

University of Dubuque

Vocation & Civic Engagement Policy and Procedure Manual

Vocation and Civic Engagement Services
Located in the Center for Advising & Vocation
Ground Floor of Peters Commons
2000 University Avenue
Dubuque, Iowa 52001

**Due to the impact of the COVID-19 pandemic, this manual is subject to change*

<https://www.dbq.edu/CampusLife/OfficeofStudentLife/VocationalServices/>

2020 – 2021

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Mission Statement and Goals

Department of Student Life

UD's Vocation & Civic Engagement Services Unit reports to the Department of Student Life. The staff in the Student Life Department are committed to working in partnership with all students to ensure that a student's college experience is both rewarding and positive. The University strives to provide a learning environment that is supportive yet challenging, and we ask each and every student to become productive, responsible, and an engaged member of the University community.

The Department of Student Life will be:

- Reasonably accessible to all students
- Open and inviting
- Responsive to student concerns
- Fair and compassionate, while holding students accountable to the UD Mission and Student Success Commitment

<https://www.dbq.edu/CampusLife/OfficeofStudentLife/>

UD's Vocation & Civic Engagement Unit

Mission

At the core of our mission is to provide opportunities for students to enhance their career development & exploratory learning through self-knowledge, understanding of the world of work, job search skill development, and decision-making.

Goals

1. To educate students and alumni about the career development, planning, and implementation process.
2. To support students and alumni in the vocational exploration, identification, pursuit, and integration of personal and professional career goals.
3. To connect students and alumni directly to employment and continuing education opportunities, including internship opportunities for students.
4. To teach students and alumni effective career navigation strategies, skills, and techniques.
5. To inform constituents about career options, job market trends, and workplace paradigms.

6. To collaborate with colleagues, administrators, faculty, alumni, and employers on projects that enhance career opportunities for students and alumni.
7. To assist all UD students to make and act on career decisions with increased awareness, by educating and encouraging responsible, as well as, timely involvement in career planning, internships, and job search processes.
8. To promote off-campus opportunities to students and provide a receptivity to and involvement with the University of Dubuque, departments, and alumni.
9. To enhance services and continue to develop appropriate growth strategies per the increasing needs of the student body and alumni.
10. To identify a network of employer contacts for student internships and future employment opportunities by developing effective long-term relationships with employers.

<https://www.dbq.edu/CampusLife/OfficeofStudentLife/VocationalServices/GoalsOfTheProgramsandServices/>

Services & Programs

UD's Vocation & Civic Engagement Services provides the following opportunities but is not limited to:

- Career Assessments
- Career Counseling
- Professional Skills Development Coursework (*1 and 3 credit options*)
- Volunteer/Civic Engagement/Service-Learning Opportunities (*locally, regionally, nationally, and internationally to include stipend opportunities*)
- Dubuque Community Service-Learning Projects (*i.e., prosocial behaviors project with the Dubuque Community Schools; before and after school activity projects with St. Mark's Youth Enrichment; and the Life Story Project with the geriatric population in collaboration with Bethany Home*)
- On and Off-campus Recruiting Events
- Comprehensive Moodle Resource Pages for Enrolled Students (*i.e., General population, Veterans specific, and PA specific resource pages*)
- Cover Letter, Resume, and Vitae Development and Critique Sessions
- Career Development Workshops
- Transferrable Skills Workshops
- Cover Letter, Resume, and Vitae Workshops
- Informational Interview Program
- Mock Interview Program
- Online Career Library through *Vault.com*
- Off-campus Work study Program
- On-campus events to meet multi-cultural dexterity within today's work environment in collaboration with UD's Future Young Professionals and PROUD Student Organizations (*i.e., Ally Training, Mental Health First Aid Training, and the Navigating Similarities & Differences Program rotation*)
- Referrals to UD's Future Young Professionals Student Organization
- Future Young Professionals Success Shop

<https://www.dbq.edu/CampusLife/OfficeofStudentLife/VocationalServices/ListofServices/>

Staff Contacts

UD's Vocation & Civic Engagement Services:

Due to the impact of the COVID-19 pandemic, staff are accessible by appointment via virtual or phone consultations.

Professional Staff

Amy Baus, Psy.D., Director of Vocation & Civic Engagement Services, Assistant Professor of Psychology, abaus@dbq.edu 563.589.3512

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<https://www.dbq.edu/CampusLife/OfficeofStudentLife/VocationalServices/>

Principles of Professional Practice and Employer Representatives/Professionals

Employer representatives/professionals are expected to adhere to equal opportunity employment practices subject to federal law in arranging and conducting interviews on campus, and the University endorses affirmative action practices by employers who visit the campus. All of the University's Vocation & Civic Engagement Services adhere to, and expect visiting employer representatives/professionals to adhere to, the *National Association of Colleges and Employers' (NACE)* principles of professional standards for employment professionals and third-party recruiters. These principles include:

