Title: Guidance Services, Cooperative Education and Placement, and Follow-Up Studies

General Authority: FS 1001.02, 1001.64(8)
Law Implemented: FS 1001.65, 1007.263
Effective Date: October 15, 1981

Purpose: To establish guidance services, cooperative education and placement, and follow-up studies.

Guidance Services

The College will provide a staff of certified, professionally trained counselors to provide assistance to students in interpersonal growth, career exploration, academic planning, enrollment for further education, and to encourage the implementation of the student-centered philosophy of the College.

Cooperative Education and Placement

The College shall establish and maintain an Office of Cooperative Education and Placement, hereafter referred to as CEP. The main functions of CEP shall be to:

- Provide counseling service in career opportunities.
- Provide active assistance in obtaining part-time jobs, full-time career employment, or a combination of employment and further education.
- Serve as a representative of the state of Florida Computer Assisted Placement Service (CAPS) program.
- Maintain a relationship with Job Service of Florida.

The services of CEP shall be free and open to any student, graduate, or alumni of the College.

Procedure for Requesting Services

An Application for Job Placement is available at CEP. This form should be completed and filed with CEP; updated applications should be filed when appropriate.
Participation in on-campus interviews shall be secured by signing up at CEP.

Students and other applicants assume all responsibility related to the accuracy of information which any applicant furnishes to CEP.

**Follow-Up Studies**

The College shall establish and maintain follow-up studies. The results of follow-up studies shall be used in adjusting curricula. Follow-up studies are defined as the systematic examination of the performance of former students in the areas in which they received training.