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INTRODUCTION

Mission and Services

The mission of the Office of Career Services (OCS) was to provide centralized, comprehensive, and progressive programs, services, and resources in preparing students to achieve meaningful and successful career development. Assistance was also available to alumni of the University.

The Office is located in Suite 101 Murphy Hall with 12 interviewing rooms, three (3) administrative offices, receptionist area, waiting/computer lab, resource areas, and four (4) support staff stations. In addition, a small suite in Room 203 houses a training room and two administrative offices.

All services were performed with a conscientious and sincere interest in the customer (both student and employer). Individuals who were formally enrolled in a degree-granting program at the University, or who were alumni, were eligible to use the facilities, programs, and services:

- Online Registration & Job Listings
- On-campus Interviewing
- Publications (Career and Campus Recruiting Guides, OCS Brochures, NACE Job Choices Magazines, Pamphlets, and Brochures)
- Employer Resource Materials and Information Cards
- Career Awareness Program/Fair and Career Days: Education Expo, Nurses, Graduate & Professional Schools, Spring Career Fair
- Workshops and Individual Career Counseling (Resume Writing, Interviewing, Money Management, Business Meal Etiquette, Survival in the Workplace, and more)
- Interactive Web Page
- Online Services (24/7 Counselor, Employer Links, What to do with my Major, Interviewing Bulletins, Summer Internship Listings, Co-op Information, etc.)
- Presentations for Student/Community Organizations, Classes, and High Schools
- Student Credentials (references forwarded to prospective school systems upon request)
- The Competitive Edge Newsletter
Policies and Procedures

Clearly defined polices governed the use of the Office of Career Services by students, alumni and employers. Prior to interviewing on campus, students and alumni were required to register online with the Office. Access was available to the online registration process with the Office from any University computer lab or a computer with Internet capability. After attending orientation (students only) and submitting the online registration data to the Office for review, a consent/no-show card was completed by the potential registrant.

In addition to on-campus interviewing, jobs received by mail were available in the Office for review and employers could request resume referral if they were not visiting the campus. Jobs received by e-mail were forwarded to the appropriate students/alumni.

Personnel Changes

The Office of Career Services continued to focus on providing excellent customer service to its clients. Effective July 11, 2008, the Technology Support Analyst position will be terminated due to a lack of funding. The funds used were generated from receipts. Responsibilities for this position will be distributed amongst the other staff and computerization will be used when possible.
SIGNIFICANT MILESTONES

Services, programs, activities, and events were revisited during the summer of 2007. During this time enhancements and the expansions were identified. The results are as follows:

1) **THE CONTINUATION OF SATELLITE HOURS** – in the Schools of Business and Economics and Agricultural and Environmental Sciences as well as the College of Engineering gave the Office an opportunity to provide convenient services to students in the respective college and schools. The School of Technology will be added in 2008-09.

2) **CAREER DEVELOPMENT MONTH** – programs and activities were identified with one change as suggested by the University/Industry Cluster executive board (the career development conference was changed to Friday and Saturday instead of Friday – Sunday).

3) **ONLINE RESUME BUILDER** – (OptimalResume) was placed on the website.

4) **ADDITIONAL CAREER OPPORTUNITIES ADDED TO WEBSITE** – Going Global and E-leads were added to the website along with WetFeet. (E-Leads is a web-accessible database of job leads for liberal arts students. Going Global is a database of global jobs and other information relative to global employment. WetFeet assisted job seekers in getting a competitive edge in their career research and interview prep.) Note: Going Global and WetFeet were employer sponsored and no sponsorship will be available for 2008-09.

5) **CAREER SERVICES ORIENTATION SESSIONS** – The training room (203) was set-up to accommodate 10 laptop locations (Tables and chairs) to change the Career Services Orientation Sessions in a way that the Office could capture the profile information on each student in attendance. (Note: this was marginally successful due to the lack of consistency in presentation.)

6) **CO-OP COURSES** – The Office was successful in securing approval of a co-op course with zero credit hours that would allow students to participate in a co-op assignment without being penalized. This will result in the student being viewed as a full-time student in good standing with the University. It would be recorded on the student’s transcript and prevent the lost of financial aid upon their return for the following semester. Also, it would prevent their student loans from becoming due. The model at North Carolina State University was used along with other co-op models from various universities. Implementation will start Fall semester of 2008.

7) **PARTNERSHIP WITH THE SCHOOL OF BUSINESS AND ECONOMICS** – assisted with the development and implementation of the first six week series seminar for seniors with low gpa’s. Topics addressed ranged from resume writing, interviewing skills, self-preparation, business meal etiquette, and motivational speakers.

8) **STATISTICAL DATA (C3M)** – a specialized tracking software for career services was purchased and used to track student attendance at workshops/seminars/career fairs and other events as well as visits made by students in the Office. As a result of this software, Career Services was able to show a significant increase in student participation in counseling programs and events/activities.

9) **ONLINE STUDENT AND EMPLOYER REGISTRATION MODEL** – NACELink a specialized career services software allowing students and employers to register with the Office was purchased and implemented. The software will allow a better reporting system and user-friendly modules which will enhance service orientation.
10) CAREER FAIR MANAGER (SYMPLICITY) – an enhanced career fair manager was purchased (which will be used for the first time for the Fall 2008 Career Awareness Program/Fair). The features of this software will allow user-friendly capabilities for students and employers as well as provide enhanced reporting features.

11) CAREER FAIRS – five career fairs were carried out during 2007-08 (Fall Career Awareness Program/Fair, Graduate and Professional School Day, Nurses, Spring Career Fair, and Education Expo).

12) ON-CAMPUS RECRUITING – showed an increase in employer and student participation.

13) CAREER COUNSELING PROGRAM – showed an increase in workshop/seminars offered and student participation.

14) CO-OP PROGRAM – showed a substantial increase in student participation.

Based on the services provided, the Office experienced growth in many areas throughout the academic school year compared to last year. (See the table that follows.) The number of employers recruiting on campus increased by 4%, which resulted in an increase of on-campus interviews by 7%. In an effort to fill on-campus interviewing schedules, in addition to the standard process (students taking the initiative to sign up), emails sent to students increased by 60%; phone calls increased by 4%; and emails to departments increased by 12%. Through the efforts of the staff, the number of students participating in Career Services Orientation Sessions increased by 30%. The number of employers who sent position announcements increased by 118%. Jobs emailed to students for full-time employment increased by 255% and for summer/co-op by 84%. Co-op assignments increased by 76%. Contacts made through counseling sessions increased by 40% and the total number student contacts from all sources increased by 190%.

Classroom/organization presentations along with satellite locations in the schools of Business and Economics and Agricultural and Environmental Sciences and well as the College of Engineering impacted the student contacts.
COMPARATIVE STATISTICAL DATA 2006-07 and 2007-08

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>2006-07</th>
<th>2007-08</th>
<th>Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of employers who recruited on-campus</td>
<td>262</td>
<td>271</td>
<td>4%</td>
</tr>
<tr>
<td>On-campus interviews held</td>
<td>2422</td>
<td>2572</td>
<td>7%</td>
</tr>
<tr>
<td>E-mails sent to students to fill interview schedules</td>
<td>9814</td>
<td>15,649</td>
<td>60%</td>
</tr>
<tr>
<td>Phone calls made to fill interview schedules</td>
<td>547</td>
<td>566</td>
<td>4%</td>
</tr>
<tr>
<td>E-mails sent to departments to fill schedules</td>
<td>26</td>
<td>29</td>
<td>12%</td>
</tr>
<tr>
<td>Total Information Sessions</td>
<td>99</td>
<td>94</td>
<td>-5%</td>
</tr>
<tr>
<td>Number of students who attended Career Services Orientation Sessions</td>
<td>1494</td>
<td>1940</td>
<td>30%</td>
</tr>
<tr>
<td>Web Traffic (Unique Visitors)</td>
<td>22,675</td>
<td>21,341</td>
<td>-6%</td>
</tr>
<tr>
<td>E-mailed job announcements received from employers</td>
<td>320</td>
<td>696</td>
<td>118%</td>
</tr>
<tr>
<td>Emails sent to students (full-time positions)</td>
<td>43,585</td>
<td>154,569</td>
<td>255%</td>
</tr>
<tr>
<td>Number of employer contacts for full-time positions not included in on-campus recruiting</td>
<td>460</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E-mails sent to students for summer and co-op positions</td>
<td>25,743</td>
<td>47,252</td>
<td>84%</td>
</tr>
<tr>
<td>Employers seeking students by resume referral co-op and summer</td>
<td>287</td>
<td>271</td>
<td>-.06%</td>
</tr>
<tr>
<td>Number of employers seeking students for co-op and summer through on-campus recruiting</td>
<td>123</td>
<td>132</td>
<td>.08%</td>
</tr>
<tr>
<td>Co-op Assignments</td>
<td>33</td>
<td>58</td>
<td>76%</td>
</tr>
<tr>
<td>Employers who participated in career fairs</td>
<td>440</td>
<td>497</td>
<td>13%</td>
</tr>
<tr>
<td>Total employers who express an interest in A&amp;T students from all sources</td>
<td>1,499</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contacts made through counseling sessions (one-on-one, group, or distance)</td>
<td>3664</td>
<td>5113</td>
<td>40%</td>
</tr>
<tr>
<td>Student contacts not including emails</td>
<td>10,386</td>
<td>13,686</td>
<td>32%</td>
</tr>
<tr>
<td>Total student contacts through emails</td>
<td>69,328</td>
<td>217,470</td>
<td>214%</td>
</tr>
<tr>
<td>Total student contacts from all sources</td>
<td>79,714</td>
<td>231,156</td>
<td>190%</td>
</tr>
</tbody>
</table>

FINANCIAL SUPPORT

The budget allocated by the State of North Carolina was not sufficient. In order to carry out the total function of the Office, raising funds were essential. Quality programming and technical support, as well as operational cost required fund raising initiatives. In addition to the $13,688.76 received from the state for supplies and communication (this did not include salaries or benefits), $258,079.17 (as of June 10, 2008) was generated through donations, sponsorships, and career fairs. These funds were in support of a projected operational budget of $277,018.00.
Joyce Edwards, Executive Director of Career Services & Experiential Learning

Joyce is the Executive Director of Career Services and Experiential Learning at North Carolina A&T State University. She has more than 28 years of experience in Career Services and has been instrumental in building partnerships with hundreds of corporations, agencies, health care professionals, and school systems throughout the United States. She is a results-oriented individual with a genuine concern for students. She also serves as a liaison between A&T faculty, administrators, students, and employers.

She has a M.S. in Education-Guidance-Agency Counseling and a B.S. degree in Business Education from the School of Business and Economics at A&T, and has completed the Management Leadership Institute for Career Services at the University of Richmond in Virginia. Her professional career development and activities for 2007-08 are listed below:

Committees/Advisory Boards:
- Cargill Advisory Board
- School of Technology Advisory Board
- NCA&T State University Retiree Committee
- NCA&T University/Industry Cluster – University Co-chair
- NCA&T University/Industry Cluster Partnership Committee
- State Employee Combined Campaign Executive Committee – NCA&T
- UNC Tomorrow Engagement Committee – NCA&T
- Chancellor’s Christmas Party Committee – NCA&T
- Discovering Your Strengths (for Women) Sponsored by Cargill, Inc.
- Who’s Who Committee – NCA&T
- Various University Search Committees

Training/Employer Visits:
- North Carolina Association of Colleges and Employers (NCACE)
  - 2008 Conference – Atlantic Beach, NC
- American Association for Employment in Education (AAEE)
- National Association for Colleges and Employers (NACE)
- Southern Association of Colleges and Employers (SoACE)
  - 2007 Conference Attendee – San Antonio, TX
- NACELink Training
- Going Global Training
- Optimal Resume Training.
- C3M Training
- Career Fair Manager Training
- Banner Training
- Alstom’s Development Conference for Alstom’s Top Manager and Selected Career Services’ Directors – Chantilly, VA
- Norfolk Southern Railroad Visit – Norfolk, VA
- Time Warner Cable – Charlotte, NC

Honors:
- Inducted in the Golden Key Honorary Society (Honorary Member) – NCA&T/School of Business

********
Carolyn is Associate Director in the Office of Career Services and has been a member of the Office team since 1992. She has previous experience in admissions, development, planned giving and research. Carolyn earned Bachelor’s and Master’s degrees from North Carolina A&T State University.

Her professional and career development activities for 2007-08 are listed below.

**Training/Employer Visits:**
- N.C. Association of Colleges & Employers (NCACE)
  - 2007 Conference Attendee – Atlantic Beach, NC
- Southern Association of Colleges and Employers (SoACE)
  - 2007 Conference Attendee – San Antonio, TX
- National Association of College and Employers (NACE)
- Adult Learner Conference (Guilford College)
- AIG United Guaranty Partnering for Student Success Program
- NCA&T Organization Advisor Training
- Student Affairs Student Voice Training Workshop
- Banner Training
- C3M Training
- Going Global Training
- NACELink Training
- Career Fair Manager
- MonsterTrak Training
- Optimal Resume Training
- Call to Serve Workshop
- Vanguard Corporation – Charlotte, NC

**Committees/Offices:**
- N.C. Association of Colleges & Employers Nominating Committee
- Upward Bound Search Committee
- Student Development Search Committee
- McNair Program Search Committee
- NCA&T University/Industry Cluster – Secretary
- Ronald E. McNair Symposium Planning Committee
- Ladies of Excellence – Advisor

**Community:**
- Providence Baptist Church Youth Program Presenter
- National Night Out Community Co-Chair
- Greensboro Symphony Community Gospel Choir
- Salvation Army Christmas Clearing Bureau Volunteer
- Guilford County Board of Elections Poll Worker
- Notary Public
- Secretary/Trustee/Choir Member – Friendship Baptist Church

*******
Pamela Basheer
Assistant Director for Experiential Learning

Pamela is an alumna of North Carolina A&T State University. She received her B.S. in Elementary Education and taught school for approximately five (5) years with the Guilford County School System. In 1998, she returned to North Carolina A&T to pursue a Master’s Degree in Counseling (Agency) and graduated with honors.

She has about ten (10) years of experience in career services and served in the positions of Information Processing Assistant and Computer Consultant. Currently, she is the Assistant Director for Experiential Programs. She has been the advisor for several organizations on-campus. The History Club, Thurgood Marshall Club of America, Student Cluster Leadership Council and is currently the advisor for INROADS. Her professional activities throughout the 2007 – 2008 academic years include:

**Administrative Conferences**
NCACE (North Carolina Association of Colleges and Employers) Conference  
SoACE (Southern Association of Colleges and Employers) Conference  
Thurgood Marshall College Foundation Conference

**Training/Seminars**
Banner Student Training  
C3M Training  
Going Global Training  
Optimal Resume Training  
Student Affairs Leadership Training  
US Marshal Service Seminar  
NACElink  
Career Fair Manager

**Committees**
Assessment/Evaluation of the Center for Academic Excellence (CAE)  
Bill Cosby Benefit (Hostess/Committee)  
Cooperative Education Program Committee  
Installation Ceremony and Reception (Hostess/Committee)  
NCA&T University/Industry Corporate Outcome Committee  
SACS Reaffirmation Subcommittee on Operational Assessment  
TriadIntern Committee  
University of North Carolina in Washington Programs Committee

*******
Cynthia Downing  
Assistant Director for Career Counseling Programs

Cynthia is the Assistant Director of Career Counseling Programs. She has over 10 years of experience in human resources (corporate sector) and six (6) years of experience in career services (university sector). She holds a Masters Degree in Adult Education / Agency Counseling from North Carolina A&T State University and a Bachelor’s Degree in Political Science from Howard University. Cynthia is a certified Career Development Facilitator and Distance Career Counselor. Her professional career development activities throughout the 2007 – 2008 academic years include:

**Training:**
Southern Association of Colleges and Employers Conference (SoACE) – San Antonio, TX  
North Carolina Association of Colleges and Employers Conference (NCACE) – Atlantic Beach, NC  
National Urban League’s Black Executive Exchange Leadership (BEEP) Conference – Orlando, FL  
Cargill Diversity Program – Minneapolis, MN  
C3M Training (Career Services Software Program)  
MonsterTrak Training (Career Services Software Program)  
National Association of Colleges and Employers (NACE) Link Training (Career Services Software Program)  
Optimal Resume Systems Training  
Staff Senate 2007 Spring Forum  
Career Fair Manager

**Committees/Offices:**
NCACE Executive Board - College Representative  
BEEP College Representative  
Elected Co-Chair of the Recreation Committee for the 2009 NCACE & South Carolina Association of Colleges and Employers Conference  
NC A&T State University Student Government Leadership Committee  
NC A&T University/Industry Cluster Partnership Committee

**Community:**
Danville Society for Human Resource Management, Workshop Presenter  
Smith High School (Greensboro NC), Workshop Presenter  
Northwest Middle School (Winston-Salem, NC), Volunteer  
Oldtown Elementary School (Winston-Salem, NC), Volunteer  
A Positive Vision for Today’s Youth, Consultant  
Keynote Speaker & Presenter – DSM Dyneema  
Positive Influences 2007 Back-to-School Campaign  
Ray Warren Homes Scholarship Pageant Judge

********
Zebedee is a Career Counselor who has over 5 years of experience in human resources (corporate sector) and three (3) years of experience in career services (university sector). He holds a Bachelor’s Degree in Business Administration and Secondary Education from Radford University. He has done continuing studies in Human Resources Management at North Carolina A&T State University and Divinity at Hood Theological Seminary. He plans to obtain a Master’s Degree in both fields. His professional career development activities throughout the 2007 – 2008 academic years include:

**Training & Development:**
Southern Association of Colleges and Employers Conference (SoACE) – San Antonio, TX
North Carolina Association of Colleges and Employers Conference (NCACE) – Atlantic Beach, NC
National Urban League’s Black Executive Exchange Leadership (BEEP) Conference – Orlando, FL
Cargill Diversity Program – Minneapolis, MN
C3M Training (Career Services Software Program)
MonsterTrak Training (Career Services Software Program)
National Association of Colleges and Employers (NACE) Link Training (Career Services Software Program)
Optimal Resume Systems Training
Staff Senate 2007 Spring Forum
Career Fair Manager

**University Committees/Offices:**
NCA&T Grievance Committee Member
NCA&T Mentoring Program (Mentor)
Student Cluster Leadership Council Advisor
Student Hearing Participant for Dean of Students’ Office
Organizer with Dr. Lester for Specialized Professional Development Program for Business Students

**Community:**
Youth Pastor, United Holiness Worship Center (UHWC)
Youth & Young Adult Conference Organizer (UHWC)
Professional & Career Day Organizer & Volunteer (UHWC)
P.A.S.S.W.O.R.D. Young Men’s Mentoring Program (UHWC)
Single’s Ministry Leader (UHWC)
Book Club Organizer (UHWC)
The Biggest Loser Weight-Loss & Fitness Competition Organizer (UHWC)
Providence Baptist Church Youth Seminar Presenter
Musician for New Jerusalem Cathedral Live Choir Recording

********
Marketta King  
Scheduling Coordinator

Marketta is Scheduling Coordinator for on-campus recruiting. She has 14 years of experience with the Office and 21 total years of service with the University. She holds an Associate degree in Secretarial Science/Shorthand Executive Emphasis from Rockingham Community College.