1. Employer representatives/professionals will refrain from any practice that improperly influences and affects acceptances. Such practices may include undue time pressure for acceptance of offers and encouragement of revocation of another offer. Employer representatives/professionals will strive to communicate decisions to candidates within the agreed-upon time frame.
2. Employer representatives/professionals will have knowledge of the recruitment and career development field as well as the industry and the employing organization that they represent, and work within a framework of professionally accepted recruiting, interviewing, and selection techniques.
3. Employer representatives/professionals will provide accurate information on their organization and employment opportunities. Employing organizations are responsible for information supplied and commitments made by their representatives. If conditions change and require the employing organization to revoke its commitment, the employing organization will pursue a course of action for the affected candidate that is fair and equitable.
4. Neither employer representatives/professionals nor their organizations will expect, or seek to extract, special favors or treatment which would influence the recruitment process as a result of support, or the level of support, to the educational institution or career services office in the form of contributed services, gifts, or other financial support.
5. Serving alcohol should not be part of the recruitment process on or off campus. This includes receptions, dinners, company/employer tours, informational sessions, etc.
6. Employer representatives/professionals will maintain equal employment opportunity (EEO) compliance and follow affirmative action principles in recruiting activities in a manner that includes the following:
 1. Recruiting, interviewing, and hiring individuals without regard to race, color, national origin, religion, age, gender, sexual orientation, veteran status, marital status, or disability, and providing reasonable accommodations upon request;
 2. Reviewing selection criteria for adverse impact based upon the student's race, color, national origin, religion, age, gender, sexual orientation, veteran status, marital status, or disability;
 3. Avoiding questions that are considered unacceptable by EEO guidelines for fair employment practices during the recruiting process;
 4. Developing a sensitivity to, and awareness of, cultural differences and the diversity of the work force;

5. Informing campus constituencies of special activities that have been developed to achieve the employer's affirmative action goals;
6. Investigating complaints forwarded by career/vocation/civic engagement unit regarding EEO noncompliance and seeking resolution of such complaints.
7. Employer representatives/professionals will maintain the confidentiality of student information, regardless of the source, including personal knowledge, written records/reports, and computer databases. There will be no disclosure of student information to another organization without the prior written consent of the student, unless necessitated by health and/or safety considerations.
8. Those engaged in administering, evaluating, and interpreting assessment tools, employment screening tests, and technology used in selection will be trained and qualified to do so. Employer representatives/professionals must advise the career/vocational/civic engagement services of any test/assessment conducted on campus and eliminate such a test/assessment if it violates campus policies or fair employment practices. Employer representatives/professionals must advise students in a timely fashion of the type and purpose of any test that students will be required to take as part of the recruitment process and to whom the results will be disclosed. All tests/assessments will be reviewed by the employing organization for disparate impact and position-relatedness.
9. When using organizations that provide recruiting services for a fee, employer representatives/professionals will respond to inquiries by career/vocation/civic engagement unit regarding this relationship and the positions the organization was contracted to fill. This principle applies equally to any other form of recruiting that is used as a substitute for the traditional employer/student interaction. These principles apply to organizations providing such services.
10. When employer representatives/professionals conduct recruitment activities through student associations or academic departments, such activities will be conducted in accordance with the policies of the career/vocation/civic engagements services unit.
11. Employer representatives/professionals will cooperate with the policies and procedures of the career/vocation/civic engagement services office, including certification of EEO compliance as well as compliance with all federal and state employment regulations.
12. Employer representatives/professionals will only post opportunities that require college-educated candidates, in a manner that includes the following:
 1. All postings should adhere to EEO compliance standards;
 2. Job postings should be suitable and appropriate for candidates from the target institution;
 3. Internship postings should meet the NACE definition and criteria for internships.
13. Employer representatives/professionals will honor scheduling arrangements and recruitment commitments.
14. Employer representatives/professionals recruiting for international operations will do so according to EEO and U.S. labor law standards. Employer representatives/professionals will advise the career/vocation/civic engagement services office and students of the realities of working in the foreign country and of any cultural or employment law differences.

15. Employer representatives/professionals will educate and encourage acceptance of these principles throughout their employing institution and by third parties representing their employing organization on campus, and will respond to reports of noncompliance.

Sexual Misconduct

[http://www.dbq.edu/CampusLife/OfficeofStudentLife/CounselingLifeServices/Resources/Sexual Misconduct/](http://www.dbq.edu/CampusLife/OfficeofStudentLife/CounselingLifeServices/Resources/SexualMisconduct/)

The University of Dubuque considers rape and sexual assault to be serious offenses, unacceptable within the University or any community. The [University of Dubuque's Title IX Policy can be found here](#).

All persons are encouraged to report any instance of sexual offense to any of the following support systems:

For Confidentiality:

- Riverview Center's Sexual Assault Hotline, 563.557.0310
- Iowa Coalition Against Sexual Assault, 515.850.1922
- UD's Counseling & Life Services, 563.589.3911
- UD's Campus Chaplain, 563.589.3582

Those to report to on campus (non-confidential):

- UD's Title IX Coordinator's Office, 563.589.3619
- UD's Dean of Student Formation, Deputy Title IX Coordinator, 563.589.3270
- UD's Director of Residence Life, Deputy Title IX Coordinator, 563.589.3438
- UD's Campus Safety & Security Office, 563.589.3333

Online reporting or by Phone:

- Maxient reporting system to the Student Life Department ([click here](#))
- Anonymous Hotline, 833.290.0001

City of Dubuque information:

- The nearest Emergency Room in Dubuque, either Finley/Unity Point Health Center 563.582.1881 or Mercy Medical Center 563.589.9666

Support systems will respect confidentiality and anonymity as dictated by their professions and accordingly will seek to maintain confidentiality to the extent permitted by law.

