

TSU

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# **TSU Career Services Center**

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[www.tsu.edu/careercenter](http://www.tsu.edu/careercenter)

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## **Welcome to TSU University Career Services**

### **PURPOSE**

Our Handbook has been prepared to provide students, alumni and employers information about the TSU University Career Services Center. It describes the Career Center's policies, procedures, and services.

Information has been prepared to help stakeholders become fully aware of the many opportunities available in the TSU University Career Services Center.

The Center can help students and alumni:

- Explore and make sound decisions about careers they may pursue in the future
- Interface with industry career professionals
- Acquire employability skills that will prepare them for employment opportunities.

The Center can help employers:

- Connect with qualified candidates to satisfy their recruiting needs
- Establish name recognition on campus by offering a range of options and services

### **MISSION STATEMENT**

- The University Career Services Center has the major objective of assisting students and alumni with their employment related needs.
- We also focus on developing strong relationships with employers and assisting them with their recruiting needs.

## CAREER CENTER GOALS

The following are goals for the Center:

1. Provide applied academic and technological experiences for students and alumni to enable them to succeed in the workplace.
2. Encourage students to become involved in internship experiences to ensure attainment of sufficient knowledge and information about various phases of business operation.
3. Develop appropriate work ethic attitudes in such areas as dependability, responsibility, punctuality, confidentiality, and loyalty through applied experiences in business settings.
4. Introduce students to emerging developments in technology.
5. Enable students to explore career options, gain insight into a number of fields of employment, prepare for specific careers, upgrade knowledge as work requirements change, and retrain for new jobs through the appropriate selection of career programs.
6. To connect students and alumni directly to employment and continuing education opportunities, including internship opportunities for students.
7. To identify a network of employer contacts for student internships and future employment opportunities by developing effective long-term relationships with employers.

## OVERVIEW OF SERVICES

The Office of Career Services' primary function is to provide students and alumni with information and employment skills that will assist them with their academic and career plans. In addition to assisting students and alumni in securing full-time, part-time, and internship opportunities, we also assist students and alumni by facilitating resume workshops, mock interviews, career assessments, career fairs, on-campus recruitment and employer seminars.

## **FULL-TIME & PART-TIME EMPLOYMENT**

Full-time (40 hrs/wk) and part-time (20 – 35 hrs/wk) positions are posted weekly on our career services database, *Tiger Connect* at [www.myinterfase.com/tsu/student](http://www.myinterfase.com/tsu/student).

## **INTERNSHIPS**

Internships are related to student's academic studies and provide meaningful work experience. They allow students to experience and evaluate potential careers while still in school. An internship can also help students develop professional references and contacts for future networking. Internships are available for all academic majors.

## **RULES AND REGULATIONS GOVERNING THE INTERNSHIP PROGRAM**

**Description:** The integration of process and content acquisition through application and practice in real-life situations; structured part-time or full-time experiences

**Goals of the Program:** The program is designed to benefit both students and employers. Students receive practical experience in a related career discipline, while employers benefit from their skills and assistance, and may evaluate first-hand possible future employees.

### **Student Eligibility and Expectations**

Students must be sophomore, junior, senior or graduate student status. Students qualifying for the internship program are expected to meet high standards of personal conduct and professional ethics, as well as to maintain attention to punctuality, deadlines and cooperation with others. In short, students are expected to work hard and become an asset to the organization they are serving.

### **Employer Eligibility and Expectations**

The employer must meet the following criteria before an internship may be approved:

- The employer must offer an opportunity for the intern to apply, practice and develop skills and knowledge emphasized in his or her major discipline
- The employer must provide a minimum of 20 substantial working hours per week for undergraduates and up to 40 hours per week for graduate students.
- Students must seek positions where they will have a professional mentor and networking opportunities. The supervisor is asked to assign a special project, if possible, to the student for completion. The Employer must supervise the student; report the student's progress and development on the job.
- The conditions of an internship should be established with the student before he or she reports. These include the nature of the internship, supervisory arrangements, specific responsibilities of the intern, compensation (if any), and work schedules. It is expected that employers will provide a safe environment in which students can work and the materials that students need to complete their assignments. Once the internship begins, employers should review the student's work with them regularly and treat them as professionals. The supervisor must also complete the employee's evaluation form, due one week before the last day of internship or classes.

### **Duration, Work Hours and Academic Credit for Internships**

Internships generally coincide with one of TSU's academic terms, with the internship beginning anytime before or during class instruction period and ending the last week of classes, for a total duration of 14-16 weeks during Fall and Spring semesters and two (2) six week sessions during Summer term. Undergraduate students can intern up to 20 hours per week, and graduate students can intern up to 40 hours per week. In order for students to receive academic credit, they must be enrolled in an internship class during the internship period.

### **Registration for Internships for Non-Academic Credit**

Students must apply to the Career Services Center to obtain approval to pursue an internship for non-academic credit. This process involves an application, a screening for GPA, academic standing, and registration. An Agency Verification/Internship Agreement form must be completed before the beginning of the internship.

### **Registration for Internships for Academic Credit**

Students must apply to their perspective school's Internship Coordinator to obtain approval to pursue an internship for academic credit.