Her professional development activities for 2007-08 included:

**Training:**
Management Skills for Secretaries, Administrative Assistants and Support Staff Workshop
C3M Training
Optimal Resume Training
CSO Training
NACELink Training
GoinGlobal Training
MonsterTRAK Training
Bill Cosby Benefit (Hostess/Committee)

**Community:**
Parent Teacher Guardian Member – Solomon’s World Daycare
Heartstrings Support Parent

Patrice Bernard  
Technology Support Analyst

Patrice Bernard served as the technical support person in the Office. She conducted OCS student orientation, performed troubleshooting on Office computers, and handled all computer/Web-related activities.

**Training:**
Web Focus Domain Administrator Workshop
Masters Degree (Instructional Technology-Gradation: June 2008)
C3M Training
Going Global Training
Optimal Resume Training
Student Affairs Leadership Training
NACELink
Career Fair Manager
MonsterTrak Training – Atlanta, GA
The Mastering Macromedia Dreamweaver Workshop – Greensboro, NC

*******
Idella Jones is Student Services Coordinator in the Office of Career Services. She has been a member of the Career Services team since 1992 and has 30 years of service with the University. She attended North Carolina A&T State University and Croft Business College.

Her professional development activities for 2007-08 included:

**Training:**
- C3M Training
- Optimal Resume Training
- CSO Training
- NACELink Training
- Going Global Training
- MonsterTRAK Training – Atlanta, GA

**Committees/Offices:**
- Screening Committee for OCS Receptionist
- Ethics Workshop
- Student Judicial Committee
- INROADS/Aggie Connection Club Co-Advisor
- University Commencement Usher

**Community:**
- Chaperone, Boy Scout Troop #448 – East White Oak Baptist Church
- Greensboro Symphony Community Gospel Choir
- Notary Public
- Usher Board, Announcer – Pilgrim Baptist Church

*******
COMMUNITY RELATIONS EFFORTS

The Office of Career Services (OCS) continued to support the development of students throughout the 2007-2008 academic year by providing career-related information and programs not only for the University family but the Greensboro-Triad community as well. As often as called upon, the OCS staff assisted student organizations, faculty and staff, area high schools, local community/professional organizations, summer bridge programs, and employers. The aim of this involvement was to assure that 100% of the faculty, staff, students, employers, parents and the community knew and understood the importance of early career development and the resources available in the Office.

As a result of the relationships that were developed, OCS was often contacted to participate in or design workshops/programs for specific audiences within the College of Engineering, the College of Arts and Sciences, the School of Technology, the School of Business and Economics, the School of Agriculture, the School of Education, the Center for Academic Excellence, Counseling Services, Summer Sessions and Outreach, and New Student Orientation (including high school and junior high school students participating in the summer programs). Presentations/programs focused on career awareness, resume writing, interviewing, job search strategies, how to navigate a career fair, survival in the workplace, business meal etiquette, personal finances, and homeownership, among others. (A full account of these activities are highlighted in the Workshops/Special Programs section of this report.) The OCS was able to provide additional programs through partnerships with the National Urban League’s Black Executive Exchange Program (BEEP), University/Industry Cluster, and the Society for Financial and Professional Development. Programs included Career Development Month, BEEP Leadership Conference, and the Cargill Diversity Leadership Program.

In addition to workshops, the Office of Career Services coordinated several career fairs, which drew participation from local and area colleges, universities, community colleges, and high schools. Special invitations were extended to students from Bennett College, Greensboro College, Guilford Technical Community College, Winston-Salem State University, and Elon University (as done by these institutions for A&T students). Although area students were invited to attend the fairs, they were not allowed to interview on campus. That benefit was solely for the students of NCA&T. Career Fairs held included the Career Awareness Program, Graduate & Professional School Day, Career Day for Nurses, Education Expo, and the Spring Career
Fair. These fairs were strongly supported by the local and corporate community, as evidenced by the enormous amount of participation from employers all across the United States as well as media presence; on occasion, it was not uncommon to see local television/newspaper reporters interviewing participants. This was due in part to the fact that the career fairs were not only beneficial to the students and the university, but to the local economy as well.

OCS continued to exemplify community involvement by participating on various committees and boards throughout the campus and the community. Specific committees and boards are outlined in each staff person’s bio found within this report. However, there are two organizations in which the entire executive staff served in vital board and committee roles on the boards and committees—the North Carolina Association of Colleges and Employers and the University/Industry Cluster.

OCS ensures that each opportunity to discuss the services of the Office and the students of North Carolina A&T State University was used to its fullest potential. OCS’s continued support of and participation in community involvement activities have been a true demonstration of AGGIE PRIDE.
ON-CAMPUS RECRUITMENT

Fall on-campus recruiting officially commenced on October 1st and continued through November 30, 2007. However, employers who attended the Career Awareness Program were allowed to interview the day after the career fair (September 13) on a first-come basis in order to accommodate those who were unable to return to campus due to budgetary constraints. A total of 42 employers conducted interviews after CAP.

Spring on-campus recruitment commenced in mid-January and continued through April 22, 2008. The cut-off date was extended in order to accommodate employers with last minute hiring needs.

Prior to participating in on-campus recruitment, all students must attend an OCS Orientation. During 2007-2008, 1,940 students attended one of the 455 orientation sessions held in the Office.

During the Fall 2007, OCS coordinated arrangements for 280 schedules and 170 for the Spring for a total of 450. One hundred seventy-one (171) companies/agencies participated in on-campus interviewing during the Fall (which included the 42 interviewing after CAP) and 100 during the Spring, totaling 271 employers for the year.

During the Fall semester 1,498 interviews were conducted and 1,074 were conducted during the Spring for a total of 2,572. Also reservations for 74 ‘room only’ requests were confirmed during the Fall and 46 during the Spring, totaling 120 for the year. (This total is inclusive of the CAP and the Spring career fair schedules.) The room only interview candidates were contacted by employers who attended career fairs or other forms of student contact.

Information sessions during the Fall semester equaled 70 and 24 for the Spring, with a total of 94 for the year.
**Employer Notes/InterviewTRAK (ITRAK)** – Employer notes were recorded in the notes section of (ITRAK) for various schedules. The notations included schedule cancellations, re-schedules, employer(s) requesting to end/start at certain times, “Do not Open Schedule,” just to mention a few. A total of 269 were recorded during the Fall and 198 during the Spring for a total of 467 for the school year (per report generated by Tracy of MonsterTRAK).

**Cancellations** – There were 27 cancellations during the Fall. Some of the reasons for cancelling listed by employers included:

- Employer decided to conduct phone interviews
- Lack of interview sign-ups
- Employer non-compliance with choosing pre-selects
- Employer sudden illness
- Employer unavailability of staff to send to conduct interviews
- Employer found qualified candidates via interviewing the day after CAP
- Representative scheduled to come resigned
- Lack of interest shown
- Plans changed, need to cancel interview schedule
- No longer recruiting for current position
- Due to slow sign-ups
- Position has been cancelled
- Budget constraints

Cancellations for the Spring semester totaled 22. Reasons cited included:

- Economics issues
- No longer interviewing for various positions
- Lack of resume submissions
- Rep. call away on another assignment
- Converted on-campus interview schedule into a resume drop
- Emergency
- Employer decided to conduct telephone interviews

**Student Interview Confirmations** – In an effort to attract more interview sign-ups, students were contacted via phone and e-mail and subsequently signed up immediately. This activity resulted in 22 e-mailed interview confirmations during the Spring semester.

**Student Special Assistance** – In an effort to assist students with obtaining an interview with employers of their choice (even though they did not meet criteria), employers were e-mailed on the students’ behalf. A total of six (6) students were assisted during the Fall and 10 during the Spring, totaling 16.
E-Mails to Departments for Slow-Schedules — A total of 13 e-mails were sent to departments for slow schedules during the Fall semester; 16 e-mails were sent to departments in an effort to fill slow interview schedules for the Spring, for a total of 29 for the school year.

E-mails Sent to students in an effort to fill slow Schedules/Resume – Submissions – A total of 5,386 e-mails were sent to students in an effort to fill slow interview schedules during the Fall semester and 10,263 were sent during the Spring for a total of 15,649.

Phone Calls made to Students to Fill Slow Schedules – During the Fall semester, phone calls were made to 402 students and 164 during the Spring semester for a total of 566. More calls were made during the Spring semester however, per documentation this is current.

Bulletin Additions – Bulletin additions totaled 33 for the Fall and 56 for the Spring, for a total of 89 for the 2007-08 year.

Recruiters Served — The Office of Career Services (OCS) rendered services to 316 recruiters during the Fall semester and 97 during the Spring semester for a total of 413.

Employer Classroom Visitation – One (1) classroom visitation was conducted during the Fall semester and two (2) in the Spring. (This does not include the Cluster Classroom Visitation event.)

Add-ons/Walk-ins — Add-ons/walk-ins totaled 382 for Fall and 545 for Spring, totaling 927.

Resume Drops — Resume drops equaled 15 for Fall and 15 for Spring, totaling 30 for the school year.

Overflow Schedules — Overflow Fall 21, and Spring 4 for a total of 25.

Overflow Locations — Overflow locations utilized included: Dudley Multi-Purpose Room, Suite 01, Suite 212, Craig Hall, Price Hall, Webb Hall, and McNair Hall Faculty Lounge.
**Non-traditional Recruiting Activities** – Non-traditional recruiting activities Fall 2007 numbered 16 and 30 for the Spring, totaling 46 for the school year. Activities included: UPS table set-up, US Army set-up, US Coast Guard, Lindley Habilitation table set-up, Teach for America Dinner, INROADS Seminar, etc.

**Employer Meetings** – During the Fall semester, 13 meetings with perspective/new employers were arranged and 10 were arranged during the Spring for a total of 23 for the year. The employers were:

<table>
<thead>
<tr>
<th>Fall 2008</th>
<th>Spring 2008</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cargill Meat Solutions</td>
<td>Baker Furniture</td>
</tr>
<tr>
<td>ESP Associates</td>
<td>Butterball</td>
</tr>
<tr>
<td>Indianapolis Power &amp; Light</td>
<td>DELMARVA</td>
</tr>
<tr>
<td>Lowe’s</td>
<td>Eastman Chemical</td>
</tr>
<tr>
<td>MC Dean, Inc.</td>
<td>EPA</td>
</tr>
<tr>
<td>National Security Agency(NSA)</td>
<td>Gilbarco</td>
</tr>
<tr>
<td>Perdue University</td>
<td>IGT</td>
</tr>
<tr>
<td>Rohm &amp; Haas</td>
<td>John Deere</td>
</tr>
<tr>
<td>Sherwin Williams</td>
<td>Targacept</td>
</tr>
<tr>
<td>State Farm</td>
<td>Tyson</td>
</tr>
<tr>
<td>Syngenta</td>
<td></td>
</tr>
<tr>
<td>Targacept</td>
<td></td>
</tr>
<tr>
<td>Wal-Mart</td>
<td></td>
</tr>
</tbody>
</table>

**OCS/Facility Request Forms** – OCS processed and submitted 13 requests to the University Events Center for approval to host events on campus during the Fall semester (i.e., Career Fair, Cluster Meetings, Graduate & Professional Career Day, Nursing Career Day, Money Management Seminar, SECC Campaign, etc.). During the Spring, six (6) were submitted (included: Career Development Conference, Education Expo, Spring Career Fair, From Back to Briefcase).
Interviews by Colleges/Schools

Fall 2007
- College of Arts & Sciences 20
- College of Engineering 539
- School of Agricultural & Environmental Sciences 16
- School of Business & Economics 253
- School of Education 1
- School of Technology 175

Spring 2008
- College of Arts & Sciences 23
- College of Engineering 234
- School of Agricultural & Environmental Sciences 8
- School of Business & Economics 141
- School of Education 0
- School of Technology 53
**Employer Recruitment**

**Full-time Employment Referrals**

Number of Requests: 6  
Student Resumes Referred: 155

**Employer Pre-employment Exams Proctored**

Number: 3

**Emailed Job Announcements:**

Announcements Received: **696**  
Employer Contacts: **265**  
Emails Sent Out: **154,569**

Numerous job announcements (696) were received via email and were sent to students in the OCS database. Interested students applied directly to the employer as outlined in the announcement. (See Appendix A.)
<table>
<thead>
<tr>
<th>Major</th>
<th>High</th>
<th>Low</th>
<th>Average*</th>
<th>National Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting /BS</td>
<td>50,000</td>
<td>46,000</td>
<td>47,333</td>
<td>47,429</td>
</tr>
<tr>
<td>Business Administration/BS</td>
<td>45,000</td>
<td>Not Enough Data</td>
<td></td>
<td>44,195</td>
</tr>
<tr>
<td>Business Management/BS</td>
<td>40,000</td>
<td>30,000</td>
<td>35,000</td>
<td>44,195</td>
</tr>
<tr>
<td>Chemical Engineering/BS</td>
<td>82,000</td>
<td>55,000</td>
<td>64,167</td>
<td>63,616</td>
</tr>
<tr>
<td>Civil Engineering/BS</td>
<td>60,000</td>
<td>50,000</td>
<td>Not Enough Data</td>
<td>50,940</td>
</tr>
<tr>
<td>Computer Engineering</td>
<td>84,000</td>
<td>Not Enough Data</td>
<td></td>
<td>59,962</td>
</tr>
<tr>
<td>Computer Science/BS</td>
<td>62,000</td>
<td>46,080</td>
<td>56,000</td>
<td>59,873</td>
</tr>
<tr>
<td>Computer Science/MS</td>
<td>80,000</td>
<td>60,000</td>
<td>66,667</td>
<td>75,369</td>
</tr>
<tr>
<td>Construction Management/BS</td>
<td>75,000</td>
<td>62,000</td>
<td>Not Enough Data</td>
<td>52,745</td>
</tr>
<tr>
<td>Electrical Engineering/BS</td>
<td>60,000</td>
<td>52,000</td>
<td>Not Enough Data</td>
<td>56,944</td>
</tr>
<tr>
<td>Electrical Engineering/MS</td>
<td>60,000</td>
<td>Not Enough Data</td>
<td></td>
<td>70,748</td>
</tr>
<tr>
<td>English/BA</td>
<td>25,000</td>
<td>Not Enough Data</td>
<td></td>
<td>33,316</td>
</tr>
<tr>
<td>Fashion &amp; Merchandising Design</td>
<td>41,000</td>
<td>Not Enough Data</td>
<td></td>
<td>44,051</td>
</tr>
<tr>
<td>Finance/BS</td>
<td>33,000</td>
<td>30,000</td>
<td>Not Enough Data</td>
<td>48,616</td>
</tr>
<tr>
<td>Industrial Engineering/BS</td>
<td>70,000</td>
<td>59,000</td>
<td>Not Enough Data</td>
<td>58,252</td>
</tr>
<tr>
<td>Industrial Engineering/MS</td>
<td>75,000</td>
<td>60,000</td>
<td>64,975</td>
<td>76,325</td>
</tr>
<tr>
<td>IT/Computer Technology / BS</td>
<td>62,000</td>
<td>55,000</td>
<td>59,000</td>
<td>n/a</td>
</tr>
<tr>
<td>IT/Electronics &amp; Computer Tech./BS</td>
<td>70,000</td>
<td>46,000</td>
<td>58,667</td>
<td>n/a</td>
</tr>
<tr>
<td>IT/Manufacturing Systems / BS</td>
<td>54,000</td>
<td>50,000</td>
<td>Not Enough Data</td>
<td>54,030</td>
</tr>
<tr>
<td>IT/OSHA / MS</td>
<td>45,000</td>
<td>Not Enough Data</td>
<td></td>
<td>n/a</td>
</tr>
<tr>
<td>Mathematics / MS</td>
<td>60,000</td>
<td>Not Enough Data</td>
<td></td>
<td>52,500</td>
</tr>
<tr>
<td>Marketing/BS</td>
<td>57,000</td>
<td>35,000</td>
<td>45,500</td>
<td>43,318</td>
</tr>
<tr>
<td>Mechanical Engineering/BS</td>
<td>75,000</td>
<td>50,000</td>
<td>62,500</td>
<td>57,821</td>
</tr>
<tr>
<td>Mechanical Engineering/MS</td>
<td>75,800</td>
<td>75,000</td>
<td>Not Enough Data</td>
<td>63,487</td>
</tr>
<tr>
<td>Management Information Systems/BS</td>
<td>58,000</td>
<td>55,000</td>
<td>Not Enough Data</td>
<td>50,800</td>
</tr>
<tr>
<td>Management Information Systems/MS</td>
<td>70,000</td>
<td>66,000</td>
<td>Not Enough Data</td>
<td>51,500</td>
</tr>
<tr>
<td>Political Science/BA</td>
<td>30,000</td>
<td>23,000</td>
<td>27,667</td>
<td>39,630</td>
</tr>
<tr>
<td>Speech/BA</td>
<td>48,000</td>
<td>35,000</td>
<td>41,000</td>
<td>34,865</td>
</tr>
</tbody>
</table>

*Averages are tallied on three or more reported job offers. Attempts to acquire job offer information are ongoing.*
The Cooperative Education Program (Co-op) is a supervised, counseling-centered program that offers students the opportunity to alternate periods of academic study with periods of work closely related to their major field of study. This Program is supervised by Pamela Basheer, Assistant Director for Experiential Learning.