Please be advised that email is not considered a secure form of communication--confidentiality cannot be guaranteed if you forward information of an urgent nature. UD's professional staff only monitor and respond to email during regular office hours.

Offenses to be reported include those perpetrated by other students, faculty, staff, other members of the University community, or non-members. Both men and women may be complainants of sexual offenses.

Victims of rape or sexual assault are encouraged to seek medical assistance as soon as possible, early medical care could become important due to measures taken to prevent sexually transmitted diseases and/or pregnancy. The preservation of physical evidence is critical in the event that the victim ultimately chooses to press charges. Showering, douching, changing clothes, brushing teeth and other such measures destroy physical evidence of rape and sexual assault.

Definitions

Please reference [UD's Title IX Policy](#)

Rape

Rape is defined by the U.S. Department of Justice, as any ‘penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim’.

Sexual Assault

Sexual assault, as defined by the U.S. Department of Justice, is ‘any type of sexual contact or behavior that occurs without the explicit consent of the recipient. Falling under the definition of sexual assault are sexual activities as forced sexual intercourse, forcible sodomy, child molestation, incest, fondling, and attempted rape’.

What to do if you have been assaulted:

- Go to a safe place and contact someone you trust.
- If you want to report the assault, contact the City of Dubuque Police Department ‘911’, any of the support systems listed above, or go to the nearest Medical Facility or Emergency Room.
- If you reside in residential housing, contact your RA or your Hall Director. An on-call system is in place to insure that a professional team member is available to you.
- Consider preserving all physical evidence of the assault and write down or tell the person you trust as much as you can remember about the circumstances of the assault.
- Seek medical assistance, both emergency rooms of Mercy Medical Center and the Unity Point Health Finley Hospital have FREE rape-exam kits.
- Seek support services, Monday–Friday, 8:00 a.m.–5:00 p.m. contact UD’s Counseling Services to talk with a provider who is professional trained to assist victims of assault 563.589.3911.
- Support services after hours, weekends, and holidays, or in the event you want the services of a trained legal advocate contact Riverview Center’s Sexual Assault Hotline 888.557.0310 or Iowa Coalition against Sexual Assault, 515.850.1922

What if your attacker is also a UD student?

The University of Dubuque has established a student code of conduct which addresses non-academic misconduct. If you and the person who has assaulted you both reside within the University's residential housing, please contact your RA, Hall Director, or the Director of Residence Life 563.589.3438 to request assistance in determining and establishing immediate safety. You have the right to pursue either an informal or formal investigation into the assault. Both the victim and alleged perpetrator have rights that must be acknowledged in the event the case is addressed through the formal process. You can speak directly to the Dean of Student Formation to obtain more information 563.589.3270.

What if you know someone who has been assaulted?

The above listed information may assist you in determining what course of action you can take to better support your friend. Prioritize their safety as well as their physical and emotional well-being. Encourage them to seek medical care and consult with a trained provider or sexual assault advocate. Protect your friend's privacy, be sensitive to what is all involved in the healing process.

Please be advised that emailing, text messaging, or posting information on social media sites is not considered a secure form of communication, confidentiality cannot be guaranteed if you forward or post information of a sensitive nature, this could jeopardize your friend's privacy.

Creating a Culture of Consent

Minimizing the risk of unwanted sexual contact

Consent is one of the most misunderstood concepts in comprehending the issues around interpersonal violence. Learning how to talk about consent, gain consent, or refuse consent can help clarify each person's responsibility to minimize the risk of unwanted sexual contact.

Whether you are in an intimate relationship with someone, with a casual acquaintance, or with someone you just met, consent must be established between both parties before engaging in any sexual activity.

Individuals should learn to understand their roles in an intimate relationship, their right to be free from harm, and the significant consequences that may fall upon persons who compel sexual relations by coercion, force, or threat of force. To address the issue of sexual assault in a university environment, we offer practical guidance for reducing your risk of being sexually assaulted or accused of sexual assault, as well as help for survivors of sexual assault. We invite the entire campus community to make a positive difference on our campus.

The University of Dubuque does not tolerate sexual assault in any form. Such acts of violence are prohibited by the University's code of conduct, as well as state and federal laws. Individuals who violate the law are subject to harsh penalties through the campus disciplinary system and/or a court of law. Please see the University's most current edition of the Student Handbook, Faculty Handbook, and/or Employee Handbook for more information.

