

*B*BLUE MOUNTAIN COLLEGE

Policies and Procedures

AREA: Academic Affairs

NUMBER: Policy 2.25

SUBJECT: Counseling and Career Services

1. **Undergraduate**

Counseling and Career Services are provided for undergraduate students as they explore educational options, establish career goals and cope with personal and academic difficulties. Services are offered in the areas presented below.

A. Career Counseling

College students are confronted with a variety of academic and career decisions. Through career counseling, students are assisted in the clarification of values and interests, the identification of abilities, the choice of academic majors and the choice of careers.

B. Job Assistance Service

This centralized program for “job hunters” offers current listings of off-campus full-time and part-time employment vacancies, schedules campus interviews between employers and students, and maintains a library of occupational and career information. The Department of Biblical and Associated Studies and the Department of Education, Physical Education, and Psychology offer separate referral services for students in those majors. Students should check with the department chairs of these two departments.

C. Internship

Academic credit may be awarded for experiential learning through internship programs. Internships are an integral part of the degree requirements for all students in some programs, and these are administered directly through the major department. Students interested in internships should contact their academic advisors as soon as possible.

D. Credit by Examination

Blue Mountain College does not perform testing services for credit by examination. See *Policy 2.05: Earning Non-Traditional Undergraduate Credit* for Blue Mountain College policy regarding the acceptance of credit by examination.

E. Study Skills and Developmental Studies Programs

Students who wish to improve their study skills or obtain the assistance of a tutor may do so through the Center for Advancement of Learning. The Center is always available to students in academic difficulty and for those who simply wish to use their study time more efficiently.

F. Personal Counseling

College students are confronted with a variety of personal decisions and problems. Personal concerns of any type may be discussed privately with the Dean of Students. Students who need the services of a professional counselor should contact the Office of Enrollment Services and Student Life. The College maintains a viable referral of qualified professional counselors and will assist students in securing the services they need.

2. **Graduate**

A. Career and Placement

Graduate students are assisted in the identification of possible job openings in areas of interest and preparation.

B. Personal Counseling

Graduate students with personal concerns may privately discuss them with the Dean of Students. Graduate student who need the services of a professional counselor should contact the Office of Enrollment Services and Student Life. This office maintains a viable referral of qualified professional counselors and personnel in office and will assist students in securing the services they need.

SOURCE: Board of Trustees: February 20, 2004; October 07, 2005; November 27, 2006.

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