This program is non-compulsory; however, the University urges students to gain work experiences either through internships or cooperative education assignments prior to graduation. This academic school year, we reported having 58 students to participate in a co-op assignment. The following pages will give a brief overview of where they work, who they work for, what they thought about their assignment, and how well they performed. Additionally, this summary will show the employers who recruited either on-campus and/or via email searching to fill their co-op, summer internships, part-time, and other experiential positions.
Cooperative Education Program
Assignments by Schools/Colleges and Gender

The College of Engineering

<table>
<thead>
<tr>
<th>Field</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemical Engineering</td>
<td>3</td>
</tr>
<tr>
<td>Computer Engineering</td>
<td>4</td>
</tr>
<tr>
<td>Computer Science</td>
<td>3</td>
</tr>
<tr>
<td>Electrical Engineering</td>
<td>6</td>
</tr>
<tr>
<td>Industrial Engineering</td>
<td>7</td>
</tr>
<tr>
<td>Mechanical Engineering</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>26</strong></td>
</tr>
</tbody>
</table>

The School of Business & Economics

<table>
<thead>
<tr>
<th>Field</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Management</td>
<td>1</td>
</tr>
<tr>
<td>Transportation/Logistics</td>
<td>1</td>
</tr>
<tr>
<td>Finance</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>3</strong></td>
</tr>
</tbody>
</table>

The School of Technology

<table>
<thead>
<tr>
<th>Field</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electronics Computer and Information Technology</td>
<td>21</td>
</tr>
<tr>
<td>Manufacturing System</td>
<td>2</td>
</tr>
<tr>
<td>Manufacturing System (Motorsports)</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>27</strong></td>
</tr>
</tbody>
</table>

The College of Arts and Sciences

<table>
<thead>
<tr>
<th>Field</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Journalism and Mass Communications</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1</strong></td>
</tr>
</tbody>
</table>

Undecided

<table>
<thead>
<tr>
<th>Field</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undecided</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1</strong></td>
</tr>
</tbody>
</table>

Student by Gender

<table>
<thead>
<tr>
<th>Gender</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Females</td>
<td>14</td>
</tr>
<tr>
<td>Males</td>
<td>44</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>58</strong></td>
</tr>
</tbody>
</table>

**Total Students** **58**
Statistical Data on
Summer Internship, Co-op and Part-time Positions

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Referrals to Students</td>
<td>4,325</td>
<td>25,743</td>
<td>47,256</td>
</tr>
<tr>
<td>Number of Employers Seeking Students by Referrals</td>
<td>164</td>
<td>287</td>
<td>271</td>
</tr>
<tr>
<td>Number of Employers Seeking Students by On-Campus Recruiting</td>
<td>87</td>
<td>123</td>
<td>132</td>
</tr>
</tbody>
</table>

Below are some students at their worksite.

### Spring 2007 Co-op

<table>
<thead>
<tr>
<th>Name:</th>
<th>William Totten</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degree/Major:</td>
<td>M.S., Industrial Technology</td>
</tr>
<tr>
<td>Employer:</td>
<td>Cisco Systems</td>
</tr>
<tr>
<td>Location:</td>
<td>RTP, NC</td>
</tr>
<tr>
<td>Position:</td>
<td>Customer Advocacy Lab</td>
</tr>
<tr>
<td></td>
<td>Operations Co-op</td>
</tr>
</tbody>
</table>

### Summer 2007 Intern

<table>
<thead>
<tr>
<th>Name:</th>
<th>Shabeka Mitchell</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degree/Major:</td>
<td>B.S., Mechanical Engineering</td>
</tr>
<tr>
<td>Employer:</td>
<td>Cargill</td>
</tr>
<tr>
<td>Location:</td>
<td>Sidney, OH</td>
</tr>
<tr>
<td>Position:</td>
<td>Engineering Intern</td>
</tr>
</tbody>
</table>
Co-op Assignments by Schools and Colleges

<table>
<thead>
<tr>
<th></th>
<th># of Students 05-06</th>
<th># of Students 06-07</th>
<th># of Students 07-08</th>
</tr>
</thead>
<tbody>
<tr>
<td>College of Arts and Sciences</td>
<td>5</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>College of Engineering</td>
<td>34</td>
<td>14</td>
<td>26</td>
</tr>
<tr>
<td>School of Business and Economics</td>
<td>1</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>School of Technology</td>
<td>15</td>
<td>16</td>
<td>27</td>
</tr>
<tr>
<td>Undecided</td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>55</strong></td>
<td><strong>33</strong></td>
<td><strong>58</strong></td>
</tr>
</tbody>
</table>

Gender

<table>
<thead>
<tr>
<th></th>
<th># of Students 05-06</th>
<th># of Students 06-07</th>
<th># of Students 07-08</th>
</tr>
</thead>
<tbody>
<tr>
<td>Females</td>
<td>13</td>
<td>6</td>
<td>14</td>
</tr>
<tr>
<td>Males</td>
<td>43</td>
<td>27</td>
<td>44</td>
</tr>
</tbody>
</table>

(See Appendix B – Cooperative Education Program Employers/Locations 2007-2008; Appendix C – Employer Evaluation Summary Fall 2007-2008; Appendix D – Employers Recruiting for Summer Internship, Co-op, and Part-time Positions through Referrals)
CAREER DEVELOPMENT PROGRAMS

In carrying out the mission of the Office of Career Services (OCS), to provide centralized, comprehensive, and progressive programs, services, and resources in preparing students to achieve meaningful and successful career development, the OCS conducted a series of career development programs for students and alumni during the 2007-2008 academic years. The entire staff played a vital role in carrying out these programs. However, the two (2) individuals dedicated to these activities full-time were the Assistant Director for Counseling Programs and the Career Counselor. The following pages will give a detailed account of the career days, workshops and special programs conducted throughout the year. Overall, more than 13,443 contacts were made with students via career development programs.

2007-2008 Career Days

The purpose of career days is to provide an opportunity for students and employers to exchange information, explore employment opportunities, ask questions, and seek advice. During the 2007-2008 academic year, OCS held five (5) career days: Career Awareness Program/Fair, Career Day for Nurses, Education Expo, Graduate and Professional School Day, and the Spring Career Fair. A total of 497 employers/agencies, including 894 representatives, visited the campus with a combined student attendance of over 3,185 from all majors and disciplines. [Evaluations were administered after each career day to monitor the effectiveness of each event.]

Statistical Overview

<table>
<thead>
<tr>
<th>Career Days</th>
<th># Organizations</th>
<th># of Company Attendees</th>
<th># of Student Attendees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Career Awareness Program (CAP)</td>
<td>195</td>
<td>321</td>
<td>2040</td>
</tr>
<tr>
<td>Career Day for Nurses</td>
<td>25</td>
<td>38</td>
<td>155</td>
</tr>
<tr>
<td>Education Expo</td>
<td>93</td>
<td>140</td>
<td>73</td>
</tr>
<tr>
<td>Graduate &amp; Professional School Day</td>
<td>45</td>
<td>48</td>
<td>119</td>
</tr>
<tr>
<td>Spring Career Fair</td>
<td>139</td>
<td>347</td>
<td>798</td>
</tr>
</tbody>
</table>
2007 Career Awareness Program

<table>
<thead>
<tr>
<th>2007 Career Awareness Program Statistics</th>
</tr>
</thead>
<tbody>
<tr>
<td># Employers</td>
</tr>
<tr>
<td># Representatives</td>
</tr>
<tr>
<td># Students Attending</td>
</tr>
<tr>
<td># Invitations Extended</td>
</tr>
<tr>
<td># Student Volunteers</td>
</tr>
</tbody>
</table>
Most participating employers were from locations in the South.
The two-day event included: a brunch with students & deans and banquet on day one, followed by the Career Awareness Fair on day two.
**2007 Career Day for Nurses**

The Career Day for Nurses was held on November 6, 2007. **Twenty-five (25)** organizations with a total of **38** representatives and over **132** students participated in the fair. The purpose of this event was to afford nursing and healthcare students an opportunity to communicate with recruiters regarding employment opportunities and industry trends, as well as obtain valuable career advice. This event also provided a venue for faculty and staff from the School of Nursing to build relationships.

<table>
<thead>
<tr>
<th>Number of Organizations per Academic Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Career Day for Nurses</td>
</tr>
</tbody>
</table>

During the 2002-2005 academic years, OCS held joint career fairs with the University of North Carolina-Greensboro. In later years each University held separate fairs due to changes in direction, resulting in a decline in the number of participating organizations and students.

Invitations were extended to **324** healthcare facilities across the country. Following is a list of organizations that registered to attend.
Demographics

Although invitations were extended to organizations from various states, all of the participating employers for the Career Day for Nurses came from counties within North Carolina. No out-of-state institutions were represented.

Career Day for Nurses Evaluation Results

The results of the evaluations that were administered to the participating organizations were good to excellent. (See Appendix G for details.) The OCS staff reviewed the surveys collectively and each comment individually to determine the effectiveness of the fair and to note any changes which could possibly enhance the next fair. The results will be shared with students and applicable staff in future workshops to aid them in their career development preparation.
The education field continues to be an area of high demand due to a growing and diverse society. In an effort to help close the gap while also providing career opportunities for NCA&T students/alumni, the OCS held the 2008 Education Expo on March 18, 2008. **Ninety-three (93)** school systems and a total of **140** representatives participated in the event.

The purpose of the Education Expo was to provide employment opportunities for not only education majors but other disciplines as well, especially those majors within the College of Arts and Sciences. In addition to teaching, other positions were available in media, social work, counseling, speech pathology, athletics, foreign language, nursing, fine arts, business, computers, and technology, to name a few.

<table>
<thead>
<tr>
<th>Number of School Systems per Academic Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>----------------</td>
</tr>
<tr>
<td>Education Expo</td>
</tr>
</tbody>
</table>
During the 2002-2005 academic years, OCS held joint career fairs with the University of North Carolina – Greensboro. After those years, due to changes in direction, each University held separate fairs resulting in a decline in the number of participating school systems and students. In 2006-2007 the career fair had to be rescheduled due to inclement weather. Only 51 of the 119 school systems that originally registered were able to attend.

Four hundred fifty (450) invitations were sent (via mail and email) to school systems across the country. Below is a list of organizations that registered to attend. (See Appendix H for a list of organizations that registered to attend and Appendix I for evaluations results.

Demographics

Participants in the Education Expo spanned eleven (11) states, with the highest concentration of participating institutions coming from North Carolina. States represented included: the District of Columbia (1), Florida (2), Georgia (4), Illinois (1), Maryland (2), Minnesota (1), North Carolina (60), South Carolina (5), Tennessee (2), Virginia (14), and West Virginia (1).
Recruiters converse with each other and students during the Education Expo. On the right, OCS Career Counselor Zebedee Talley III greets the principal, Zebedee Talley, Jr., from Martinsville Public Schools. Below, a student converses with a recruiter as the fair draws to a close.
2007 Graduate and Professional School Day

The 2007 Graduate and Professional Schools Day (GAP) was held on Wednesday, November 14, 2007. Prior to the fair, OCS offered a “How to Prepare for Graduate School Workshop” facilitated by representatives from High Point University. The workshop, which was held in the OCS training room, was filled to capacity. The next day, forty-five (45) organizations with a total of forty-eight (48) representatives and over 119 students participated in the fair held in the NCA&T Memorial Student Union Stallings Ballroom.

The purpose of the fair and the workshop was to provide an opportunity for students to communicate with college representatives regarding graduate-level studies in various disciplines, as well as learn about the application process and financial aid.

<table>
<thead>
<tr>
<th>Number of Institutions per Academic Year</th>
<th>2002-03</th>
<th>2003-04</th>
<th>2004-05</th>
<th>2005-06</th>
<th>2006-07</th>
<th>2007-08</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate &amp; Professional School Day</td>
<td>44</td>
<td>41</td>
<td>41</td>
<td>43</td>
<td>58</td>
<td>45</td>
</tr>
</tbody>
</table>

The number of participants for 2007-2008 was capped at 45 to allow all organizations to be in the same vicinity as opposed to having an overflow room. This change was a result of comments received on the 2006-2007 evaluations.

Two hundred thirty-six (236) invitations were extended to institutions across the country. (See Appendix J for a list of those that registered to participate.)

Demographics

Institutions from 15 states participated in the GAP School Day Fair. North Carolina led with representation from 20 colleges/universities followed by Virginia with six (6) and Ohio and Washington, DC with three (3) each.
Evaluation Results

Appendix K shows the results of the evaluations that were administered to the participating organizations. The OCS staff reviewed the surveys collectively and each comment individually to determine the effectiveness of the fair and to note any changes which could possibly enhance the 2008 fair. The results were also shared with students in workshops to aid them as they prepared for graduate school and participated in future career fairs.

While reviewing the comments, it was discovered that some less favorable comments were not valid and were a result of the representatives not paying attention to the information sent to them (and posted online) prior to the fair and/or the organization’s coordinator not sharing all of the details with their selected representative.

2008 Spring Career Fair

This was the first year that the College of Engineering partnered with OCS to host a joint Spring Career Fair as opposed to the Spring Career Fair and Engineering Week Career Fair being held separately in the same week. As a result, all parties were able to maximize their efforts and results.
On February 21, 2008, the joint fair was held. It was a huge success. **One hundred thirty-nine (139)** companies/organizations, with a total of **311** representatives, and over **792** students participated in this event (sponsored by Cummins).

<table>
<thead>
<tr>
<th>Number of Institutions per Academic Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate &amp; Professional School Day</td>
</tr>
<tr>
<td>N/A</td>
</tr>
</tbody>
</table>

**Seven hundred eighteen (718)** invitations were sent to companies/agencies across the country. (See Appendix L for a list of employers represented at the event.)

**Demographics**

Participants came from **30** states to participate in the 2008 Spring Career Fair. North Carolina was the leader with 39 companies/agencies followed by Virginia with 18 and Georgia with 11. (See Appendix M for employer evaluation results.)
Students wait patiently for the doors to open for the 2008 Spring Career Fair. On the right, student listens attentively as a recruiter reviews her resume and discusses career opportunities.
Workshops and Special Programs

Workshops and special programs are vital to the career development process. They enable students to develop and/or enhance their skills in preparing for meaningful careers. On some occasions, OCS partners with industry representatives, the community, and the campus family to carry out these activities. As a result, OCS is able to reach more students, provide additional services, and increase career awareness. When applicable, evaluations are administered to monitor the effectiveness of the events.

Below is an overview of the 2007-2008 program types and the total number of participants for each category. Over 417 workshops/programs were offered during the academic year with a total of 8,405 students in attendance. Complete details will be highlighted further in the report.