The University of Dubuque is committed to preventing the occurrence of sexual assaults, and is prepared to respond responsibly to any report of sexual assault that is brought to its attention. UD's Counseling & Life Services staff are available to any student, faculty, or staff involved in a sexual assault. If a survivor of sexual assault wishes to report it and have the case prosecuted in court, UD's Counseling & Life Services staff will provide referrals to appropriate resources to assist. A survivor also has the option to simultaneously or exclusively file a complaint through the campus disciplinary system by contacting UD's Title IX Coordinator.

Creating Awareness

The University of Dubuque provides educational sessions on the prevention of and responding to sexual assault, as well as the reporting of sexual assault. Educational sessions are provided during New Student Orientation in collaboration with the Courage and Social Action Theater Troupe. Informational sessions are also provided during the annual Healthy Relationship Week programming in the Fall and Spring terms, in collaboration with the Riverview Center and Waypoint Services. Online tutorials on sexual assault awareness and prevention are required of all students through programming, extended by the Department of Student Life. And, Resident Assistants and Professional Hall Directors are provided training annually through the Office of Residence Life.

Title IX and Jeanne Clery Act Informational Sessions

<http://www.dbq.edu/CampusLife/OfficeofStudentLife/CounselingLifeServices/TitleIXandJeanneCleryActInformationSessions/>

The University of Dubuque provides informational sessions for faculty and staff during the academic year. The informational sessions are one hour in length and focus on the roles and responsibilities of faculty and staff under Title IX and the Jeanne Clery Act.

Receiving support, empathy, and understanding following a disclosure is a vital part of a victim's healing journey. The sessions will equip its attendees with the knowledge to properly respond to student, faculty, and staff disclosures of sexual misconduct with care.

Objectives

- Identify interim changes suggested by the Department of Education as it applies to Title IX and the Jeanne Clery Act
- State faculty and staff requirements outlined under Title IX and the Jeanne Clery Act
- Employ knowledge and skills to better serve students, faculty, and staff following their disclosure of sexual misconduct
- Discuss the process of a Title IX investigation after a report is made
- Express the rights of petitioners and respondents
- Identify counseling, support services, and resources for survivors of sexual misconduct

Please contact Julie MacTaggart, Director of Human Resources at 563.589.3619 or JMacTaggart@dbq.edu to review the campus schedule for the informational sessions and to reserve a seat.

Learn more at www.dbq.edu/TitleIX

Advisory Committees Served by Staff and Affiliated Memberships

- Area Collegiate Advisory Committee
- Career Professionals of Iowa (private and public institutions)
- Greater Dubuque Development – HR Advisory Committee
- Greater Dubuque Development – IT Sector Board
- Iowa College Recruiting Network (private institutions)
- National Career Development Association a division of the American Counseling Association
- University of Wisconsin Center for Education Research – Career Professionals Development Institute
- Women’s Leadership Network – Dubuque

UD's Vocation & Civic Engagement Services Team:

Work Hours and Expectations

UD's Vocation & Civic Engagement Services Team will abide by the University's Employee Handbook and statutes. The Employee Handbook will be referenced on standard employee practices, expectations, and behaviors within the work environment, to include but not limited to:

- number of contact hours of work for 1 full-time employment and engagement in UD business for 37.5 hours for each week of work;
- expectations for absences and documentation;
- documentation for late and/or tardiness during campus business hours;
- expectation for proposed release time;
- proposed time away for UD business;
- and notification for sick and/or medical leave

UD's Vocation & Civic Engagement Services Team members are expected to engage in 37.5 work hours of UD business/service within 1 FTE work week, those hours may be stimulated outside of UD's standard business hours due to programs, events, and/or services extended to student and/or alumni (before 8:00am and after 5:00pm, Monday – Friday and/or weekend hours). This represents direct and indirect student services. 1FTE Vocation & Civic Engagement Services Team member will not have more than 60% of work load, per week, in the capacity of direct student service contact hours, as this supports reduction of burnout, sustainability of programs/trainings, documentation, and opportunity to improve/enhance services and programs of the unit to better meet the needs of the student body (i.e., reading professional journals, research, review of state and national best practices, continuing education opportunities, assessment/goal planning, solidifying proposals, prompting informational interviews with the Student Government Association/Faculty/Staff, meeting with academic departments/off-campus resource providers, etc.). All Vocation & Civic Engagement Team members maintain efforts to attend and participate in all Unit and Department meetings scheduled by the Director and/or Student Life Deans. Team members make efforts to follow-up with the Director and/or Student Life Deans to review information they may have missed in their absence of a scheduled meeting.

Contracted Graduate Assistants/Graduate Interns abide to the language of service hours identified in their contract and months of their start and end date within the academic year.

Contracted On-campus and Off-campus Work Study abide to the language of the work study policy for the University, Financial Aid, and this manual, as referenced on page 21.

Vocation & Civic Engagement Services Team Members are expected to arrange a satisfactory work schedule with their assigned supervisor and abide to it. Any changes to their work schedule must be discussed in advance with the supervisor. If permission to be absent is denied, the team member must report to the assigned work site. It is expected that permission will be withheld only for justifiable reasons. Leaving a message for a supervisor is not to be constructed

as permission to be absent. Also, excessive socializing face-to-face, on the phone, text messaging, and/or social media interaction on the work site and during work time is to be avoided.

