all students. It is imperative that career counseling and placement be combined as an integrated function.

The recommendation for this unit is to provide career planning services for new students to insure a successful match with his/her program of study. Career counseling and placement should have the organizational capacity to share knowledge of labor market trends and employment requirements with the faculty to assist in curriculum development and student advising.

The staff assigned to this unit is one full time coordinator and a part-time counselor. The need for this unit is to update the computers in labs on both campuses. Also, there is a need to create a career service website.