### Categorized Program Types

<table>
<thead>
<tr>
<th>Career Fair</th>
<th>Class Presentations</th>
<th>Employer Info Session</th>
<th>Mock Interview Event</th>
<th>Partnering Programs</th>
<th>Special Program/Event</th>
<th>Workshops</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>3338</td>
<td>1939</td>
<td>82</td>
<td>17</td>
<td>1262</td>
<td>632</td>
<td>1213</td>
<td>8573</td>
</tr>
</tbody>
</table>

As the chart reveals, the highest percentage of student participation in programs result from the career fairs followed by classroom presentations, workshops and partnering programs respectively.

### Definitions:

- **Career fairs** = events where recruiters were gathered in the same venue for the purpose of speaking to students about employment opportunities with their respective company/agency.
- **Classroom presentations** = workshops conducted in the classroom at the request of an instructor
- **Employer Information Sessions** = informal gatherings where companies/agencies have had an opportunity to communicate with students prior to the interview to discuss the company and positions available.
- **Mock Interview Event** = mock interviews that were facilitated by a company/agency
- **Partnering Programs** = events that were jointly presented by OCS and another entity
- **Special Programs/Events** = one of a kind programs that were specifically designed by a company/agency; customarily held only once throughout the year
- **Workshops** = presentations (outside of classroom presentations) facilitated by OCS staff at the request of campus organizations, support programs and/or the community. Presentations held in the OCS training room were also included in this category.
Workshops Offered (Titles and Descriptions)

Accepting a Co-op Position
This workshop provided students with an overview of the Cooperative Education Program (Co-op). In the workshop students received a Co-op Packet, forms and information about requesting academic credit.

Dressing for Success
What to wear to a career fair, interview, or after you’ve landed the job still matters. Received valuable information concerning business, business casual and casual dress, and gained an understanding of what style of dress is most appropriate for various professional settings.

Evaluating Salary Offers: Deal or No Deal
Determining whether or not a job offer is a “good” offer goes far beyond the number of zeroes behind the dollar sign. Learned about the many elements that should be considered, examined, and researched when receiving an offer, and received some tips on how to negotiate offers prior to declining or accepting the deal that’s been dealt your way.

How to Apply for a Co-op and/or Summer Internship
Want to make yourself more marketable? Received an overview of how to prepare for a co-op and/or summer internship.

Navigating the Career Fair
The Career Fair was approaching, so it was time to get prepared. Prepared? Yes, prepared! Received tips on how to prepare for a Career Fair and how preparation would enhance the experience and opportunity for career success.

OCS: What We Do & How We Can Help You
Interested in finding out how we can enhance your career? Received an overview of the services and programs offered by the Office of Career Services, and learn what’s really in it for you!

Resume Writing 101
Never developed a resume? No problem. In this workshop, learned the fundamentals of basic resume writing to avoid common mistakes.

The Candidate: Mastering the Interview
It was time to interview for the job. Learned how to prepare for the interview, answer the difficult questions, and follow-up.
The View: An Inside Look at the Fall & Spring Recruiting Season

Who’s coming, pre-select & open schedules, how to sign-up, what to do if you do not meet employer requirements, independent job searches, and more.

What Can I Do With My Major?

You’ve made a choice on a major, but do you really know what your choice can do for you? Do you really understand all of the directions your degree in may take you? Attendees gained understanding on how a degree will pay off, and how employers are looking to put that degree in to work!

Who Wants to Be a Millionaire: Learning How to Manage & Invest Your Money

Credit affects not only your potential purchasing power, but it may also affect your employment opportunities. Learned how to manage your money and invest while you are still a student.

You’re Hired: From Backpack to Briefcase

It’s a different world from where you come from…join industry representatives to learn about the important aspects of transitioning from college life to life after college, what to consider in job offers, what to expect in the work force, and much more.

Special Programs


[* Denotes programs that will be discussed in greater detail]
BEEP Campus Visitation

Thanks in part to the National Urban League's (NUL) Black Executive Exchange Program (BEEP) and Philip Morris USA, Inc., North Carolina A&T State University rekindled its relationship with BEEP after a brief absence. BEEP is a voluntary partnership between the NUL, corporate America, government, non-profits, and other institutions to loan African-American executives to participating colleges as "Visiting Professors” and for participation in other BEEP-related activities such as networking sessions, workshops, and mock job interviews.

BEEP's mission is to share learning experience across generations, cultivate new leaders, and inspire achievements "beyond the possible" through committed involvement and operational excellence. BEEP aids universities and individuals by:

- Exposing students at four-year Historically Black Colleges and Universities (HBCUs) to working professionals in their fields of interest, and through that direct contact, familiarize them with the demands and expectations of those industries.
- Preparing students to become the sophisticated and well-prepared employees that corporate America and its global competitors are seeking.
- Providing an opportunity for professionals and corporations, who are interested in giving back to communities, to help credentialed African-American college students achieve their goals.

This year's BEEP Campus Visit was held on February 19-20, 2008. **Five (5) BEEPers participated in the event**, including William Dawson (NUL), Linda Clark (American Airlines), Aneisha Edwards (The Hartford), Damon Scott (Aramark), and James Stanley (The Hartford). The visit included a welcome reception, a guided tour of the campus, panel discussions, and a special session with students from the NC A&T Middle College. This year, two students (Tondalaya Manuel and Reginald Taylor) were selected to participate in the BEEP Leadership Conference held in Miami, FL. Last year’s event was held in Orlando, FL and two students (James Generette and Marshall Elmore, Jr.) were selected to attend.

Photographs from the BEEP Visitation

Students listen attentively as members from the Black Executive Exchange Program shared invaluable knowledge concerning career, leadership and life during the panel discussion. Afterwards, they lingered around to network and ask additional questions.
Career Development Conference

The 2nd Annual Career Development Conference (CDC), co-hosted by University/Industry Cluster and the Office of Career Services, was held on March 28-29, 2008. The purpose of the conference was to enhance the career and leadership skills of participating students. The CDC afforded students the opportunity to engage in power-packed workshops facilitated by UIC representatives; hear keynote presentations from a renowned author, facilitator, and motivational speaker—Keith Caver; partake in an etiquette luncheon; and network with representatives, fellow students, and OCS staff.

Each student who attended all of the events received a certificate of completion along with a special gift during the awards ceremony.

UIC employers participating in this event included: Abbott Laboratories, Adtran, Aramark, Cargill, Delphi, Hewlett Packard, Milliken, Naval Undersea Warfare Center, Philip Morris USA, Scana, and Vanguard.
Below are three (3) charts representing the breakdown of attendees by the Top 10 Majors Attending, Class Standing, and Gender. Ninety-one (91) students attended this event.
The highest number of students in attendance was seniors, closely followed by juniors.

The highest percentage of participants was females. Females outnumbered that of males in attendance by 2:1.
### Outline of Conference Activities

#### Friday

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>5:00 – 5:45 p.m.</td>
<td>Conference Registration</td>
<td>Stallings</td>
</tr>
<tr>
<td>6:00 – 6:15</td>
<td>Conference Opening</td>
<td>Stallings</td>
</tr>
<tr>
<td></td>
<td>Welcome</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Introduction of UIC Board, Members, OCS &amp; Student Cluster</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Introduction of Panel Participants</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Opening Door Prize Drawing</td>
<td></td>
</tr>
<tr>
<td>6:15 – 7:30</td>
<td>“From Backpack to Briefcase” Presentations from UIC Companies (Adtran, Aramark, Cargill, Naval Undersea Warfare Center Philip Morris and Vanguard)</td>
<td>Stallings</td>
</tr>
<tr>
<td>7:30 – 8:15</td>
<td>Closing Door Prize Drawing / Dining / Networking</td>
<td>Stallings</td>
</tr>
</tbody>
</table>

#### Saturday

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 – 9:00 a.m.</td>
<td>Conference Registration</td>
<td>Stallings</td>
</tr>
<tr>
<td>8:00 – 9:00</td>
<td>Country-style Breakfast</td>
<td>Stallings</td>
</tr>
<tr>
<td>9:00 – 9:15</td>
<td>Program Opening / Review Activities</td>
<td>Stallings</td>
</tr>
<tr>
<td>9:15 – 10:15</td>
<td><strong>Breakout Sessions:</strong> (Facilitated by UIC Representatives)</td>
<td>Craig Hall</td>
</tr>
<tr>
<td></td>
<td>• A Model for Leadership: Are You Ready to Lead?</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Corporate America: A Look at Adjusting Socially, Professionally, and Financially</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Tips for a Successful Internship/Co-op Experience</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Common Sense: Understanding Your $$</td>
<td></td>
</tr>
<tr>
<td>10:15 – 10:30</td>
<td>A.M. Refreshment Break</td>
<td>Craig Hall</td>
</tr>
<tr>
<td>10:30 – 11:45</td>
<td>Keynote Presentation (Keith Caver)</td>
<td>Merrick Hall</td>
</tr>
<tr>
<td>12:00 – 1:30 p.m.</td>
<td>Lunch / Etiquette Presentation (Carolyn Mark, OCS)</td>
<td>Stallings</td>
</tr>
<tr>
<td>1:45 – 2:45</td>
<td><strong>Breakout Sessions:</strong> (Facilitated by UIC Representatives)</td>
<td>Craig Hall</td>
</tr>
<tr>
<td></td>
<td>• Steps to Success in Performance Reviews: Understanding Your Personal Business Plan</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Interviewing from the Employer’s Perspective</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Stepping Outside Your Comfort Zone – Relocating Outside NC</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Building Your Personal Brand</td>
<td></td>
</tr>
<tr>
<td>2:45 – 3:00</td>
<td>P.M. Refreshment Break</td>
<td>Stallings</td>
</tr>
<tr>
<td>3:00 – 4:00</td>
<td>Networking Fair (All participating UIC Companies)</td>
<td>Stallings</td>
</tr>
<tr>
<td>4:15 – 5:15</td>
<td>General Body Session (Keith Caver)</td>
<td>Stallings</td>
</tr>
<tr>
<td>5:15 – 5:45</td>
<td>Closing Awards Ceremony</td>
<td></td>
</tr>
<tr>
<td>5:45 – 6:00</td>
<td>Group Photos</td>
<td></td>
</tr>
</tbody>
</table>
Photographs from the Career Development Conference

Keynote speaker Keith Caver engages students during the keynote presentation

The table is set for the Etiquette Luncheon.

Students learn proper etiquette during the session facilitated by Carolyn Mark of OCS.

Representatives from Delphi (left photo) and Cargill (right photo) facilitate breakout sessions.
Keith Caver (Keynote Presenter), Thad Standley (Partnership Chair) and Angela McCullough (President of UIC) prepare for the Awards Ceremony.

Students enthusiastically display their Certificates of Achievement for participating in the conference.

Angela McCullough and Thad Standley display their Certificates of Appreciation received from the University Industry- Student Cluster Organization. On the right, the group takes a photo to close out the program.
Career Development Month

National Career Development Month is celebrated by universities, colleges, and K-12 organizations across the country throughout the entire month of November. This event is recognized by the National Career Development Association. Its purpose is to promote career awareness, explore career options and majors, as well as provide continuous lifelong learning.

The OCS held an array of activities for students, faculty and staff during Career Development Month. These events were sponsored by Norfolk Southern Corporation. Activities consisted of:

- Kick-off celebrations in the Memorial Student Union and Williams Cafeteria Lobby to promote OCS and the services provided to the university family
- Dress for Success contest to promote the importance of professional attire
- Etiquette Dinner to teach proper conduct during a business meal
- Graduate and Professional School Day Fair for students interested in furthering their education beyond the undergraduate level
- Career Day for Nurses for students interested in opportunities within the healthcare field
- OCS Open House for the entire University Family to network
- Lunch and Conversations which enabled faculty and staff to learn more about OCS and the services provided

Photographs from Career Development Month Activities

Students ask questions during the Etiquette Dinner facilitated by Carolyn Mark of OCS.
Faculty and staff mingle during the OCS Open House as Joyce Edwards (far right) presents a guest with a thank you gift as a token of appreciation for supporting the efforts of OCS. Everyone received a gift.

**Career Development Month Dressing for Success Contest Participants**
University/Industry Cluster Classroom Visitation

University/Industry Cluster (UIC) Classroom Visitation was held on the Thursday immediately following the Career Awareness Program/Fair. This event afforded UIC representatives the opportunity to:

1) exchange vital career and leadership information with students while also exposing them to the philosophies of Corporate America, 2) created/enhanced career awareness among students and faculty, 3) strengthened/built relationships with the University family, and 4) increased their company/agency’s brand image throughout campus.

Below is a statistical overview of the classroom visitations for 2005-2007.

<table>
<thead>
<tr>
<th>Year</th>
<th># of Classes</th>
<th># of Potential Students</th>
<th># of Participating UIC Companies</th>
<th>UIC Sponsor</th>
<th>Theme</th>
</tr>
</thead>
<tbody>
<tr>
<td>2005</td>
<td>23</td>
<td>855</td>
<td>8</td>
<td>Kimberly Clark</td>
<td>Character – Your Most Valuable Asset</td>
</tr>
<tr>
<td>2006</td>
<td>19</td>
<td>952</td>
<td>9</td>
<td>Cargill</td>
<td>Success Beyond Getting in the Door</td>
</tr>
<tr>
<td>2007</td>
<td>27</td>
<td>1032</td>
<td>10</td>
<td>Abbot</td>
<td>Are You Competent? Focus and Understanding of Workplace Competencies</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Company</th>
<th>Participated in 2005</th>
<th>Participated in 2006</th>
<th>Participated in 2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adtran</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Aramark</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Cargill</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Delphi</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>East Carolina Farm Credit</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Ford</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>General Electric</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>General Motors</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>GlaskoSmithKline</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Kimberly Clark</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Lockheed Martin</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Milliken</td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Naval Undersea Warfare Center</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Philip Morris, USA</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Raytheon</td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Rockwell Automation</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Vanguard</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>8</strong></td>
<td><strong>9</strong></td>
<td><strong>10</strong></td>
</tr>
</tbody>
</table>
Counseling Sessions

Counseling Sessions (one-on-one, group, and distance) were designed to guide students and alumni through the career development and decision making process. In order to enhance the services available and to meet the needs of non-traditional/commuting students, the OCS incorporated several new techniques to assist students, including walk-in hours, phone consultations, and on-line counseling. The acquisition of a new career services software program (C3M) allowed for more accurate tracking and assignment of session categories. As a result of accumulated data gathered through the C3M Tracking System, a total of 4,894 contacts were made with students in a counseling capacity alone (not counting 219 recorded contacts outside of the C3M Tracking System).

<table>
<thead>
<tr>
<th>Total Number of Contacts -</th>
<th>Total Contacts</th>
<th>Unique Contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>4,894</td>
<td>2,738</td>
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</table>

**Contact Type**

<table>
<thead>
<tr>
<th>Contact Type</th>
<th>Total Contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>APPT - Appointment</td>
<td>504</td>
</tr>
<tr>
<td>CLAB - Computer Resources</td>
<td>27</td>
</tr>
<tr>
<td>CLIB - Independent Job Search</td>
<td>24</td>
</tr>
<tr>
<td>EMAIL - Email Message</td>
<td>860 (+219)</td>
</tr>
<tr>
<td>GQ - General Question</td>
<td>1</td>
</tr>
<tr>
<td>MEMAIL - Mass Email</td>
<td>221</td>
</tr>
<tr>
<td>MI - Mock Interview</td>
<td>15</td>
</tr>
<tr>
<td>NOTES - Notes</td>
<td>2,843</td>
</tr>
<tr>
<td>OCSOS - OCS Orientation Session</td>
<td>59</td>
</tr>
<tr>
<td>TELE - Telephone</td>
<td>32</td>
</tr>
<tr>
<td>WI - Walk In</td>
<td>308</td>
</tr>
</tbody>
</table>

**Class Standing**

<table>
<thead>
<tr>
<th>Class Standing</th>
<th>Total Contacts</th>
<th>Unique Contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alumnus</td>
<td>86</td>
<td>45</td>
</tr>
<tr>
<td>Doctoral</td>
<td>79</td>
<td>35</td>
</tr>
<tr>
<td>Freshman</td>
<td>610</td>
<td>332</td>
</tr>
<tr>
<td>Graduate</td>
<td>455</td>
<td>203</td>
</tr>
<tr>
<td>Junior</td>
<td>860</td>
<td>450</td>
</tr>
<tr>
<td>Senior</td>
<td>1,210</td>
<td>656</td>
</tr>
<tr>
<td>Sophomore</td>
<td>810</td>
<td>409</td>
</tr>
<tr>
<td>Unknown</td>
<td>5</td>
<td>4</td>
</tr>
<tr>
<td>[Alumni]</td>
<td>36</td>
<td>19</td>
</tr>
<tr>
<td>[ND]</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>[NF]</td>
<td>682</td>
<td>330</td>
</tr>
<tr>
<td>[NG]</td>
<td>58</td>
<td>34</td>
</tr>
</tbody>
</table>

In an effort to promote/expand services, reach more students, and build relationships with faculty/staff, OCS partnered with three (3) schools/colleges at NCA&T to offer on-site counseling services. A representative from OCS conducted satellite hours in the School of Agriculture and Environmental Sciences,
School of Business and Economics, and College of Engineering one (1) day a week for approximately three (3) hours each. These schools/colleges were selected based on the highest percentage of students from those areas utilizing the services provided by OCS. Plans are to add the School of Technology in the Fall of 2008 or Spring of 2009. It is the ultimate goal of OCS to add at least one (1) full-time, dedicated staff person to every school/college. However, this can be achieved only if there is an increase in staff. Until then, the OCS will continue to provide services for all students in the Office and add satellite hours accordingly.