Employee/Graduate Assistant/Graduate Intern/Work Study Rights:

- ✓ Written job description
- ✓ Clearly defined job expectations
- ✓ A safe and positive work environment
- ✓ Periodic performance feedback
- ✓ Professional employees submit annual self-assessment to site supervisor

Annual Employment Reviews

UD's Vocation & Civic Engagement Services Team members will review and reflect upon their current job descriptions for their annual reviews. The suggested outline for the review will be provided to Team members in advance. All reviews will be submitted to the reporting Director/Deans of Student Life by September 1st, which also includes an updated vitae to capture one full academic year. The submission timeline allows Team members to reflect upon a full academic year and the capacity of their work to serve the University's student population.

Subject to Changes

UD's Vocation & Civic Engagement Services Policy and Procedure Manual is subject to change during an academic year. The document remains fluid to better meet the needs of the student body served through the University.

Terminology of 'Student'

As referenced in this manual, the term 'student' refers to any person who is enrolled as a student with the University of Dubuque, which includes: Student Athletes; Undergraduate Students; Graduate Students; enrolled students within face-to-face courses; web-enhanced courses; as well as enrolled students within online courses.

Eligibility Criteria for the use of Vocation & Civic Engagement Services

Types of Opportunities Shared with UD Students Include but not Limited to:

- Fall, Winter, Spring, and Summer Employment Opportunities
- Off-campus Work Study Opportunities
- On-campus Work Study Opportunities
- Internships (academic credit and non-academic credit)
- Volunteer/Civic Engagement Opportunities
- AmeriCorps and Peace Corps Opportunities
- Professional Employment Opportunities

Students Ineligible to use the Vocation & Civic Engagement Services are those Who:

- Have terminated their student status without graduating
- Are barred or disqualified from student status

Alumni

UD Alumni may use all Vocation & Civic Engagement Services.

EEOC Compliance

UD's Vocation & Civic Engagement Services Team will maintain EEOC compliance and follow affirmative action principles in career/vocation/civic engagement activities in a manner that includes but not limited to the following:

- Referring all interested students for employment opportunities without regard to race, ethnicity, national origin, religion, age, gender, sexual orientation, and/or disability, and providing reasonable accommodations upon request
- Notifying employing organizations of any selection procedures that appear to have an adverse impact based upon the student's race, ethnicity, national origin, religion, age, gender, sexual orientation, and/or disability
- Assisting recruiters in accessing certain groups on campus to provide a more inclusive applicant pool

- Informing all students about employment opportunities, with particular emphasis on those employment opportunities in occupational areas where certain groups of student are underrepresented
- Developing awareness of, and sensitivity to, cultural differences and the diversity of students, and providing responsive services

On-campus/Virtual/Phone Networking Recruiting

**Due to the impact of the COVID-19 pandemic, all interviews are encouraged to be facilitated through virtual forums or by phone*

On-campus interviews enable students and alumni to interview within the Center for Advising & Vocation or in an on-campus reserved location with local, regional, national, and international employers for professional career, service, and/or internship opportunities.

Policies & Procedures

Employer/Representative professionals expect a full interview schedule with candidates that are punctual and dressed professionally (i.e., face-to-face, phone, and/or virtual meeting) when interviewing through UD programs. To ensure that employer expectations are fully met, if not exceeded, policies have been established regarding submitting your cover letter and resume/vitae, cancellation of appointments and being present at interview appointments (i.e., face-to-face, phone, and/or virtual).

There are seven policies that you should understand and must comply with in order to participate in On-campus Networking/Recruiting. If you have any questions or need clarification on these policies, please contact any professional staff member within Vocation & Civic Engagement Services.

Professional Skills Development Course Policy

- ✓ The course (1 credit and 3 credits) provides an E-Syllabus outline of expectations for students and employer/representative professionals
- ✓ Students are required to engage within the Mock Interview Program for the course requirements or a failing grade will be applied
- ✓ Students are required to meet academic requirements, as identified within the E-Syllabus; Administrative Policy section; and the identified course Moodle page

Informational Interview Program Policy

- ✓ This program provides a power point outline of expectations for students and employer/representative professionals
- ✓ Please request a copy, students may download from the Vocation & Civic Engagement Resource Moodle page
- ✓ Failure for a student to present themselves for their assigned informational interview will result in immediate loss of interviewing privileges for an undetermined amount of time

Resume Policy

- ✓ Students are required to submit their cover letter, resume/vitae to an employer/representative by stated business days before a real and/or mock interview
- ✓ Students are required to review the Mock Interview program policy, which requires within 5 to 7 business days, prior to the date of the scheduled Mock Interview

Mock Interview Policy

Mock Interviews, in which employers/representatives volunteer their time to interview and provide students with constructive feedback, are considered an on-campus interview program. All on-campus interview program interviewing policies and procedures apply, even if a student is assigned a mock interview that takes place in the format of a phone, Skype, Go-to-Meeting, or scheduled at the site of the employer/representatives place of work. All program information can be downloaded from the Mock Interview Program packet.

