Counseling Services and Career Services and Student Employment are available to supplement your course curriculum in a variety of ways including: **Classroom Assignments, Classroom Presentations and Classroom Career Assessment Administration & Interpretation.** Each of these services can be outlined for your students as a part of your syllabi or given as extra credit. (Please note that individual appointments will not be made for class assigned resume critiques, mock interviews and career counseling/assessment administration and interpretation. Students who wish to participate in these services must initiate this process on their own and follow the procedures outlined by the CSSE department.)

Faculty should initiate a request for services by completing a Presentation Request form and e-mailing it to Counseling Services at personalcounseling@collin.edu. All forms are located in the Faculty Forms Folder on our website at www.collin.edu/studentresources/career. Please refer to the following guidelines:

**Class Assignments** may include: Resume Critiques, Mock Interviews using InterviewStream, and Seminars

**Resume Critiques** include an initial class presentation providing the guidelines for the resume critique and an overview of how to write a resume. Students will be responsible for delivering and picking up their resumes; a general resume critique will be provided by a career counselor. The process is as follows:

1. Faculty must complete a Presentation Request form as outlined above.
2. A member of our staff will contact you with a confirmation of the classroom presentation date, time and presenter.
3. The presenter will come to your classroom to provide an overview of how to write a resume and an explanation of the guidelines for the resume critique.
4. Students must complete a Resume Critique Request form located in the Student Folder on our website at www.collin.edu/studentresources/career. Students may e-mail their resume to csse@collin.edu or drop off their resumes at any of the Career Services & Student Employment departments located on all three campuses. Students must allow a five business day turnaround for processing.
5. A career Counselor will critique the resume and provide a rubric outlining suggestions for improvement.
6. Students will be notified via their cougarmail account when their resume is ready for pick-up.

**Mock Interviews** include an initial class presentation providing interviewing tips and an explanation of how to use InterviewStream. The process is as follows:

1. Faculty must complete a Presentation Request form as outlined above.
2. A career counselor will contact you to schedule an appointment to customize InterviewStream to fit your classroom needs.
3. A member of our staff will contact you with a confirmation of the classroom presentation date, time, and presenter.
4. A presenter will come to your classroom and provide a presentation to include interviewing tips and an explanation of how to use Interviewstream.
5. Students will complete the mock interview, complete a self-assessment and e-mail the completed interview to the instructor.

**Seminars:** Each semester, a variety of career seminars are offered to all Collin Students. A list of the current seminars is located on our website at www.collin.edu/studentresources/career. Faculty is encouraged to provide the information to their students, bring their classes to the seminars, or offer extra-credit for participation. At the close of each seminar, students will be given a confirmation of attendance.
Class Presentations

A list of classroom presentations can be found in the Faculty Forms folder on our website at www.collin.edu/studentresources/career.

1. Faculty must complete a Presentation Request form as outlined above.
2. A member of our staff will contact you with a confirmation of the classroom presentation date, time, and presenter.
3. A career counselor will come to your classroom and provide the requested presentation.

Career Assessment Administration & Interpretation (MBTI only)

Career Assessment Administration & Interpretation includes an initial class presentation providing a brief overview of the MBTI and an explanation of the process for taking the assessment. Students either take the assessment in the classroom after the initial presentation or will complete the assessments in the testing center by a specified deadline. After students have taken the MBTI, a career counselor will return to the classroom to provide a group interpretation. The process is as follows:

1. Faculty must complete a Presentation Request form as outlined above.
2. A member of our staff will contact you with a confirmation of both presentation dates, times, and presenter.
3. A career counselor will come to your classroom and provide a brief overview of the MBTI and an explanation of the process for taking the assessment.
4. Completing the assessment: Students will either take the assessment in the classroom after the initial presentation or students will complete the assessments in the testing center by a specified deadline.
5. A career counselor will return to classroom to provide a group interpretation.