Satellite services included career counseling/planning, resume critiques, interview preparation, and OCS registration. Services will expand in the Fall 2008 to include a 30-minute drive-in workshop during each satellite event. As a result of satellite hours and the relationships that were developed with faculty and staff, OCS conducted more workshops in the schools/colleges. This has led to an increase in the number of overall students utilizing services and participating in events.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td># of Events</td>
<td># of Students</td>
<td># of Events</td>
</tr>
<tr>
<td><strong>School of Agriculture</strong></td>
<td>N/A</td>
<td>12</td>
<td>18</td>
</tr>
<tr>
<td><strong>School of Business</strong></td>
<td>N/A</td>
<td>18</td>
<td>25</td>
</tr>
<tr>
<td><strong>College of Engineering</strong></td>
<td>N/A</td>
<td>13</td>
<td>14</td>
</tr>
</tbody>
</table>

Please note that each satellite event lasted 2-3 hours. Depending on the nature of the visit, servicing one student can take 30 minutes to one (1) hour. The number of events held varied for each school/college as a result of other engagements held by OCS or the school/college on the assigned satellite day, demand for OCS staff in the Office and/or University programs/closings.
Chart of Counseling Programs

Total Contact Summary By Type

Total Contacts By Class

Topic Discussion Distribution
APPENDICES
Appendix A

On-campus Recruiting
Emailed Employer Announcements & Job Titles

Employers

Aberdeen Ared Indian Health Service
Accenture
Advanced Technology Services (ATS)
AEP Southwestern Electric Power Company
Affiliated Computer Services, Inc. (ACS)
American Cancer Society
Amity
Anderson Resources
Arcadis G&M of Michigan, LLC.
ATL International
Atotech
August Human Resources Department
AW North Carolina

BAE Systems
Baker Furniture
Bank of America
Beasley Broadcasting of Eastern NC
Bender Trakx, Inc.
Besire & Associates
Beverage Company
Big Brothers Big Sisters of the Central Piedmont
Billings Area Indian Health Service
Black Child Development Institute of Greensboro, Inc.
BMW Manufacturing CO.
Boeing Integrated Defense Systems
Brockport
Broyhill
Buckeye Technologies, Inc.
Bureau of Labor Statistics

Career Expo 2008 Extravaganza
Catawba County
Center Berry College
Central Virginia Electric Cooperative
Charlotte Bobcats
Citi Talent Acceleration Program
City of Asheville
City of Burlington
City of Dayton, OH
City Of Greensboro
City of High Point
CollegeJobBoard
CommunityOne Bank
Continental Painting
Cosmos Technologies
County of Charleston, SC
Crabtree Marriott

Crane Resistoflex
CRS Engineering, Inc
CRS Engineering and Design
CSX Transportation
Curtis Media Group

Dantherm Filtration
DCA
Defense Contract Audit Agency
Denmark Technical College
Department of Agriculture & Consumer Services
Department of Cultural Resources
Department of Health and Human Services
Department of the Army
Department of Veteran Affairs
Diverse Resource Inc.
Duke Energy
Duke MBA Career Management Center
Duke University
DuPont
Durham County & City Government
Durham County Dept. of Public Health
Durham Exchange Club Industries, Inc

East Group
Echoing Green
Elizabeth Arden Company
Elizabeth Williamson
EMSL Analytical, Inc.
Enterprise Rent A Car
Essel Propack
Experiment in Self-Reliance, Inc.
Family Health International
Firmwide Diversity Recruiting
Fluid Power

Georgia Pacific
Gragan Associates
Green Hill Center
Guilford County Government

Harris Corporation
Hearst Journalism Fellowship
Henry-Martinsville Social Services
Highland Containers
HNTB Corporation
Honda Power Equipment
Hopkinsville Community College
Host Homes
House Production
HP
Humphrey Institute of Public Affairs
Hydradyne Hydraulics

IBM
Indian Health Service
Integrated Laboratory Systems, Inc.
Interbake Foods
Internal Revenue Service

Jefferson Science Associate, LLC
JWIN

Kalamazoo City
Kate B. Reynolds Charitable Trust
Kelly Services
K-Mart
Kraft Foods

Leeper Construction
Liberty Hardware
Lincoln Financial Group
Litera Corp.
Lockheed Martin Corporation
Lorillard Tobacco Company

Madison Area Technical College
Manes Sprunt Community College
MatchingDonors.com
MCAGR
Metaldyne Corporation
MGM & Mirage Management Associate Program
Michigan State University Extension
MLT
Moog Components Group
MSUE
Mt. Hood Community College
Murphy-Brown LLC
Mustang Engineer

NACE
NASCAR
Nation Science Foundation
National Conference of Community and Justice
National Science Foundation
NC Department of Agriculture & Consumer Science
NC Mutual Life Insurance Company
NC Police Department
NC State
NC Wildlife Resources Commission
NCAGR
NCCU
NDS Construction
Nestle USA
New Age College Program
New York City of Chief Medical Examiner
News & Record (Greensboro)
North Carolina Department of Agriculture
North Carolina Government
North Carolina State University
Northwest Wisconsin Technical College
Northrop Grumman Newport News
NYC Forensics Office

"O" The Oprah Magazine
Oak Ridge Associated Universities
OCC District Office
Office of Chief Medical Examiner
Office of Congressman Melvin L. Watt
Office of Government Ethics
Office of State Personnel
Old Dominion University
Opus Scientific
Orange County Board of Elections
Orange County, NC Government
Orange Water and Sewer Authority
ORAU (Oak Ridge Associated Universities)

Pacific Northwest National Laboratory
Page Interworks
Patent Examiner
Patrician Furniture
PepsiCo
Plum Island Animal Disease Center
Prevent Child Abuse North Carolina
Priority Care Services, LLC
Process Energy
Professional Specialty Publications
Progress Energy
Questcon Technologies

Randolph County
Regular Marine, Inc
Resistoflex Company
Richmond Community College
Rural Community Insurance

Schnabel Engineering
Seagate
Signet Design
SKANSKA
Solo Cup Company
Spearmint of the Army
Spence Campbell for Congress
Spherion Recruiting and Staffing
SSA of Publications Management
Staples Business Advantage
Statewide Non-Profit Land Conservation Org.

Teach for America
Tencarva Municipal
Tennessee Valley Authority
Texas A&M
The Arts Center
The Children's Home
The City of Durham
The College of Brockport
The Hartford Group
The News & Record
The Timken Company
The University Of Georgia
The University of Tennessee
The Urban Institute
The Watchful Network
Thomasville City Schools
Time Warner Cable
Tobyhanna Army Depot
Town of Kernersville N.C.
Triangle Traffic Network
Transamerica Reinsurance
Trinity Valley Community College
TTA
U.S. Customs
UCLA
UNIFI Inc.
Unique Industries, Inc.
University of Florida
University of Georgia
University of Maryland
University of North Carolina at Greensboro
University of Pennsylvania
University of Shady Grove
URS Corporation
US Army Corps of Engineers
US Army Material Command
US Army Research Laboratory
US Department of Energy
US Department of Justice
US Dept of the Army
US Environmental Protection Agency
US Navy Civil Engineer Corps
US Patent and Trademark Office

Job Titles included:

2008 Campus Visitation Program
Account Clerk 1
Account Clerk 3
Account Executive WPTF 680AM
Accountant #112797
Accounting Clerk 3
Accounting Technician IV
Accounting/Finance
Accounting/Finance Rotational Development Programs
Adjunct Instructors
Administrative Assistant
Administrative Coordinator
Administrative Officer
Advertising Sales
Agricultural Commodity Grader
Agricultural Marketing Specialist I
Air Personality
Animal Care Technician
Animal Control Officer
Animal Control Supervisor

US Smokeless Tobacco Manufacturing
USDA
USDA Veterinary
USPS
VA San Diego Healthcare System
Verizon
VF Corporation's Global Business Practices Group
VF Jeanswear Limited Partnership
Victaulic Company
Virginia Museum of Natural History
Virginia Tech
Volvo Graduate Development Program
Vulcan Materials Company

Wagner Corporation
Wake
Walgreens
Waste Management, Inc.
WBTW-TC Channel 13
Wells Fargo Financial
WFIR Roanoke
White Dog Community Enterprises
Wildlife Resources
WLFL/WRDC
WLOS-TV
WNYC Radio
WRAL-TV
WSET-TV
WSLC FM
WYNC and PRI Radio

York Technical College
Youth Leadership Conference

Anthropology Program Coordinator 52
Application Developer
Application Specialist
Architectural Engineering
Art Instructor
Arts Management Coordinator
Assistant Controller
Assistant Director & Technical Coordinator
Assistant Director (National Foreign Language Center)
Assistant Director (Undergrad Professional Development & Alumni Relations)
Assistant Director of Career Development
Assistant Director of Engagement
Assistant Director, Center for Marine Biology
Assistant Director, Community Relations
Assistant Director, Family and Consumer Sciences
Assistant Director, Information Tech.
Assistant National Bank Examiner
Assistant Producer
Assistant Market Production Manager
Assistant Program Director for EarthScope Program
Geologist
Assistant Softball Coach
Assistant Vice President
Associate Dean of Students/Director, Alcohol and Substance Abuse Prevention Center
Associate Degree Nursing Instructor
Associate Director
Associate Director for Health (ADH)
Associate Director Independent Environmental Assessment & Verification
Associate Professor, Assistant Professor
Auditor
Auditorium Director
Automatic Transmission-Warranty Investigations Engineer
Auxiliary Operator
Bi-Lingual Library Assistant-1/2 time (#1113-1440)
Biology Instructor
Biotechnology Institute Research Assistant
Border Patrol Agent
Broadcast Account Executive
Broadcast Engineer/Web Editor/Web Producer
Building Energy Analysts
Business & Technology Application Analyst
Business & Technology Application Tech/Agricultural
Business & Technology Application Tech/Chemistry Tech II
Business and Tech Applications Tech
Business Development Advantage
Business Development Assistant
Business Development Technical Writer
Business Services Specialist
Career Counselor
Career Prep Program
Career/Internship Counselor
Case Manager
Charitable Giving Coordinator
Chemist
Chief Financial Officer
Chief Technology Officer
Child Protective Services (CPS) Social Worker
Child Support Agent
Civil Engineering Designer
Civil/Structural Engineer- Entry Level
Claims Examiner/Representative
Clinical Caseworker II
Clinical Program Manager
Clinical Research Assistant II
Communication and Media Relations Director
Communications Specialist 2
Community Health Educator I
Community Services Coordinator
Community Services Assistant
Commodity Grader III/Agricultural Commodity Grader
Computer Scientist

Construction Analyst/Installer I/Help Desk Analyst
Construction Manager
Construction Project Administrator
Construction Project Engineer
Contracts Administrator
Contracts Specialist
Controller
Controller/Business Manager
Coordinator (Manager, Masters Program Operations)
Coordinator 1/Career Resource Center
Coordinator for Community Service-Learning-Outreach, Advocacy, and Programming Search
Coordinator for Community Services
Coordinator for Scholarships & Smith Fellows Programs
Coordinator of Academic/Administrative Operations
Coordinator of Human Resources
Coordinator of Intramural Sports
Coordinator of Purchasing, Equipment & Construction
Coordinator of the Core Facility
Coordinator (User Services Technician)
Core Account Executive Corps Member
County Extension Agent
County Extension Director
Credit Manager
Criminalist IA
Criminalist IB
Criminalist II
Criminalist III
Criminalist Level I B
Customer & Software Support Specialist
Customer Care Rep/Installation Supervisor/ Workforce Analyst

Dental Assistant
Detention Services Officer
Department of Cultural Resources
Deputy Sheriff
Design Engineer
Design & Plan Review Manager
Detention Officer
Development & Membership Coordinator
Development Coordinator
Developmental English Instructor
Digital Assets Logger
Director of Administrative Services
Director of Business Development
Director of Commercial Business Group
Director, Computational and Information Sciences Directorate
Director, Evaluation and Research
Director, Ed. Talent Search Program
District Communications Coordinator
Diversity Recruitment & Employment Coordinator

Economic Development Director
Elections Director
Electrical and Computer Engineer
Electrical Engineer
Electrician High Voltage
Emergency Animal Rescue Service (EARS) Technician

62
Emergency Medical Services Pool
Emergency Services Firefighter Pool
Engineer
Engineer II
Engineering and Operations Managers
Engineering Positions
Entry Level Civil Engineer
Entry Level Civil or Mechanical Engineer
Entry Level Electrical Engineer
Entry Level Management
Entry-Level Contract Specialist
Entry-Level JAVA Training Program
Environmental Engineers
Environmental Health Specialist
Environmental Job Opportunities
Executive Administrative Assistant I
Executive Assistant
Executive Assistant to the USM Board of Regents
(Executive Director)
Executive Director of Inter-Campus Network
Services
Executive Director of M Club
Extension Educator, Family & Consumer Sciences
Extension Educator, Farm Information
Extension Educator-Agricultural/Natural Resource Science
Facility Construction Engineer I
Facilities Management
Facility Construction Engineer Trainee
Facility QC Specialist
Faculty Research Assistant
Faculty Research Assistant (Project Director)
Faculty Research Assistant (Project Director)
Faculty, Tenure/Tenure Track
Family Partnerships Coordinator/Child Care Resource
Referral Provider/Workforce Development Specialist
Instructors
Farm Manager
Fashion and Style Interns
Federal Bureau of Prisons Fellowship
Field Representative
Financial Analyst
Financial Planning & Report Manager
Fire Prevention Inspector
Fire Protection Engineer
Firmware Engineer
First Assistant Coach
Food Regulatory Specialist I
Food Service Aide I
General Engineer
General/Physical Engineer
GIS Specialist
Graduate Assistant
Graduate Assistant (University Career Center Advisor)
Graduate Assistant/Artist Services Assistant
Graduate Assistant/Publication Assistant
Graduate Assistant/Scheduling Office
Graduate Assistant/Sexual Assault Prevention
Graphic Layout Artist
Greenhouse Worker/Biologist
Hazardous Materials Support Specialist
Head Coach - Wrestling
Head Softball Coach
Health Education Specialist 2
Health Physicist
Health Physicist 4 Project Manager
Health Sciences Librarianship Initiative
Health Service Administrator
Health Systems Specialist
Hearst Journalism Fellowship
Health Care Division Program Officer
Helpdesk Manager (IT Coordinator)
Hiring Manager/Reporter
Histology Technician II
Histology Associate I
Histology Associate II
Histology Technician
Histology Technician I
HR Director
HR Management Assistant
Human Relations Specialist
Human Resources Leadership Development Program
Human Resources Analyst
Human Resources Assistant
Human Resources Generalist
Human Resources Specialist
Income Manager
Independent Contract Therapist
Industrial Engineer
Industrial Engineer II
Information & Communications Specialist
Information Processing Technician
Information Systems Analyst
Inside Advertising Sales
Inside Sales Specialist
Inside Sales Support Specialist
Installer/Construction Analyst
Institutional Research Associate
Instructors
Instrument Mechanic Trainee
Insurance Service Representatives
Interactive Art Director/Graphic Designer
International Account Coordinator
Interpreter
IRS Team Member/IRA/International Examiner
IT Analysts
IT Architect
IT Business Analyst
IT Data Entry Operator Lead
IT Programmer/Analyst
IT Specialist
IT Systems Manager
IT Technical Analyst
Job Telecom Analyst
Journalism Coordinator
Junior Controls Analyst (6794)
Juvenile Counselor Technician
Juvenile Detention Supervisor

Kennel Technician (#1442-1441)

Lab Tech Coordinator
Laboratory Assistant
Lead Teacher
Lead Write-Up Specialist
Leadership Training Programs
Lecturer (Dept of Nutrition & Food Science)
Legal Administrative Assistant Library
Logistics Analyst
Logistics Management Intern
Logistics Managements Specialist Intern Program

Maintenance Manager
Maintenance Supervisor
Marketing Associate
Management Analyst Intern
Management Training Program Manager
Manager Health and Safety Services
Manager Trainee
Manager, Enterprise Storage & Backup
Manager, Enterprise Internet Services
Manager Survey Projects
Manufacturing Engineer I
Manufacturing Position
Marketing Assistant
Mathematical Statistician
Meat and Poultry Inspector II
Meat and Poultry Inspector II/Agricultural Commodity Grader II
Mechanic II
Mechanical Engineer I
Mechanical Operations
Management Trainee
Medical Assistant Instructor-Business/Admin Procedures
Medical Lab Assistant II, A. Microbiologist
Medical Laboratory Technician II
Medical Laboratory Technologist
Mental Health Practitioner
Mental Health Services Supervisor
MH Senior Practitioner Pool
Morning Show Host
Motor Equipment Operator 3
MT Multi Trades Supervisor 1
MT Multi Trades Supervisor 2
Multiple Positions

