

Classification: Student Affairs

Approving Authority: President

Responsible Authority: Vice President of Enrollment Services & Student Affairs

Implementing Authority: Career Services/ Student Life

Effective Date: March 2026

Review: April 2029

Career Services and Experiential Learning – Procedures

1.0 Purpose

- 1.1 To define the process for accessing career services, internships, and the Student Professional Development Engagement Program.

2.0 Career Services Access

Students may:

- Book appointments with Career Services
- Attend workshops and career events
- Participate in employer networking sessions

3.0 Internship Process

Step 1: Application

- Students apply for internships through Career Services or external opportunities

Step 2: Approval (if required)

- Academic department or Career Center may review relevance

Step 3: Participation

- Student completes internship
- Must comply with host organization policies

4.0 Student Professional Development Engagement Program

Step 1: Application

- Students apply through designated university channels

Step 2: Eligibility Check

- Academic standing
- Conduct standing

Step 3: Assignment

- Student is assigned to a department

Step 4: Agreement

- Student signs Engagement Letter

Step 5: Participation

- Student performs assigned tasks under supervision

5.0 Supervision

Each student is assigned a supervisor

Supervisor provides:

- guidance
- feedback
- evaluation (if applicable)

6.0 Stipend (if applicable)

- Provided as educational support
- Not considered salary
- No employment relationship

7.0 Completion

- Student completes engagement/internship
- Feedback may be collected