Interview Cancellation Policy

Students are required to contact the Assistant Director of Employer Relations at least 2 business days before their scheduled interview to cancel the interview. Failure to comply with the interview cancellation policy will result in immediate loss of interviewing privileges and resume referrals.

Internships for Academic Credit Policy

Students are required to consult with their Academic Department Chair and/or their assigned Academic Internship Instructor to receive the assigned contracts to pursue academic credit and review all prerequisites for their internship(s). Students are encouraged to complete these consultations at least one academic semester prior to the start of their internship for academic credit.

On and Off-campus Work Study Program Policy

- ✓ Compliance with all policies and regulations regarding work –study
- ✓ Completion of all required Financial Aid forms with accurate information by the required deadline and to furnish any information requested by Financial Aid and/or the Center for Advising & Vocation in a timely and efficient manner
- ✓ Submit completed time sheets in accordance with the time sheet submission guide
- ✓ Informing Financial Aid & Scholarships of any changes in present academic or financial status
- ✓ Immediately complete and return all required employment forms to Financial Aid and Human Resources prior to the first day of work
- ✓ Furnish accurate and updated information/documents as requested by a supervisor, Human Resources, and/or Payroll
- ✓ Courteous and professional behavior to all members of the University, the non-profit site and/or any visitors to the site
- ✓ Act in a professional and responsible manner in dealing with confidential information and other information which comes to the student by virtue of their work. Breaches of confidentiality and other acts of dishonesty are just reason for dismissal from the work study opportunity
- ✓ Student work study is expected to arrange a satisfactory work schedule with their assigned supervisor and abide to it. Any changes to their work schedule must be discussed in advance with the supervisor. If permission to be absent is denied, the student must report to the assigned work study. It is expected that permission will be withheld only for justifiable reasons. Leaving a message for a supervisor is not to be constructed as permission to be absent. Also, excessive socializing face-to-face, on the phone, text messaging, and/or social media interaction on the work site and during work time is to be avoided
- ✓ Student rights: a written job description; clearly defined job expectations; a safe and positive work environment; and periodic performance feedback

Student Obligations

Students have certain obligations in the networking/recruitment process, as listed below:

- ✓ Provide accurate information about your academic work and records, including courses taken, grades, positions held, and duties performed
- ✓ Interview genuinely
- ✓ Adhere to schedules
- ✓ Don't keep employers/representatives delayed in their decision process (i.e., acceptance or refusals of opportunities)

- ✓ Accept opportunities offered in good faith
- ✓ Claim fair reimbursement (i.e., an employer has agreed to reimburse you for expenses incurred)
- ✓ Obtain the career/vocation/civic engagement information you need to make an informed decision about your future

Employer & Representative Networking

- Online employment, internship, volunteer, service-learning postings on the Vocation & Civic Engagement Moodle and webpage
- Online resource links to the Vocation & Civic Engagement Moodle and webpage
- On-campus/Virtual Informational Session/Table
- Informational and Mock Interview Programs
- On and Off-campus interviews for employment, internship, volunteer and/or service-learning opportunities
- Collaborative Speaking Engagements within Professional Skill Development Course Sections (*Per Discretion of Instructor*)
- Collaborative Speaking Engagements within Alternative Courses (*Per Discretion of Instructor*)
- Employer/Representative Site visit collaboration for Students
- Off-campus Employer/Representative Open House Event(s)
- Area Collegiate Events
- Collaboration with Academic Department Interview Days, Per Discretion of Departments
- Iowa College Recruiting Network (Employer Fall and Spring Interview Days)
- Collaborative Engagements through the Office of Campus Scheduling and Event Planning

Employers and representatives shall request to participate in any of the above listing for the purpose of networking with students and/or alumni from the University of Dubuque by contacting a professional staff member within Vocation & Civic Engagement services or the desired faculty, adjunct, or teaching staff member. The ***Networking Request Form*** (*link can be found below*) must be completed by the employer or representative of the organization testifying to its commitment to equal opportunity for any of the following: employment, gap year experiences, graduate/professional school, internships, volunteer, civic engagement, and/or service-learning opportunities.

The permitted frequency of networking opportunities may differ per employer or representative based upon enrollment of students and/or the anticipated volume of alumni engagement in the activity and/or event.

We will not approve on-campus networking opportunity requests, participation in Area Collegiate Events, endorse participation within Iowa College Recruiting Network Events, and/or promote Off-campus Employer/Representative Events for the following:

- The opportunity displays discriminatory hiring practices based upon age, race, color, religion, gender, sexuality, national origin, marital status, disability, or any other character protected by law.
- The opportunity is combined with the marketing and/or sale of products or services to students and/or alumni.