New Model Engineer
News Director
News Producer, Core Account Executive, Video-Journalist
News Reporter/Anchor
Newscaster/Field Reporter
Nurse Specialist (Fetal Monitoring Nurse)
Nurse Specialist II (Fetal Monitoring Nurse)
Nursing Positions
Nursing Services Consultant
Nursing Services Manager
Nursing Services Supervisor

Office Administrator/Executive Assistant
Office Assistant
Office Assistant IV
Office Clerk 1
Office Specialist
Office Support Specialist I/Fire Inspector
On Air Personality
ON-AIR Sports Personality
Operations Industrial Engineer
Operations Planner 1
Operations Planner 2
Outside Sales

Paramedic
Patent Examiner
Patient Care Technology Coordinator/Instructor
Pesticide Environmental Investigative Specialist
Pharmacist (Hourly)
Pharmacy Specialist (hourly)
Photographer, Account Executive
Physical Science Technician 3
Physician Extender Specialist
Physicist (Program Director)
Plans Reviewer
Plant Finance Manger
Police Officer
Political Science/History Instructor
Postal Service Processor
President
Prevention Network Director
Print Management Position
Process Change Resource
Process Development Engineer
Process Engineer
Processing Assistant III
Producer
Product Stewardship Administrator
Production Assistant/News Editor/Video-Journalist
Production Coordinator
Production Manager #104323
Production Supervisor
Program Director
Program Coordinator
Program Dir. for Diversity & Outreach
Program Dir. for Interdisciplinary & Cross Divisional Affairs
Program Director/Academic Advisor
Program Management Specialist
Program Manager
Program Support Clerk
Program/Project Managers
Programmer
Programmer Analyst 2 & 3
Project Architect
Project Engineer
Project Estimator
Project Manager 2 CHRS
Project Manager, Capitol Projects
Project Specialist I
Promotion Writer Producer
Protective Services Social Worker
Psychiatrist
Public Health Infant Care Counselor
Public Health Investigator
Public Health Nurse II
Public Health Physician/Asst. Health Director
Public Health School Nurses
Public Information Officer
Purchasing Agent
Quality Assurance Agent
Quality Assurance Auditor
Quality Assurance Director of Manager
Quality Assurance Specialist
Quality Assurance Technician
Quality Engineer
Radio Communicator
Radio Continuity Directory
Raleigh-Durham AM/PM Drive Traffic Anchor
Recruiter
Regional Account Executive
Replenishment Specialist
Research Assistant
Research Associate (Postdoctoral) Biosystems
Research Participation Program
Research Technician, Chemistry Technician III
Research Technician/Maintenance Mechanic IV
Retail Management Program
Retail Services Representative I
RF/Analog Engineer
Safety & Health Director
Safety & Training Supervisor
Safety Specialist
Sales
Sales and Marketing
Sales Trainee
Security Specialist 2
Security Specialist I
Security Supervisor I
SEM Lab Technician
Senior Electrical Engineer
Senior Financial Aid Counselor
Senior Office Specialist
Senior Practitioner Pool
Senior Product Design Engineer
Senior Tax Specialist
Service Center Specialist
Service Coordinator/Job Placement

SKANSKA Global Trainee Program 2008
Social Service Aid
Social Services-Office Specialist
Social Work/Nursing
Social Worker
Social Worker (Adolescent Preventive Serv.)
Social Worker Protective Services (Adult Services)
Social Worker (Child Welfare Services)
Software Engineer
Software Programmer
Spanish Instructor
Spanish Interpreter
Speech Instructor
Staff Accountant
Staff Electrical Engineer
Standards Inspector II
State Hospital Liaison
Station Electrician C
Store Keeper 2
Stormwater Technician
Student Conduct Coordinator
Study Director
Supervisor, Small Business Development Center
Supervisory Electronics Engineer
Systems Engineer
Teacher
Teaching Support Services
Technical Services Network Manager
Technical Specialist 3
Technical Writer 3/Media Specialist
Technician I
Telecommunicator
Tenure-Track Faculty Position(s)
Test Automation Specialist
Therapist/Counselor
Toxicologic Pathologist
Traffic & Administrative Coordinator
Traffic Anchor
Training and Development Specialist 2
TV Corporate Producer
Undergraduate Advisor
Undergraduate Diversity Summit
Various Customer Service Positions
Various Engineering Positions
Veterinarian
Veterinary Laboratory Pathologist
Veterinary Medical Officer
Vice President for Education, Outreach & Workforce Dev.
Vice President of Instruction
Video-Journalist PT
VMD-PhD Combined Degree Studies
Wastewater Treatment Plant Operator
Water Resources Engineer
Web Designer
Web Services Developer
## Appendix B

### Cooperative Education Program Employers/Locations 2007-2008

<table>
<thead>
<tr>
<th>Employer</th>
<th>City</th>
<th>State</th>
<th># of Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alex Yontz Racing</td>
<td>Winston-Salem</td>
<td>NC</td>
<td>1</td>
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<tr>
<td>BMW Manufacturing</td>
<td>Spartanburg</td>
<td>SC</td>
<td>1</td>
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<tr>
<td>BMW Manufacturing</td>
<td>Greer</td>
<td>SC</td>
<td>1</td>
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<tr>
<td>Cisco Systems, Inc.</td>
<td>RTP</td>
<td>NC</td>
<td>7</td>
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<tr>
<td>CoMor</td>
<td>Greensboro</td>
<td>NC</td>
<td>1</td>
</tr>
<tr>
<td>Computer Generated Services</td>
<td>New York</td>
<td>NY</td>
<td>1</td>
</tr>
<tr>
<td>Cummins</td>
<td>Whitaker</td>
<td>NC</td>
<td>2</td>
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<tr>
<td>Cummins</td>
<td>Rocky Mount</td>
<td>NC</td>
<td>1</td>
</tr>
<tr>
<td>Defense Information System Agency</td>
<td>Falls Church</td>
<td>VA</td>
<td>1</td>
</tr>
<tr>
<td>Department of Commerce</td>
<td>Silver Springs</td>
<td>MD</td>
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</tr>
<tr>
<td>Disney World</td>
<td>Lake Buena Vista</td>
<td>FL</td>
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</tr>
<tr>
<td>Duke Energy</td>
<td>Greensboro</td>
<td>NC</td>
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</tr>
<tr>
<td>Exxon Mobil</td>
<td>Baton Rouge</td>
<td>LA</td>
<td>2</td>
</tr>
<tr>
<td>Exxon Mobil</td>
<td>Houston</td>
<td>TX</td>
<td>1</td>
</tr>
<tr>
<td>Fiskars</td>
<td>Greensboro</td>
<td>NC</td>
<td>1</td>
</tr>
<tr>
<td>GE</td>
<td>Mebane</td>
<td>NC</td>
<td>1</td>
</tr>
<tr>
<td>GE</td>
<td>Greenville</td>
<td>SC</td>
<td>1</td>
</tr>
<tr>
<td>GE</td>
<td>Charlottesville</td>
<td>VA</td>
<td>1</td>
</tr>
<tr>
<td>General Dynamic/Electric Boat</td>
<td>North Kinstown</td>
<td>RI</td>
<td>2</td>
</tr>
<tr>
<td>Goodyear</td>
<td>Greensboro</td>
<td>NC</td>
<td>1</td>
</tr>
<tr>
<td>Grand Prix Greensboro</td>
<td>Greensboro</td>
<td>NC</td>
<td>1</td>
</tr>
<tr>
<td>Harley Davidson Motor Company</td>
<td>Milwaukee</td>
<td>WI</td>
<td>1</td>
</tr>
<tr>
<td>ITT Night Visions</td>
<td>Roanoke</td>
<td>VA</td>
<td>1</td>
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<tr>
<td>Jet Propulsion Labs</td>
<td>Pasadena</td>
<td>CA</td>
<td>1</td>
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<tr>
<td>Lehman Brothers</td>
<td>New York</td>
<td>NY</td>
<td>1</td>
</tr>
<tr>
<td>Lockheed Martin</td>
<td>Owego</td>
<td>NY</td>
<td>1</td>
</tr>
<tr>
<td>Lorillard Tobacco Company</td>
<td>Greensboro</td>
<td>NC</td>
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<tr>
<td>Lowe's</td>
<td>Mount Veron</td>
<td>TX</td>
<td>1</td>
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<tr>
<td>Miller Brewing Company</td>
<td>Eden</td>
<td>NC</td>
<td>1</td>
</tr>
<tr>
<td>NASA</td>
<td>Greenbelt</td>
<td>MD</td>
<td>1</td>
</tr>
<tr>
<td>National Oceanic Atmospheric Administration</td>
<td>Sliver Spring</td>
<td>MD</td>
<td>1</td>
</tr>
<tr>
<td>NCAT Student Technology Services</td>
<td>Greensboro</td>
<td>NC</td>
<td>3</td>
</tr>
<tr>
<td>New Hanover County Schools</td>
<td>Wilmington</td>
<td>NC</td>
<td>1</td>
</tr>
<tr>
<td>5 off 5 on</td>
<td>Walkertown</td>
<td>NC</td>
<td>1</td>
</tr>
<tr>
<td>RF Micro Devices</td>
<td>Greensboro</td>
<td>NC</td>
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</tr>
<tr>
<td>Sprint</td>
<td>Raleigh</td>
<td>NC</td>
<td>1</td>
</tr>
<tr>
<td>Suncom Wireless</td>
<td>Cary</td>
<td>NC</td>
<td>2</td>
</tr>
<tr>
<td>Synergy Network Concepts, Inc.</td>
<td>Charlotte</td>
<td>NC</td>
<td>1</td>
</tr>
<tr>
<td>Time Warner Cable</td>
<td>Greensboro</td>
<td>NC</td>
<td>1</td>
</tr>
<tr>
<td>Toyota</td>
<td>Princeton</td>
<td>IN</td>
<td>1</td>
</tr>
<tr>
<td>Toyota</td>
<td>Erlanges</td>
<td>KY</td>
<td>2</td>
</tr>
<tr>
<td>UBS Financial Services</td>
<td>Greensboro</td>
<td>NC</td>
<td>1</td>
</tr>
<tr>
<td>Volvo</td>
<td>Greensboro</td>
<td>NC</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total**                                      |                    |       | **58**            |
Appendix C

Employer Evaluation Summary Fall 2007-2008

Evaluation Form Comments

<table>
<thead>
<tr>
<th>Please choose the response which best describe your experience with the co-op student.</th>
<th>Strongly Agree</th>
<th>Agree</th>
<th>Disagree</th>
<th>Strongly Disagree</th>
</tr>
</thead>
<tbody>
<tr>
<td>Works well with others</td>
<td>21</td>
<td>8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Completed assignment(s) and other task(s) on time</td>
<td>12</td>
<td>18</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quality of work assignment(s) were met</td>
<td>11</td>
<td>19</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Showed eagerness in completing assignment(s)</td>
<td>20</td>
<td>8</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Very reliable and dependable person</td>
<td>19</td>
<td>9</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Attendance and Punctuality were met</td>
<td>18</td>
<td>9</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

Overall rating of Student Performance

<table>
<thead>
<tr>
<th></th>
<th>Exceptional</th>
<th>Very Good</th>
<th>Good</th>
<th>Unsatisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10</td>
<td>14</td>
<td>6</td>
<td></td>
</tr>
</tbody>
</table>

Explanation

1) His concept of network infrastructure is growing vastly and he is continuously demonstrating traits of being an outstanding Network Administrator.
2) She completed all tasks on time and all work exceeded my expectations.
3) His performance has really increased since the beginning of the semester. His initial lack of experience in the XOM system hurt his development. He can and will be a very good employee with more experience.
4) He has excellent intake and works very hard at his assignments. He is a good learner.
5) Excellent team player.
6) She works well with others, very reliable, and is very punctual. I enjoy having her as an employee.

Traits which may hinder this student's advancement with you company/agency:

1) He had a challenge with getting used to opening up with his manager and with me as the Program Manager. This was his first corporate experience so I think he has learned some valuable lessons and business.
2) There are some concerns that may hinder his advancement to a manager position; even though he is the Sr. Network Administrator for the company placing him with assigning leadership tasks he needs to evaluate his team more in the role that junior members are assigned. (Stay abreast of daily happenings) Team building is essential for the development of his future in Information Technology; take the time now to focus on this leadership fundamental.
3) Take more time for yourself. Do not burn out too soon.
4) Inexperience with “hands on” practice/work.
5) She was not as technical as some of our other candidates. She showed some abilities to pick up a foundation with the technologies we used by the end of the assignment.
6) He needs to show more initiative in beginning his projects and getting the proper resources to help him. He also needs to work on selling his projects to the team he is working on and giving frequent updates so that the team will continue to help him.
7) No issues—key development areas are: 1) presentation skills 2) increase technical foundation in core subject areas (chemistry, physics, etc.)
8) At one point we loaded her with a lot of work all at once. Her attention to detail suffered a bit on her training manual project. However, she corrected her errors and completed her tasks. I don’t think this would hinder her advancement, though. She is more than capable under pressure.
9) She is a bit apprehensive at times. Must overcome being timid.

Traits which may further enhance this student's chance for advancement with you company/agency:
1) His drive is highly sought after. He brings great energy and passion.
2) Understanding his strengths and weaknesses and asking for assistance from peers and leadership will aid in his advancement.
3) Dependable
4) Great attitude, eager to learn
5) Presence—on time and at work; follows directions well; pleasant to work with; quick learner, remembered information from previous year, during last school year, acquired additional knowledge.
6) Willingness to learn; enthusiasm; interest in job; wonderful personality.
7) She worked well with the members of our team during her term. She was initially soft spoken and seemed somewhat intimidated at times when communicating with others in the group. She overcame that issue towards the end of the program as she became more familiar with the group and its members. She was able to assist on multiple production issues and provide useful information for our monitoring project.
8) Excellent interpersonal/communication skills. Good drive once his projects were kicked off. Good analytical skills.
9) Quick learner; writes well for his age/education level; dedication; teamwork.
10) The student needs to be passionate and eager to learn; also he needs to utilize time mgt. in an efficient manner.
11) She is extremely personable and willing to take on extra work. She is self-motivated, quickly understands instruction, works well in unstructured circumstances and is able to develop priorities and communicate her ideas clearly.
12) Dedication, willingness to learn and quick response time.
13) She is a bright young lady and she has knowledge of Dell products, which is essential pertaining to advancement.
14) His eagerness to learn and participate does enhance his performance. His amiable personality and easygoing manner gives him the ability to fit within a work group.
15) Her assertiveness and excellent customer service skills are the traits that would further enhance her chance for advancement.
16) His willingness to learn and assist is an asset that is well recognized.
Appendix D

Employers Recruiting Students for Summer Internship, Co-op, and Part-time Positions through Referrals

102 Jamz
3M
Action Greensboro
ADNET Systems, Inc
Affordable Housing Management
Air Force Research Laboratory
All Hip Hop
Alumni Athlete Network
ALY Enterprises
American Association of Advertising Agencies
American Cancer Society
American Friends Service Committee
American Red Cross
Americans for the Arts
AmeriCorps VISTA Volunteer Coordinator
Amplify Communications
Applied Research Associates
AW North Carolina, Inc

Baker Furniture
Berkeley Rep
BET
Bettis Atomic Power Laboratory
Biscuitville, Inc.
Black Executive Exchange Program
BMW Manufacturing Company
Bonset America Corporation
BPX Technologies Inc.
Brayton International
Brij
Burson-Marsteller
Butterball, LLC
BWXT Y-12

CBS Radio - WKQC/WNKS
Celebrate Express, Inc.
Center for Community Self-Help
Center for International Studies
Central Garden and Pet
Charlotte Housing Authority
City of Greensboro-Transportation Dept.
City of NY/Office of Management & Budget
Clearwire
COLAGE
Congressional Black Caucus Foundation
COOK Medical
Cornell Univ.-Department of Food & Sci.
Corning Inc.
Crisis Control Ministry
Cromwell Valley CSA
Curtis Media Group

Darntherm Filtration /Nordfab Ducting

Dell Campus
DELMARVA Market Area
Democracy Matters
Department of the Navy
Dimensions
Dominion Diversity Scholarship Program
Dudley's
Duke Energy

E&PM Business Services Division
Eastern Federal Lands Highway Division
Elsewhere Artist Collaborative
Embarq
ESP Associates
eToys Direct
eVillager

Fanuc
Fashion Internships.net
Federal Aviation Administration
Fidelity Investments
Flextronics Co.
Fragrant Passage Candle Company

Gilbarco Veeder - Root
Girl Scouts
Goody's
Governor's Affirmative Action Office
GRAMMY Awards
Grant Thornton LLP
Green Hill Center for NC
Greene Resources, Inc/RTI International
Greensboro Children's Museum
Greensboro Economic Development Alliance
Greensboro Historical Museum
Greensboro Human Relations Department
Guilford County Government
Guilford County Public School System

Harvard Business School
Harvard-MIT Division of Health & Technology
High Def Productions
High Point Plant
Hispanic Assoc. Of Colleges and Universities
Honda of America Mfg., Inc
Honda Power Equipment

