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Career Center Records

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Career Center Records

Finding Aid

South Dakota State University Archives and Special Collections
Briggs Library (SBL) Room 241 Box 2114
1300 North Campus Drive
Brookings, SD 57007
Phone: 605-688-5094
Email: arcrefs@sdstate.edu

Collection Summary

Identifier

UA 27

Title

Career Center Records

Creator

Career Center; Career and Academic Planning Center, South Dakota State University

Dates

1975-2008

Extent

0.21 linear feet – 1 small document case, photographs

Language

English

Repository

South Dakota State University Archives and Special Collections, Hilton M. Briggs Library, Brookings, South Dakota.

Access note

This collection is open to researchers without restrictions. The materials in the Archives do not circulate and may be used in-house only.

Preferred Citation

Name of item. Career Center Records. UA 27. South Dakota State University Archives and Special Collections, Hilton M. Briggs Library, Brookings, South Dakota.

Abstract

The Career Center provides services that assists students with planning for careers. This collection is composed mainly of newsletters and flyers for job fairs, practice interview sessions, and etiquette dinners. Also included is a file dealing with tutoring programs.

Historical Note

The Career Center, formerly the Career and Academic Planning [CAP] Center, provides services that assists students with planning for careers. Through this office, a student can visit with a career counselor; take an interest skill inventory or participate in career development workshops. The Career Center's Career Resource Library provides information on more than 21,000 careers, major employers in the United States, various academic majors at South Dakota State University, and the employment status of SDSU graduates.

The Career Center offers experiential education programs. These programs provide the student an opportunity to integrate classroom study with periods of planned and supervised professional work experience with cooperating businesses, industry, and governmental agencies.

The Career Center also offers help to students searching for part-time, summer, intern, or full-time employment. The staff at the Center offers workshops and individual assistance to help students prepare resumes, develop interview skills, improve job-hunting strategies, and contact employers.

The staff at the Career Center instructs a two credit course designed to help students become more effective learners. This course is called "Mastering Lifetime Learning Skills" and is offered each semester. In addition, students searching for tutoring assistance, or who have concerns about test anxiety may find help at the Career Center.

Contents Note

This collection is composed mainly of newsletters and flyers for job fairs, practice interview sessions, and etiquette dinners. Also included is a file dealing with tutoring programs.

Key Words

South Dakota State University. Career and Academic Planning Center.

South Dakota State University. Career Center.

Administrative Information

Conditions Governing Access

This collection is open to researchers without restrictions. The materials in the Archives do not circulate and may be used in-house only.

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Arranged and Described by

Crystal J. Gamradt, May 15, 1998. Revisions made on September 30, 2008.

Container List

Box	Folder	Description	Date(s)
1	1	CAP Center Employment News (newsletter)	2005
1	2	CAP Center flyers	2003-2004
1	3	Career Concerns	1975-1991
1	4	Career Matters Update (newsletter)	2000-2006, 2008

Box	Folder	Description	Date(s)
1	5	Career Week	1998-2001, 2003
1	6	Etiquette Dinner (Flyer)	2004
1	7	Finding a Job: The Common Sense Guide (brochure)	1993
1	8	Interviewing pamphlet	2000
1	9	Job Fairs (flyers)	2000-2005
1	10	Key into Fall Classes (newsletter)	1987
1	11	Majors Fair (flyers)	2000, undated
1	12	Open House (flyers)	1998, 2005
1	13	Practice with the Pros (interviewing) (flyers)	2000, 2003- 2004, 2006
1	14	Pre-Employment Programs (memo)	1990
1	15	Proficiency Exams Help Sessions (flyer)	2006
1	16	Resumes pamphlet	2000
1	17	Tutoring programs	2006