- The opportunity is to enroll or register with an online system bank or registry.
- A financial investment is required on the part of our students or alumni including: (a) The student/alumni is required to pay a nonrefundable fee for trainings(s) or certifications necessary to perform tasks; (b) The student/alumni is assessed for any sort of fee for placement; and/or (c) An investment is required including, but not limited to membership fees; start-up fees; portfolio costs; the purchase of sample or sales kits, and/or marketing kits, etc.
- The position's compensation structure is 100% commission, including other pay structures whereby the employee is not paid a promised hourly wage or salary on an established pay schedule/period.
- The employer/representative provides financial incentives to staff who recruit new hires for the organization and for which the networking staff member receives a portion of the new hire's commission.
- The opportunity is for an independent contractor or self-employment or "own/start your own business". These include, but are not limited to: (a) positions that are structured as a 'pyramid scheme'; (b) position is multi-level marketing; and (c) 1099 independent contractor.
- The opportunity involves on-campus solicitation, posting of materials, or sales of products or services not authorized by the University of Dubuque Services for Vocation & Civic Engagement.

If an employer and/or representative of an organization is declined, a follow-up phone call and/or email will be provided from professional staff within Vocation & Civic Engagement services, or from the desired faculty, adjunct, and/or teaching staff member as to the rationale for the decline.

If an employer and/or representative of an organization is approved but later found to be in violation of any of the above, all networking privileges will be rescinded indefinitely through the University of Dubuque Vocation & Civic Engagement services.

Additionally:

- The networking is not confirmed until the employer and/or representative of an organization receives confirmation from professional staff within Vocation & Civic Engagement services, or the assigned faculty/adjunct/teaching staff member.
- Requests to network should be received by professional staff within Vocation & Civic Engagement services at least two weeks prior to the requested dates.
- Allow two weeks prior notice for professional staff to adequately promote your networking opportunity and/or schedule you for a networking opportunity.
- If you must cancel your networking opportunity, please call professional staff at least 48 hours prior to your scheduled networking opportunity.
- Employment agencies must disclose to professional staff the organizations that they will be representing in order for networking requests to be confirmed.

We wish to provide a positive relationship with employers and/or representatives of organizations, however, if guidelines are not adhered to, we reserve the right to withdraw all networking opportunities.

If you agree with the above, please proceed to the [***Networking Request Form.***](#)

<https://www.dbq.edu/CampusLife/OfficeofStudentLife/VocationalServices/EmployerRepresentativeNetworking/>

Additional Resources

For additional news articles, videos, and websites on various career related topics, please visit the following webpage

<https://www.dbq.edu/CampusLife/OfficeofStudentLife/VocationalServices/AdditionalResources/>

Special note: UD's Vocation & Civic Engagement Services does not own or maintain the websites listed below, and we have no control over their content. We provide the external links as a service to UD students and do not expressly endorse any of the programs or services. These links will take you to websites beyond the University of Dubuque's website.

***The following University pages for Vocation & Civic Engagement Services provide additional information relevant to programs and services, as well as online resources for students on the comprehensive Moodle pages (i.e., general, Veterans, and PA students)**

<https://www.dbq.edu/CampusLife/OfficeofStudentLife/VocationalServices/>

<https://www.dbq.edu/CampusLife/OfficeofStudentLife/VocationalServices/CareerAssessments/>

<https://www.dbq.edu/CampusLife/OfficeofStudentLife/VocationalServices/CareerExploration/>

<https://www.dbq.edu/CampusLife/OfficeofStudentLife/VocationalServices/CareerDevelopmentandPreparation/>

<https://www.surveymonkey.com/r/voc-civ-eng-survey>

<https://www.dbq.edu/CampusLife/OfficeofStudentLife/VocationalServices/Co-curricularand4yearCareerPathPlans/>

<https://www.dbq.edu/CampusLife/OfficeofStudentLife/VocationalServices/ConsideringGradProfessionalSchool/>

<https://www.dbq.edu/CampusLife/OfficeofStudentLife/VocationalServices/EmployerRepresentativeNetworking/>

<https://www.dbq.edu/CampusLife/OfficeofStudentLife/VocationalServices/Employers/>

<https://www.dbq.edu/CampusLife/OfficeofStudentLife/VocationalServices/EmployersWhoHaveOfferedUDStudentInternships/>

<https://www.dbq.edu/CampusLife/OfficeofStudentLife/VocationalServices/FacultyandStaffPartnership/>

<https://www.dbq.edu/CampusLife/OfficeofStudentLife/VocationalServices/FindaJobInternshipVolunteerOpportunity/>

<https://www.dbq.edu/CampusLife/OfficeofStudentLife/VocationalServices/FindaJobInternshipVolunteerOpportunity/JobPostings/>

<https://www.dbq.edu/CampusLife/OfficeofStudentLife/VocationalServices/FindaJobInternshipVolunteerOpportunity/InternshipPostings/>

<https://www.dbq.edu/CampusLife/OfficeofStudentLife/VocationalServices/FindaJobInternshipVolunteerOpportunity/VolunteerPostings/>

<https://www.dbq.edu/CampusLife/OfficeofStudentLife/VocationalServices/GoalsoftheProgramsandServices/>

<https://www.dbq.edu/CampusLife/OfficeofStudentLife/VocationalServices/InternInstructors/>

<https://www.dbq.edu/CampusLife/OfficeofStudentLife/VocationalServices/InternationalOpportunities/>