### **Registration for Internships for International Students**

International students who have completed 24 TSU hours are eligible to work off campus with organizations related to their major field of study. Students must provide the Career Services Center with a letter of intent to hire from the intended organization. This letter must be presented on company stationery to include: company name, address, phone number, start and end date, job title, duties and responsibilities and salary range with employer's signature. Students must also provide a certified practical training (CPT) application which can be picked up from the International Students Office located in the Bell Building room 110

## **ON-CAMPUS RECRUITING AND CORPORATE INFORMATION SESSIONS**

Employers may recruit at Texas Southern University at no charge. Employers must give at least two (2) weeks' notice when requesting an on-campus recruitment visit. All on-campus recruitment requests should be emailed to [placementservices@tsu.edu](mailto:placementservices@tsu.edu).

Employers may also facilitate information sessions to provide more detailed information on current career opportunities with their companies. Employers must give a one (1) month notification when requesting to facilitate an information session.

## **CAREER CENTER USAGE**

**Use of TSU Career Services is extended to:**

1. Students enrolled for the current semester in a TSU degree program.
2. TSU Alumni who are in good standing.

**Employers:****NACE and Equal Employment Opportunity**

In order to provide fair and equitable services to our students and employers, the Career Center and its clients adhere to the following policies:

Employers must subscribe to the National Association of Colleges and Employer (NACE) **Principles for Professional Practice**, the **Department of Labor** laws and regulations, and to the Equal Employment Opportunity Commission (EEOC) recruitment and employment guidelines and laws established by the Federal and Texas governments. We do not knowingly furnish assistance and facilities for interviewing or other career services functions to employers who discriminate in their selection of employees on the basis of sex, age, disability, race, color, religion, marital status, veteran's status, national or ethnic origin, or sexual orientation.

**Right to Refuse Service**

We reserve the right to refuse service to employers for factors such as the following:

- Misrepresentation by dishonesty or lack of information
- Lack of verifiable company information
- Fraud
- Complaints by students
- Harassment of TSU students, alumni, or staff
- Breach of confidentiality
- Requiring, at the time of application, personal information such as bank and social security numbers
- Positions not likely of interest to college students or alumni
- Excessive outlay of personal funding required to obtain the position
- Failure to adhere to Career Services policies and/or any violation of TSU rules and regulations, and local, state, or federal laws.

We also reserve the right to refuse service to third party recruiters:

### **Third Party Recruiters**

Third party recruiters are agencies, organizations or individuals recruiting candidates for employment opportunities other than for their own needs. Third party recruiters using TSU Career Services are expected to follow the same policies and procedures established for recruiters representing their own organization. In addition, third party recruiters are expected to adhere to several specific practices to ensure open and accurate communication with TSU students.

Career Services will provide assistance to third party agencies only when a third party recruiter meets the following conditions:

- Meets the NACE and EEOC policies and laws described above
- Charges no fees to the candidate
- Reveals to Career Services the identity of the employer being represented and the nature of the relationship between the agency and the employer, and permits the career center to verify this information by contacting the named client
- If requested, provides a position description to Career Services for valid openings.

**On-Campus Interviews and Career Fairs** - Third party recruiters are allowed to interview on campus or participate in career fairs when the above conditions are met. Career Services may require the name of the employer being represented to be identified on all announcements.

**Referrals** - By policy, Career Services typically releases resumes to direct hire employers only. However, resume referrals may be processed for third party recruiters and/or search firms if the name and location of the hiring company is disclosed and Career Services is provided permission to verify this information by contacting the named client. In order to process a resume referral, we need a job description including the name of the hiring company.

**Job Postings** - Third party recruiters may provide job announcements to TSU Career Services for posting. Posting is not to be construed as sanction, approval or recommendation of recruiters.



## **Additional Policy Information**

**Work Authorization** - In compliance with a Department of Justice determination, Career Services does not permit the use of work authorization, visa status, or citizenship data in Tiger Connect Link job postings. More information can be found at:

- [Department of Justice](#)
- [NACE](#)

**Legal Compliance Notice Regarding Internships** - Career Services expects employers to be aware of the legal issues governing internships and co-op programs. More information can be found in the [Fair Labor Standards Act](#) and the [NACE position statement](#) on U.S. internships.

## **HOURS OF OPERATION**

Monday – Friday: 8:00AM - 5:00PM

### **By Appointment (one-on one):**

- Resume Revisions
- Mock Interviews
- Career Assessments
- Job Readiness Workshops

### **Websites:**

<http://www.tsu.edu/careercenter>

<http://www.myinterfase.com/tsu/student> (for students)

<http://www.myinterfase.com/tsu/employer> (for employers)

## **SEXUAL HARRASSMENT POLICY FOR STUDENTS**

Sexual harassment of students is prohibited. Any employee, District agent, or student engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

1. denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. has the purpose or effect of:
  - a. substantially interfering with a student's educational environment;
  - b. creating an intimidating, hostile, or offensive educational environment;
  - c. depriving a student of educational aid, benefits, services, or treatment; or
  - d. making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

The terms "intimidating," "hostile" and "offensive" include conduct which has the effect of humiliation, embarrassment or discomfort. Examples of sexual harassment include touching, crude jokes or pictures.