IAESTE United States
INROADS
Institute for Humane Studies at George Mason Univ.
Institute of African American Research
International Textile Market Association
Inter-university Consortium for Political and Social Research (ICPSR)

Kay Chemical Company
Kayser-Roth
Kellogg Biological Station
Kellogg's Snacks
Kimberly-Clark Corporation
Kimley-Horn and Associates, Inc.
Kissell for Congress
Kmart
KPMG

Langley Aerospace Research Summer Scholars
Lattahouse
LeadDog
Leeper Construction Co
Lewis' Educational and Research Collaborative Internship Program (LERCIP)
Lincoln Financial Advisors
Lincoln Financial Group
Literary Agency
LORD Corporation
Lorillard Tobacco Company

Marathon
MediFit
MIT Lincoln Laboratory
Major League Baseball.com
Monsanto
Moses Cone Health System
Motorsports Authentics,
Murphy-Brown LLC

NAFEO Internship Office
NASA
NASCAR
National AMBUCS, Inc.
National Multiple Sclerosis Society
National Nanotechnology Infrastructure Network
National Science Foundation
Naval Undersea Warfare Center
NC Dept. of Administration
NCB
NC Department of Transportation
NCO
Nestle USA
New Leaders For New Schools
North Carolina Education Lottery
Nussbaum Center for Entrepreneurship

Oak Ridge Associated Universities
Oak Ridge Institute for Science and Education
On Point Media/On Point .FM
Orange Water and Sewer Authority
Owens Corning

Pace Communications
Pendleton

Penn School of Vet Med.
PGA Tour
Philip Morris USA
Polo Ralph Lauren
Premier Health and Fitness
Preston S. Clark
Procter and Gamble's Student Programs
Project Smart Vote
Prosperity Clothing

Reading Connections
Rebirth Media, LLC
RIT International Office of Commercialization
RTI International

S&L Consultants
SalemSitters, Inc
Sanctified Prosperity Clothing
SCA
SCANA
Scholastic, Inc.
Schwab Tech
Self Help Credit Union
Shell Oil
Smithfield
SniderTire, Inc.
Southern Company
Stantec
State Government Internships
SterilMed/ The Scope Exchange
Summer Scholars Program
Summit Credit Union
Survey Research Center
SynerG

Talent Management
Talk PR
Targacept
Teach for America
Tekelec
Tennessee Valley Authority
The A. Zachary Smith III Minority Internship
The Center for Visual Artists - Greensboro
The Law firm of Hagan Davis
The Parent Company
The Volunteer Center of Greensboro, Inc
The White House
Time Warner Cable
Toyota Motor Manufacturing, Indiana
TPS Group, LLC
TPS Technologies LLC
Triad Apartment Assoc.
Triad InternNet
Trone
Tyco Electronics

U.S. Dept. of Energy
U.S. Nuclear Regulatory Commission
UNCF Special Program Corporation
Urban Sports Group
US Army Engineering and Support
US Army Research, Development and Engineering Center
US EPA
US Marshall Service
Valspar
Van Zelm Heywood & Shadford, Inc.

Wal-Mart
Weyerhaeuser Co.

Wolf Trap
Women's Media Group
Wray Ward
Yohannes Media Group, LLC
Youth Advocacy and Involvement
YWCA
Appendix E
2007 Career Awareness Program Evaluation Results
(137 responses)

<table>
<thead>
<tr>
<th>Please rate the following:</th>
<th>Excellent</th>
<th>Good</th>
<th>Fair</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Organization of CAP 2007 and the way in which the Program was carried out</td>
<td>99</td>
<td>30</td>
<td>0</td>
</tr>
<tr>
<td>b) on-site Check-in/Registration</td>
<td>99</td>
<td>36</td>
<td>0</td>
</tr>
<tr>
<td>c) Shuttle Services</td>
<td>50</td>
<td>24</td>
<td>3</td>
</tr>
<tr>
<td>d) Hollins Exposition Services/Booth Set-up/Delivery or materials</td>
<td>56</td>
<td>32</td>
<td>1</td>
</tr>
<tr>
<td>e) your opportunity to meet and communicate with students</td>
<td>91</td>
<td>38</td>
<td>7</td>
</tr>
<tr>
<td>f) Interest expressed by students</td>
<td>57</td>
<td>63</td>
<td>8</td>
</tr>
<tr>
<td>g) Your opportunity to meet and communicate with faculty</td>
<td>22</td>
<td>61</td>
<td>29</td>
</tr>
<tr>
<td>h) Luncheon (9/12)</td>
<td>40</td>
<td>64</td>
<td>13</td>
</tr>
<tr>
<td>i0 Banquet (9/11)</td>
<td>63</td>
<td>16</td>
<td>0</td>
</tr>
<tr>
<td>j) Career Fair (9/12)</td>
<td>73</td>
<td>53</td>
<td>5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Definitely</th>
<th>Probably</th>
<th>Uncertain</th>
</tr>
</thead>
<tbody>
<tr>
<td>Would you recommend participation in similar programs at NCA&amp;T to your company/agency?</td>
<td>104</td>
<td>28</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Most Can</th>
<th>Many Can</th>
<th>Some Can</th>
</tr>
</thead>
<tbody>
<tr>
<td>Based upon the degree programs offered at NCA&amp;T and the preparedness of students with whom you spoke today, can students who graduate from this University find employment within your company/agency?</td>
<td>41</td>
<td>61</td>
<td>28</td>
</tr>
</tbody>
</table>

Evaluation Responses, cont’d:

2. What, if any, additional preparation do students/graduates of NC A&T State University need in order to be successfully employed by your organization?
   - Elevator speeches, be prepared to discuss their objectives up front and ask fewer question. Have them research companies before the fair.
   - More co-ops/internship for upper classmen and seniors/recent graduates with involvement and leadership in extracurricular activities.
   - Need to know more about the company, put GPA on resume., put GPA on resume., put GPA on resume., put GPA on resume., put GPA on resume., put GPA on resume., put GPA on resume., put GPA on resume., put GPA on resume., put GPA on resume., put GPA on resume., put GPA on resume., put GPA on resume.
   - Grades 3.0+, Professional dress, communication skills
   - Certified Management Accountant (CMA) certification offered by IMA more previous internship experience
   - More participation by immediately graduating students.
   - Dress/Attire – Communication
   - Need to work hard on professional presence and proper dress to impress.
   - Students need to get additional resume guidance prior to career fair.
   - Summer internship/coops type of opportunities.
   - Preview company websites, attend info sessions. Need higher GPA, improved enthusiasm.
   - Apply online
• Participants represented A&T in a very professional manner.
• Bring resumes
• Graduate research programs in Structural Dynamics and Controls
• Students were well prepared w/resumes and presented themselves in a very professional manner.

3. What portions of the Career Awareness Program were MOST valuable?
   • Career Fair, talking with students
   • Meeting the students and seeing prior interns/students of interest.
   • Panel
   • Meeting good candidates
   • Student Forum/ information for dept. chairs in book!!!
   • Interaction with Deans, Faculty, student and other employees.

4. What portions of the Career Awareness Program were LEAST valuable?
   • Students showing up w/o resumes, and resumes not formatted properly or too long (for non PhD recipients)
   • Student unsure about what area of engineering interest them… R&D or hands on…
   • Better directions, lunch served in same area, better parking and cold beverages.

5. Please note any recommendations which you may have for the Career Awareness Program.
   • Limit the career fair hour 9-4 is too long. 10-3 is most desirable.
   • The name tags were excellent! Very helpful to have majors listed – next year make the major a little bigger (easier to read!)
   • I want to let you know how impressed we were with career fair. It was well organized and very beneficial to the student and employer as well. I expect ESP Associates will become “regulars” at you career fair functions.
   • Keep coaching students on their interactions with employers. I was very impressed w/ the level of the students.
   • Everything was fine.
   • The Career Fair area was too warm “Turn AC up!”
   • Assist students with preparation.
   • Please have pads for the concrete floors.
   • More space between booths
   • Allow web space for each career fair entry to post a PDF file 1 pamphlet online.
   • Pre-meetings with Engineering Depts., also have engineering freshman be required to do resume 1st week of school.
   • Had a large amount of freshman who only came to booth the complete in-class assignments which was frustrating need only interested potential employees?
   • The Fair was too long - 6hrs or less is a better time fame.
   • Being downstairs
   • Students of many business major need to explore all of our options
   • Many students felt intimidated to come talk – that is why we are here – our attitude is there are no dumb questions, we like to talk to the students. (We always prompt them when they seem bashful.)
   • Very impressed with the preparedness of students as well as professionalism
   • Better eye contact, speak up, firm handshake. – Communications Skills
   • CPA candidates needed 150 hours.
   • More software design
Appendix F

2007 Career Awareness Program Participating Employers

Accenture
ADTRAN
Aerospace Corporation
Agilent Technologies
Alcoa
Alstom Power, Inc.
American Cast Iron Pipe Company
AMTRAK/National Railroad Passenger Association
Applied Materials
Archer Daniels Midland Company (ADM)
Army Evaluation Center
Asheville Citizen-Times/ Gannett Co. Inc.

B/E Aerospace, Inc.
BAE Systems
Balfour Beatty Construction
Bank of America
BB&T Corporation
BE&K Engineering of NC, Inc.
Bechtel Corporation
Bettis Atomic Power Laboratory
Black & Veatch
Blue Cross Blue Shield of North Carolina
BMW Manufacturing Co., LLC
Boeing
Bowle Bell & Howell
BWXT Y-12

Cargill
Caterpillar Inc.
CDM
CGI
Chesterfield County Police Department
Chrysler LLC
CIA
Cintas Corporation
Cisco
City of Salisbury
Clark Construction Company, Inc.
COOK Medical Endoscopy
Corning Inc.
CRB Consulting Engineers, Inc.
CSX
Cummins

Danaher
Deloitte & Touche
DELPHI Corporation
Dollar General
Dominion
Dow Agrosciences
Duke Energy Corporation
Dupont

East Carolina Farm Credit
Eastman Chemical Company
Eaton Corporation
EMBARQ
EMC Corporation
Engineering Consulting Services (ECS)
Enterprise Rent-A-Car
Equitable Resources
ESP Associates, P.A.
EXXONMOBIL
FINRA (formerly NASD)
First Citizens Bank
Food Lion, LLC
Fort Dodge Animal Health
FRITO-LAY

GE
General Dynamics Electric Boat
General Motors
Georgia Department of Transportation
Georgia Transmission Corporation
Goodrich
Goody's Family Clothing
Greenhome & O'Mara, Inc.
Greensboro Fire Department
HANESBRANDS INC.
Harley-Davidson Motor Company
Hewlett-Packard Company
Holder Construction
Honda Manufacturing of Alabama, LLC
Honeywell FM&T
Hospira, Inc.

IBM
Illinois Department of Transportation
Ingersoll Rand
Intel Corporation
Internal Revenue Service
International Truck & Engine
ITT Industries, Night Vision

JE Dunn Construction
John Deere
Johns Hopkins University Applied Physics Laboratory
JP Morgan Chase
Kiewit Southern Co.

LABCORP
Lenovo
LGS (formerly Lucent)
Lockheed Martin
Lord Corporation
L’OREAL USA
Lorillard Tobacco Company
Lowe's Companies, Inc.

M/I Homes
Marathon Petroleum LLC
Marathon Pipeline LLC
Maryland State Highway Administration
McKim & Creed
MEADWESTVACO
Merck & Co. Inc.
Meridian Technologies
Merrill Lynch
Michael Baker Corporation
Michelin North America
Miller Brewing Company
Milliken & Company
MIT Lincoln Laboratory
Monsanto

N. C. Wildlife Resources Commission
NAPA / Genuine Parts Company*
National Geospatial Intelligence Agency
National Ground Intelligence Center
National Security Agency
Nationwide
NAVAIR
Naval Surface Warfare Center - Dahlgren Division
NAVSEA - Newport Division
NC Dept. of Environment & Natural Resources
Norfolk Southern Corporation
Nortel
North Carolina Department of Transportation
Northrop Grumman Corporation

O'Brien & Gere

Pacific Gas and Electric Company
Parker Hannifin
Parsons
Penske Truck Leasing
PEPCO Holdings, Inc.
Pepsi Bottling Group
Perdue Farms, Inc.
Pfizer, Inc.
Philip Morris USA
Prince George's Co. Maryland Public Safety Recruitment
Priority One*
Progress Energy

Raytheon Company
Rockwell Automation
Rockwell Collins
RR Donnelly
Santee Cooper

SAS Institute Inc.
SCANA
Shell Oil
Sherwin-Williams
Skanska USA Building, Inc.
Southeastern Freight Lines
Southern Company
SPAWAR
Stantec Consulting Services
State Farm

Target
Teach for America
The Procter and Gamble Company
Titan American
Toyota Motor Engineering & Manufacturing North America, Inc.
Turner Construction
Tyson Foods, Inc.

U.S. Army Corps of Engineers
U.S. Army Corps of Engineers - Construction Div.
U.S. Army Materiel Command (AMC)
U.S. Border Patrol
U.S. Census Bureau
U.S. Department of Energy
U.S. Department of Energy / Office of Human Capital Solutions
U.S. Navy
U.S. Nuclear Regulatory Commission
U.S. Patent and Trademark Office
UGA College of Agricultural & Environmental Sciences
UNC-DC Program
United States Coast Guard
United States Steel
United Technologies / Pratt & Whitney
University of North Carolina-Chapel Hill / Human Resources
USDA Forest Service - Eastern Region
USG Corporation

Vanguard
Verizon
Virginia Department of Transportation

Walgreens
Wal-mart Distribution Center
Wal-mart Stores, Inc.
Walt Disney World/Disney Event Group
Waste Management
Weyerhaeuser Co.
Wolseley's North American Division (Ferguson, Stock, Wolseley Canada)
Woolpert, Inc.

XEROX
Appendix G
Career Day for Nurses Evaluation Results

<table>
<thead>
<tr>
<th>1. Please rate:</th>
<th>Excellent</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>The way in which the Career Day was administered:</td>
<td>18</td>
<td>4</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Your opportunity to communicate with the students:</td>
<td>18</td>
<td>4</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Receptivity of the students:</td>
<td>14</td>
<td>8</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>How would you rate the facilities provided?</td>
<td>19</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Would you recommend that your Company participate in similar events in the future?</th>
<th>Very Definitely</th>
<th>Maybe</th>
<th>Uncertain</th>
<th>Would Not</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>22</td>
<td>2</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| 3. Was the length of the program satisfactory?                                 | 18              | 3     |           |           |

<table>
<thead>
<tr>
<th>4. What preparation do students need to be successfully employed by your company?</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Leadership skills, commitment, integrity</td>
</tr>
<tr>
<td>• Post-undergrad education</td>
</tr>
<tr>
<td>• Resume</td>
</tr>
<tr>
<td>• Solid clinical training and strong interpersonal skills with an excellent work ethic</td>
</tr>
<tr>
<td>• For those that are interested in Peds or L&amp;D to do a preceptorship or externship in a facility</td>
</tr>
<tr>
<td>• Completion of nursing program</td>
</tr>
<tr>
<td>• Unblemished credit and criminal background</td>
</tr>
<tr>
<td>• We request instructor references (3) and sealed transcripts. Resumes are suggested.</td>
</tr>
<tr>
<td>• Depends on what discipline or degree that they are in.</td>
</tr>
<tr>
<td>• Be willing to learn and seek out help from the recruiters from the department of Human Resources</td>
</tr>
<tr>
<td>• Your students were well prepared</td>
</tr>
<tr>
<td>• Must have passed the NCLEX</td>
</tr>
<tr>
<td>• Nursing degree</td>
</tr>
<tr>
<td>• Obtain a degree and passing brands</td>
</tr>
<tr>
<td>• Nursing students need CVA “hands on” experience</td>
</tr>
<tr>
<td>• RN degree, NA certification</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>5. Are there any additional comments that you would like to express?</th>
</tr>
</thead>
<tbody>
<tr>
<td>• No, I truly enjoyed my time</td>
</tr>
<tr>
<td>• Very well organized. Nice to have lunch available and ready</td>
</tr>
<tr>
<td>• The organization was excellent</td>
</tr>
<tr>
<td>• Very good experience</td>
</tr>
<tr>
<td>• This event is very nice with plenty of students. The length of the event was okay, but students started leaving and last hour was very slow (maybe 2 ½ hours next year)</td>
</tr>
</tbody>
</table>

76
• More defined parking arrangements
• Parking
• Very impressed with the professionalism of students. Very impressed with student volunteers. Extremely polite and helpful. Excellent lunch.
• Students were very professional and prepared. They seemed truly interested. Very impressed.
• The lunch was great. The staff was friendly. The room was set up perfect. The students were well prepared.
• You folks always do a great job! Students are so helpful and respectful with setup. Participant students are very professional.
• Great help from students and staff
• Need information on A&T website for details.
## Appendix H

