



**AUTHORITY:**                    **Campus President (with the support of):**  
Dean  
Instructor  
Career Services Advisor  
ESD

**STANDARD:**

Campus staff and faculty will hold as a standard a holistic view of the professional learning environment, graduation and placement and implement actions that increase successful extern, career placement and overall professionalism. Students are expected to enter externship meeting professionalism standards, complete extern on the first attempt, and graduates are to be certified/licensed in the appropriate field upon graduation in order to attain the six-month placement standard.

**PROCEDURE:**

1. **Faculty:** all documents are housed in **IZ>Campus>Libraries>Graduate Readiness Plan**
  - a. Institute use of the **Classroom and Lab Professionalism Check-off form**, conducted by a daily-appointed student office manager, to raise awareness and the bar for professionalism
  - b. Invite a guest speaker every module to discuss professionalism standards; speakers will be briefed on content needs to better inform their presentations
  - c. Utilize the **Obstacles Scenarios** in Week 2 of every module
  - d. In Week 5, prior to graduation or extern, complete the **Graduate Readiness Exit Interview** with each graduate and document in Academic Info using ***Activity: AD Grad Readiness Exit Interview*** (email trigger from CSA)
  - e. Schedule students for certification or licensure exams within 5 weeks of extern or graduation and direct students to add pending date to resume
  
2. **Career Services**
  - a. Communicate employment start names to all campus staff and program-specific faculty Week 1. Email subject line: **Employment Starts - Congratulations!**
  - b. Communicate current pending externs, pending graduates and graduates to faculty and academic leaders Week 1. Email subject line: **Job Search - Student List**
  - c. CS will utilize **Obstacles Scenarios** to prepare students for extern and employment success

- d. Direct students to list pending certification or licensure application dates on resumes (MA, MOA, PT, CJ, DA, BA and linear programs)
- e. Communicate update on CSS100 progress via weekly email to instructors
- f. Conduct three 20-minute **Classroom Professional Learning Environment Observations** every module and email completed form to instructor and Dean. Provide collegial feedback to the instructor and serious concerns to the Dean within 24 hours.

### 3. Campus Presidents

- a. Institute a **Graduate Professional Success Standards** campaign, communicated throughout campus via posters, assignments, and other modalities every 5 weeks:
  - 1) **Communication**
  - 2) **Attitude**
  - 3) **Appearance**
  - 4) **Accountability**
- b. Conduct 2 classroom **Classroom Professional Learning Environment Observations** every 5 weeks, focused on low-placement programs
- c. Create and upload success initiative for programs not meeting placement, certification, and/or licensure standards

### 4. Enrollment Services Director (ESD)

- a. Acceptance interviews will include a question specific to professional growth/development and plans for employment:
  - 1) A regular part of your classes will be to receive feedback on your school work and your professional development. How do you handle constructive criticism?
  - 2) Have you thought about where you would like to work after you graduate? If yes, tell me about it. If no – I encourage you to start thinking about your future place of employment now.