<https://www.dbq.edu/CampusLife/OfficeofStudentLife/VocationalServices/InterviewAssistance/>

<https://www.dbq.edu/CampusLife/OfficeofStudentLife/VocationalServices/JointheAdvisoryCommittee/>

<https://www.dbq.edu/CampusLife/OfficeofStudentLife/VocationalServices/LifeAfterCollege/>

<https://www.dbq.edu/CampusLife/OfficeofStudentLife/VocationalServices/ListofServices/>

<https://www.dbq.edu/CampusLife/OfficeofStudentLife/VocationalServices/NetworkingAssistance/>

<https://www.dbq.edu/CampusLife/OfficeofStudentLife/VocationalServices/ONETOccupationGuide/>

<https://www.dbq.edu/CampusLife/OfficeofStudentLife/VocationalServices/OccupationalSalaryOutlook/>

<https://www.dbq.edu/CampusLife/OfficeofStudentLife/VocationalServices/OnlineCareerLibrary/>

<https://www.dbq.edu/CampusLife/OfficeofStudentLife/VocationalServices/ParentsGuardians/>

<https://www.dbq.edu/CampusLife/OfficeofStudentLife/VocationalServices/ParticipatingMemberships/>

<https://www.dbq.edu/CampusLife/OfficeofStudentLife/VocationalServices/ResumeAssistance/>

<https://www.dbq.edu/CampusLife/OfficeofStudentLife/VocationalServices/SeekingInternshipforCredit/>

<https://www.dbq.edu/CampusLife/OfficeofStudentLife/VocationalServices/UpcomingCareerFairs/>

<https://www.dbq.edu/CampusLife/OfficeofStudentLife/VocationalServices/UpcomingEvents/>

<https://www.dbq.edu/CampusLife/OfficeofStudentLife/VocationalServices/WhatcanIdowithacareerin/>

<https://www.dbq.edu/Admission/FinancialAid/WorkStudy/>

<https://www.dbq.edu/CampusLife/OfficeofStudentLife/VocationalServices/WhatisaCareer/>

<https://www.dbq.edu/CampusLife/OfficeofStudentLife/VocationalServices/WhatisaCareer/>

<https://www.dbq.edu/CampusLife/OfficeofStudentLife/VocationalServices/WhatisVocation/>

**** Please reference the University's most current edition of the 2020-2021 Student Handbook, which provides additional information and policies relevant to the above listing of services**

Anonymous Reporting Hotline

The University of Dubuque is committed to providing a safe campus. To assure this the University has a confidential third party reporting service. Its purpose is to provide a convenient tool to anonymously and confidentially report activities that may represent criminal, unethical or otherwise inappropriate behavior in violation of university policies. Reports may be made 24/7 to:

- **Website:** www.lighthouse-services.com/dbq
- **Toll-Free Telephone:**
 - **English speaking USA and Canada: 833.290.0001**
 - Spanish speaking USA and Canada: 800.216.1288
 - Spanish speaking Mexico: 01.800.681.5340
 - French speaking Canada: 855.725.0002
- **E-Mail:** reports@lighthouse-services.com (must include company name with report)
- **Fax:** 215.689.3885 (must include company name with report)

This hotline service is not meant to replace or supersede currently approved reporting methods. The University encourages students, faculty, staff, and other members of the University Community to utilize existing lines of communication and guidelines/ remedies whenever possible. For example, complaints of discrimination including sexual harassment and related misconduct should be addressed by following the established procedure set forth in the Non-Discrimination, Anti-Harassment and Retaliation policy of the Employee Handbook.

<http://www.dbq.edu/AboutUD/AnonymousHotline8332900001/>

Future Young Professionals Success Shop

The University of Dubuque Future Young Professionals Success Shop provides FREE professional career clothing for UD students for occasions such as interviews, career fairs, internships, networking receptions, and other career-related events that require professional attire. The Success Shop is supported through the generosity of donations from UD Alumni, staff, and faculty as well as community members and local employers.

Due to our limited space and growing inventory, we seek to be intentional about what types of items we accept. Please ensure donations are of professional attire in a modern style appropriate for traditional and non-traditional students. We kindly ask that you please dry-clean or wash items before donating. Items with any damage, without sizes clearly labeled, or outdated will not be accepted or donated to a local charity.

Appropriate Donations:

- Business Suits and Jackets
- Button-up Business Professional Shirts
- Professional Slacks
- Professional Ties
- Belts
- Blouses
- Shoes
- Handbags/Pad-folios/Briefcases

When donating, please consider the following:

- All clothing must be freshly laundered or dry-cleaned (preferably on hangers)
- No stains, tears, rips, missing buttons, or broken zippers
- We are seeking clothing appropriate for interview attire

Students are permitted one professional dress outfit per academic year. The clothing is free of charge and is yours to keep, no need to return! Our selection and inventory are constantly changing, based on the donations received. If the size or items you are looking for are not available, please advise a member of Vocation & Civic Engagement Services and we will add the item to the wish list. Students may visit the FYP Success Shop during Center office hours and if available a member of the staff will help you select clothing options.