

**MINNESOTA STATE COLLEGES AND UNIVERSITIES
PROCEDURE REVIEW AND COMMENT DOCUMENT
DATED 9/29/2015**

PROPOSED AMENDMENT TO PROCEDURE 3.38.1 CAREER INFORMATION

POLICY CONTENT FORMAT:

Single underlining represents proposed new language.

Strikeouts represent existing language proposed to be eliminated.

1 Procedure 3.38.1 Career Information

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3 Part 1. Purpose-

4 This procedure ~~provides direction to system colleges and universities in implementing~~ Board
5 Policy 3.38 Career Information and establishes consistent practices among system colleges and
6 universities to on providing information on career exploration and job opportunity information
7 to occupational program students.
8

9 Part 2. Definition-

10 For purposes of this procedure, occupational programs are technical and professional academic
11 programs that prepare students for employment. Colleges and universities have different roles in
12 preparing learners for the workforce, so this definition may have differing applications to the two
13 sectors.
14

15 Part 3. Policy Requirements-

16 Each system college and university shall establish a policy to provide information on career
17 exploration and job opportunities to all students enrolled in occupational programs. The policy
18 ~~shall~~ must include provisions for providing information to students as listed below.

- 19 1. System colleges and universities shall provide access to information about sources of
20 career exploration and job opportunities information, especially current online resources,
21 including links to appropriate websites such as ISEEK, MCIS, CareerOneStop, and GPS
22 LifePlan to all current and prospective students.
- 23 2. During the ~~online~~ admission application process, students who indicate interest in
24 occupational programs ~~shall~~ must be directed to websites that provide information about
25 career exploration and job opportunities.
- 26 3. During ~~any student~~ orientation processes, system colleges and universities shall provide
27 information, using appropriate media, about career exploration and job opportunities. ~~to~~
28 all new students.
- 29 4. ~~Annually~~ Each academic term, each system colleges and universities shall notify all
30 students about the availability of resources for obtaining career exploration and job
31 prospect information.
- 32 5. Information about career information and job prospect information ~~shall~~ must be made
33 readily available on each system college and university website.

34 6. The system office shall make curriculum and best practices on career exploration, which
35 that can be incorporated into existing courses; available to system colleges and
36 universities.
37

38 **Part 4. Evaluation-**

39 Upon request by the system office, ~~Each system~~ college and university shall provide
40 information ~~required requested by the system office~~ to evaluate the effectiveness of its efforts to
41 provide career exploration and job prospect information to occupational program students.
42

43 **Related Documents:**

- 44 • ~~Board~~ [Policy 3.38](#) Career Information
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46 **Procedure History:**

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48 *Date of Adoption: 9/29/10,*

49 *Date of Implementation: 9/29/10,*

50 *Date of Last Review: xx/xx/xx,*

51
52 ***Date and Subject of ~~Revisions~~Amendment:***

53 *XX/XX/XX – editorial and formatting changes made, deleted vendor names, and added Date*
54 *of Last Review in Policy History section.*

55 *1/25/12 - The Chancellor amends all current system procedures effective February 15, 2012,*
56 *to change the term "Office of the Chancellor" to "system office" or similar term reflecting*
57 *the grammatical context of the sentence.*

58
59 *No additional HISTORY*