

# North Hennepin Community College

## Policy/Procedure Information

**Number:** 3.38.1

**Name:** Career Information Procedure

**Author:** Policy Committee

**Custodian:** Policy Committee

**Effective Date:** August 22, 2016

**Next Review Date:** AY2021–2022

**Regulatory Authority:**

- MnSCU Board policy 3.38.1
    - <http://www.mnscu.edu/board/procedure/338p1.html>
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### Part 1. Purpose

To direct how to provide information on career exploration and job opportunities to all students enrolled in occupational programs.

### Part 2. Requirements

- A. North Hennepin Community College (NHCC) shall provide information about sources of career exploration and job opportunities information, including links to appropriate websites such as ISEEK, MCIS, and the Bureau of Labor Statistics. Additional information can be found on the NHCC Career Services webpage.
- B. During the online admission application process, students who indicate interest in occupational programs shall be directed to websites that provide information about career exploration and job opportunities.
- C. During any orientation process, NHCC shall provide information using appropriate media, about career exploration and job opportunities to all new students.
- D. Annually, NHCC shall notify all students about the availability of resources for obtaining career exploration and job prospect information.
- E. Information about career information and job prospect information shall be made readily available on NHCC's website.
- F. The Minnesota State Colleges and Universities (MnSCU) System Office shall make curriculum and best practices on career exploration, which can be incorporated into existing courses, available to NHCC.

### Part 3. Evaluation

NHCC shall provide information required by the MnSCU System Office to evaluate the effectiveness of NHCC's efforts to provide career exploration and job prospect information to occupational program students on a biennial basis or as requested.

<b>Review Action</b>	<b>Date(s)</b>
<b>Campus Community Review Period</b>	<b>March 14-25, 2016</b>
<b>Shared Governance Council Review</b>	<b>May 4, 2016</b>
<b>Labor/Management Meetings Review</b>	<b>April 11-16, 2018</b>
<b>Student Senate Review</b>	<b>April 14, 2016</b>
<b>President Approval</b>	<b>May 9, 2016</b>
<b>Campus Community Dissemination</b>	<b>May 17, 2016</b>

**History**

- Date of Adoption
  - March 2, 2011
- Formally III.02.21.01 Career Information for Occupational Program Students