

## Career & Professional Development

Faculty and Staff Frequently Asked Questions (FAQs)



Career and Professional  
Development

### What services do you provide for faculty and staff?

Career & Professional Development (CPD) assists faculty and staff with a full array of services, including the opportunity to request presentations for classes or organizations. We also provide many resources on our [website](#).

Career & Professional Development is unable to offer counseling support to faculty and staff seeking career exploration and advising services.

### What does CPD offer for students?

Career & Professional Development provides the following services to students and alumni:

- Individual career planning and exploration
- Online career assessments
- Connect students and alumni with companies and recruiters
- Help finding full-time and part-time jobs, work-study positions and internships
- Résumé and cover letter critiques
- Practice for interviews
- Borrow an interview outfit through our Career Closet
- Free headshot photos
- Graduate school application assistance
- Presentations and workshops for classes and student organizations
- And much more!

To learn more about our student and alumni offerings, contact us by phone at (254) 519-5442 or by e-mail at [cpd@tamuct.edu](mailto:cpd@tamuct.edu) to get started.

### When should I refer a student to CPD?

Please refer students to Career & Professional Development when they:

- Have difficulty deciding on a major
- Need professional documents reviewed
- Wonder about career options within a major
- Want to obtain practical experience in their field
- Need assistance with the job or internship search process
- Are looking for part-time employment
- Express other career-related concerns

Encourage your students to contact us by phone at (254) 519-5442 or by e-mail at [cpd@tamuct.edu](mailto:cpd@tamuct.edu) to schedule an appointment, browse our website to learn about services, access resources, and more!

### Can a career representative present to my class or department?

Absolutely! Career & Professional Development is happy to present on any topic of your choice, and can provide major- and college-specific information to students on exploring, finding, applying and securing internships. Request a presentation by emailing us at [cpd@tamuct.edu](mailto:cpd@tamuct.edu).

### How do I schedule a tour of CPD for my students?

It's easy! Please contact us by phone at (254) 519-5442 or by e-mail at [cpd@tamuct.edu](mailto:cpd@tamuct.edu) to schedule your tour.

### **How do I write an effective reference letter for students?**

Suggestions regarding writing letters of recommendation can be found on the [Guidelines for Writing References](#) page on the National Association of Colleges and Employers (NACE) website. [NACE](#) is one of several professional organizations of which Career & Professional Development is a member.

### **How does CPD assist students with internships?**

Career & Professional Development offers a host of services designed to help students explore and secure internships, including:

- [HireWarriors](#) (powered by Handshake), our online database, which includes over internship listings in various fields
- Career exploration, helping students to determine career path and internship focus
- Internship search strategies, key search resources, websites and networking advice
- Résumé and cover letter assistance and critiques
- Mock interviewing
- And more!

### **Are career fairs just for seniors?**

No! We encourage all students to attend job fairs to familiarize themselves with the job market, internship opportunities, and career options. Please note: some job fairs are geared toward certain student groups and majors.

### **Can CPD help me meet employers or find an employer to speak in my class?**

Absolutely! Our employer relations and outreach team has established relationships with employers across a variety of industries, and they would be happy to recommend and connect you with a relevant employer to speak to your class. Please contact our employer relations team at phone at (254) 519-5442 or by e-mail at [cpd@tamuct.edu](mailto:cpd@tamuct.edu).

### **Are there legal ramifications for referring a particular group of student(s) to an employer?**

Yes. You can get more information on legal and ethical issues in the college recruiting arena on the National Association of Colleges and Employers website.

### **If an employer contacts me, what should I do?**

Please refer the employers to our office, so that we can ensure they are following all ethical guidelines, policies, and procedures required of employer recruiters in order for them to be in good standing and continue engaging with our students. Please contact us by phone at (254) 519-5442 or by e-mail at [cpd@tamuct.edu](mailto:cpd@tamuct.edu).

### **What guidelines exist to regulate paid/unpaid internships?**

Learn about common issues with paid/unpaid internships on the [Internships, Co-ops section](#) of the National Association of Colleges and Employers' (NACE) Legal and Ethical Issues page.

To learn about federal guidelines regulating internships, read the United States Department of Labor's Fact Sheet: [Internship Programs Under the Fair Labor Standards Act](#).

### **What are my ethical responsibilities (and liabilities, if any) as an internship coordinator?**

As the internship coordinator for your department, you have a number of ethical responsibilities to fulfill. Career & Professional Development recommends following the National Association of Colleges and Employers (NACE) Principles when assisting students and employers with recruitment/placement opportunities. See NACE's [Faculty Guide to Ethical and Legal Standards in Student Hiring](#). For further information, view NACE's [Legal Issues](#) page.