**Education Expo 2008 Attending School Systems**

<table>
<thead>
<tr>
<th>School System</th>
<th>City</th>
<th>State</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alamance-Burlington School System</td>
<td>Burlington</td>
<td>NC</td>
</tr>
<tr>
<td>Alexandria City Public Schools</td>
<td>Alexandria</td>
<td>VA</td>
</tr>
<tr>
<td>Amherst County Schools</td>
<td>Amherst</td>
<td>VA</td>
</tr>
<tr>
<td>Anne Arundel County (MD) Public Schools</td>
<td>Annapolis</td>
<td>MD</td>
</tr>
<tr>
<td>Asheboro City Schools</td>
<td>Asheboro</td>
<td>NC</td>
</tr>
<tr>
<td>Atlanta Public Schools</td>
<td>Atlanta</td>
<td>GA</td>
</tr>
<tr>
<td>Beaufort County Schools</td>
<td>Washington</td>
<td>NC</td>
</tr>
<tr>
<td>Berkeley County (WV) Schools</td>
<td>Martinsburg</td>
<td>WV</td>
</tr>
<tr>
<td>Bertie County Schools</td>
<td>Windsor</td>
<td>NC</td>
</tr>
<tr>
<td>Bladen County Schools</td>
<td>Elizabethtown</td>
<td>NC</td>
</tr>
<tr>
<td>Brunswick County Public Schools</td>
<td>Lawrenceville</td>
<td>VA</td>
</tr>
<tr>
<td>Brunswick County Schools</td>
<td>Bolivia</td>
<td>NC</td>
</tr>
<tr>
<td>Buncombe County Schools</td>
<td>Asheville</td>
<td>NC</td>
</tr>
<tr>
<td>Caldwell County Schools</td>
<td>Lenoir</td>
<td>NC</td>
</tr>
<tr>
<td>Caswell County Schools</td>
<td>Yanceyville</td>
<td>NC</td>
</tr>
<tr>
<td>Catawba County Schools</td>
<td>Newton</td>
<td>NC</td>
</tr>
<tr>
<td>Chapel Hill-Carrboro City Schools</td>
<td>Chapel Hill</td>
<td>NC</td>
</tr>
<tr>
<td>Charles County Public Schools</td>
<td>La Plata</td>
<td>MD</td>
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Appendix I

Education Expo Evaluation Results

<table>
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<tr>
<th>1. Please rate:</th>
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<th>Good</th>
<th>Fair</th>
<th>Poor</th>
<th>N/A</th>
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<tbody>
<tr>
<td>The way in which the Career Day was administered:</td>
<td>48</td>
<td>15</td>
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<td></td>
<td>11</td>
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<tr>
<td>Your opportunity to communicate with the students</td>
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<td>25</td>
<td>15</td>
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<td>Receptivity of the students:</td>
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<td>28</td>
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<td>How would you rate the facilities provided?</td>
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<td>17</td>
<td>3</td>
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<table>
<thead>
<tr>
<th>2. Would you recommend that your Company participate in similar events in the future?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Very Definitely</td>
</tr>
<tr>
<td>49</td>
</tr>
</tbody>
</table>

| 3. Was the length of the program satisfactory? | |
|-----------------------------------------------|
| Yes | No |
| 68 | 17 |

4. What preparation do students need to be successfully employed by your company?
   - Make sure they have enough resumes to give out
   - Any interested must follow up with an application online or hard copy mailed
   - Students will need to pass the VCLA and VRA if they wish to teach in Virginia willingness to relocate to Florida
   - Good career fair
   - Be ready to accept letters in intent
   - Very impressed that all applicants had already passed the praxis prior to student teaching some of the students didn’t have enough resumes to give out
   - Students of other majors should be encouraged to attend with lateral entry being an option
   - Out of state licensure
   - Send out an emails a day prior to the event
   - Certification
   - Improve resume writing
   - Complete Praxis II
   - Praxis scores available
   - Use of technology

5. Are there any additional comments that you would like to express?
   - Thank you for providing students to assist with bringing in our materials & supplies. We really appreciate your hospitality
   - Love the volunteers- very helpful, need to be informed and maybe not have it on a day when so many other activities are happening
   - Overall- well done
   - Great job
   - Would love to talk to more students
   - Publicize this event to other surrounding colleges
   - Appreciate having someone meet me at the curb to unload
• Extremely well organized- excellent meal- appreciated the water, etc- staff & students were extremely cordial
• It should be mandatory that all education majors be in attendance
• It would be nice for recruiters who are alumni to be identified by a ribbon or ID Badges- need to show our “Aggie Pride”
• Very nice campus
• Great opportunity to give small system opportunity to be exposed to good candidates, perhaps sophomores and juniors should attend also
• A school consortium as opposed to a single school fair
• Everything was wonderful
• The students were lovely, polite, articulate & dressed professionally
• Perhaps consider a different day/time to bring in more applicants
• Wireless access would be beneficial to better meet the needs of the applicants
• Exact # communication of students that will be in attendance
• This is a great place to have a career fair
• A nice set up and very well organized
• I didn’t know the schedule, make sure schedule of events are emailed with notation to corresponding people
• Let students register to interview w/ school system
• Great having shuttle service
## Appendix J

### Graduate & Professional School Day Participants

<table>
<thead>
<tr>
<th>College / University</th>
<th>City/State</th>
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<tbody>
<tr>
<td>American University Washington College of Law</td>
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</tr>
<tr>
<td>Appalachian School of Law</td>
<td>Grundy, VA</td>
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<tr>
<td>Appalachian State University Graduate School</td>
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<tr>
<td>Atlanta's John Marshall Law School</td>
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<tr>
<td>Howard University School of Social Work</td>
<td>Washington, DC</td>
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<tr>
<td>Howard University Graduate School</td>
<td>Washington, DC</td>
</tr>
<tr>
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<tr>
<td>Mountain State University</td>
<td>Beckley, WV</td>
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<tr>
<td>North Carolina A&amp;T State University</td>
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<tr>
<td>North Carolina Central University School of Graduate Studies</td>
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<tr>
<td>North Carolina State University School of Public Administration</td>
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<td>Miami Gardens, FL</td>
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<td>University of Southern California</td>
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Appendix K
Graduate & Professional School Day 2007 Evaluation Results from Attending Universities

1. Please rate:

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<th>Fair</th>
<th>Poor</th>
<th>N/A</th>
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<tr>
<td></td>
<td>20</td>
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<td>Your opportunity to communicate with the students</td>
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<td>Receptivity of the students:</td>
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<td>How would you rate the facilities provided?</td>
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2. Would you recommend that your Company participate in similar events in the future?

<table>
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<th>Very Definitely</th>
<th>Maybe</th>
<th>Uncertain</th>
<th>Would</th>
<th>Not</th>
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<tr>
<td>30</td>
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3. Was the length of the program satisfactory?

<table>
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<th>Yes</th>
<th>No</th>
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</thead>
<tbody>
<tr>
<td>29</td>
<td>9</td>
</tr>
</tbody>
</table>

6. What preparation do students need to be successfully employed by your company?
   - Greater science/math emphasis
   - LSAT preparedness
   - LAST, Registration through LSAC. Info @ lasc.org
   - Some grad degrees require pre req. or exp. In certain fields but many are open enrollment
   - Recommended minimum GPA: 3.0; Recommended minimum GRE: 1000 (550 Verbal, 5.0 writing)
   - Students should do a preliminary investigation/search about the school so that they can ask questions directed to their professional goals
   - For those interested in law school, to have begun some type of LSAT prep
   - It is recommended that students take an LSAT prep course
   - LSAT preparation should begin during students junior year
   - Study schools and opportunities from a national viewpoint, not just local areas
   - Depends on the program
   - Maybe a bit more prep by a Pre-Law person

7. Are there any additional comments that you would like to express?
   - The volunteers were very helpful
   - The parking! Maybe for 1 day you could allow green permits to park closer. I needed to return to my car but chose not to due to the inconvenience.
   - Students didn’t seem interested in graduate study in California. The regional and local schools had more interest from students.
   - More student traffic, have signs posted around campus “grad school fair today in Student Union” announcements in the student newspaper, student emails
   - The food and facilities were great! Students were well dressed and professional!
   - Great food for lunch – thank you!
• Thank you for your professionally delivered event!
• I registered for this event, however the nametag, etc. was listed under my colleague. Not sure how that happened.
• I like your facility and your students
• It would be nice to have water/snacks available (free) for exhibitors
• Didn’t see a lot of seniors. Very good lunch.
• The food was excellent! It was good not to have a boxed lunch.
• Food was great – no boxed lunch. How was the fair advertised? Student helpers were great – steady traffic
• Lunch was excellent – great that it didn’t come in a box!
• Thanks for the wonderful lunch and snacks!
• Excellent!
• Student traffic light
• Needed more help with unloading. Had to walk from Luther street lot to student union.
• This was a good event. I would have loved to have seen more students.
• Lunch was great! The people were helpful, friendly, and enthusiastic!
• More students to talk with. Opportunity to speak with a class or advisor.
• More signage from college entrance to the student union. Excellent help at registration table. Also good lunch.
• It would be great if all the HBCUs in the area could coordinate the grad fairs during one week even if its only A&T, Bennett, Winston-Salem, and NC Central. I know that you would receive a lot of interest from recruiters if they were coordinated.
# Appendix L

## Spring Career Fair 2008 Participating Employers

<table>
<thead>
<tr>
<th>Company / Agencies</th>
<th>City / State</th>
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<td>AgCarolina Financial</td>
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<td>Wright Patterson AFB, OH</td>
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<td>AMD</td>
<td>Austin, TX</td>
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<td>American Express</td>
<td>Greensboro, NC</td>
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<td>Anheuser-Busch, Inc.</td>
<td>Williamsburg, VA</td>
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<td>Santa Clara, CA</td>
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<td>B/E Aerospace, Inc.</td>
<td>Wellington, FL</td>
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<td>BAE Systems</td>
<td>McLean, VA</td>
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<td>Bank Of America</td>
<td>Norfolk, VA</td>
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<td>Bechtel Corporation</td>
<td>Frederick, MD</td>
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<td>Belden</td>
<td>Richmond, IN</td>
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<td>Bettis Atomic Power Laboratory</td>
<td>West Mifflin, PA</td>
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<tr>
<td>Black &amp; Veatch</td>
<td>Overland Park, KA</td>
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<tr>
<td>Blue Cross Blue Shield North Carolina</td>
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<td>Cisco</td>
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<td>Company</td>
<td>Location</td>
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<td>Eastman Chemical Company</td>
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<td>Eli Lilly And Company</td>
<td>Indianapolis, IN</td>
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<td>Milliken &amp; Company</td>
<td>Spartanburg, SC</td>
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<td>MIT Lincoln Laboratory</td>
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<td>Penske Truck Leasing</td>
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<td>Pratt &amp; Whitney Rocketdyne</td>
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<td>Premier Healthcare Informatics</td>
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<td>Company Name</td>
<td>City, State</td>
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<tr>
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<td>Procter &amp; Gamble Company</td>
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<td>Progress Energy</td>
<td>Raleigh, NC</td>
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<td>Raytheon Company</td>
<td>Tewsbury, MA</td>
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<td>Rockwell Automation</td>
<td>Milwaukee, WI</td>
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<td>RR Donnelley</td>
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<td>Sherwin Williams</td>
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<td>Siemens Power Generation</td>
<td>Orlando, FL</td>
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<td>Skanska USA Building, Inc.</td>
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<td>Smithfield</td>
<td>Wilson, NC</td>
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<tr>
<td>Southern Company</td>
<td>Atlanta, GA</td>
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<tr>
<td>Space &amp; Naval Warfare Systems Center (SPAWAR)</td>
<td>North Charleston, SC</td>
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<td>Bloomington, IL</td>
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<td>Huntersville, NC</td>
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<td>Cedar Rapids, IA</td>
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<td>Chattanooga, TN</td>
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<tr>
<td>The Choice Program</td>
<td>Baltimore, MD</td>
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<td>The McGraw-Hill Companies</td>
<td>New York, NY</td>
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<td>The Shaw Group</td>
<td>Charlotte, NC</td>
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<td>Toyota Engineering &amp; Manufacturing</td>
<td>Erlanger, KY</td>
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<tr>
<td>Triumph Actuation Systems</td>
<td>Clemmons, NC</td>
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<tr>
<td>TSA/Federal Air Marshal Service</td>
<td>Charlotte, NC</td>
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<tr>
<td>Tyson Foods, Inc.</td>
<td>Springdale, AR</td>
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<tr>
<td>U.S. Patent And Trademark Office</td>
<td>Alexandria, VA</td>
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<tr>
<td>United States Coast Guard</td>
<td>Arlington, VA</td>
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<td>United States Postal Service</td>
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<td>Chapel Hill, NC</td>
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<td>Washington, DC</td>
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<td>Vanguard</td>
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<td>Walgreens</td>
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<td>Waste Management</td>
<td>Columbia, MD</td>
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<td>Weyerhaeuser Co.</td>
<td>Federal Way, WA</td>
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<td>Wolseley's North American Division</td>
<td>Newport News, VA</td>
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<td>Woolpert, Inc.</td>
<td>Dayton, OH</td>
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<tr>
<td>WXLV/WMYV TV</td>
<td>Winston Salem, NC</td>
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</table>
### Appendix M

**Spring Career Day 2008 Employer Evaluation Results**

1. **Please rate:**
<table>
<thead>
<tr>
<th>Excellent</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>The way in which the Career Day was administered:</td>
<td>46</td>
<td>4</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Your opportunity to communicate with the students</td>
<td>57</td>
<td>31</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Receptivity of the students:</td>
<td>48</td>
<td>35</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>How would you rate the facilities provided?</td>
<td>35</td>
<td>46</td>
<td>11</td>
<td></td>
</tr>
</tbody>
</table>

2. **Would you recommend that your Company participate in similar events in the future?**
<table>
<thead>
<tr>
<th>Very Definitely</th>
<th>Maybe</th>
<th>Uncertain</th>
<th>Would Not</th>
</tr>
</thead>
<tbody>
<tr>
<td>78</td>
<td>13</td>
<td>1</td>
<td></td>
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</tbody>
</table>

3. **Was the length of the program satisfactory?**
<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>90</td>
<td>1</td>
</tr>
</tbody>
</table>

5. **Are there any additional comments that you would like to express?**
   - Excellent job fair----lunch was fabulous
   - Use of color coded resume labels for the different disciplines would be helpful
   - It is very important to have the shipped items at the employers booth
   - A employer reception would be nice, so that we are able to network
   - I enjoy the day---Great students you should be proud of
   - The display materials for the career fair that companies mail to the school prior to the event need to be available one day prior to the event.
   - Impressed with the student professionalism
   - Good career fair
   - Great job fair! Well done!
   - Would like to see more department visits to engineering, IT, marketing
   - A&T students stressed the interest in becoming part of skonska safety program
   - Excellent staff
   - Can the student name tags be color coded by areas of study? It makes it easier to identify potential candidates.
   - Awesome! Great students
   - Encourage more graduating seniors to participate
   - Very good turnout
   - Great event
   - The event was slow to get started, but had great flow from 11-3. Our booth and materials didn’t arrive until 10:00
Appendix N

2007 UIC Classroom Visitation Student Evaluation Results

<table>
<thead>
<tr>
<th>Please answer the following questions.</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Were the presenters well prepared?</td>
<td>704</td>
<td>2</td>
</tr>
<tr>
<td>Did you find the career-related presentation informative?</td>
<td>697</td>
<td>6</td>
</tr>
<tr>
<td>Would you recommend this type of presentation to other students?</td>
<td>692</td>
<td>6</td>
</tr>
<tr>
<td>Do you feel you have a better understanding of what it is going to take to excel in the workplace?</td>
<td>692</td>
<td>13</td>
</tr>
</tbody>
</table>

Additional Comments
- I liked it
- Really informative and detailed, great advice and answers
- Teachers always make you aware, but when you hear it from a professional in that career field it means more and soaks in more.
- The speakers presentation on internships, co-ops, and competencies was very helpful and informative
- This allowed students to gain a better understanding of how business and organizations measure skills and competencies of employees.
- I appreciated the atmosphere that was created through the chemistry of the presenters.
- The presentation was well put together. I feel like I have a better understanding of what companies look for as far as GPA, work experience and professionalism.
- This was a very informative learning experience
- Very knowledgeable of topics.
- Excellent presentation and information
- General motors and Vanguard were very informative, I really enjoyed it
- Great dialogue, intelligent presenters.
- Other than the presentation, the presenters provided great feedback to the students questions
- I think students would be better prepared if they knew about the presentation ahead of time.
- I found all the info useful and worth learning
- Excellent answers and comments were made by the presenters
- Great!
- This was very beneficial even though I am not a marketing major
- Along with the question and answering include other things to say about your experience as a student, intern, etc.
- Even though I am not a marketing major this presentation helped me and I find similarity
- The career-related presentation was very helpful. I really enjoyed the speakers today.
- As a nontraditional student, I am very familiar with the workplace and can identify with the presenters. It was very informative based on “Real Life” situations and circumstances
- I think having speakers to come in and give insight, hope, and valuable information is very much needed throughout the semester
- Very good answers, extremely helpful
- I am a graphic design major under the computer aid draft and design discipline. How could I market myself more, when I have to compete with engineers?