

**NORTHWEST VISTA COLLEGE  
PROCEDURE**

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Procedure Number: S 5.5  
Procedure Title: Career Presentations to SDEV/EDUC Courses

**I. Purpose**

Career presentations in SDEV/EDUC courses provide FTIC students with an introduction to career planning; including the importance of, available assessments, and the career planning resources. The classroom visits are designed to encourage career exploration and planning to students at each level of the career planning process

**II. Procedure Statement**

A. The advisors that make up the Career and Transfer Services team are responsible for scheduling and facilitation of career presentations to SDEV/EDUC courses in the fall, spring, and summer semesters.

1. Determine presentation date range
2. Schedule presentation dates and times with SDEV/EDUC faculty and send meeting requests via Outlook
3. Schedule presenters for each presentation
4. Update presentation and train staff to facilitate
5. Create rosters for each class presentation

B. Upon completion of each presentation, collect and record data and follow up with students requesting additional information.

Contact for Interpretation: Director, Academic Advising

Relevant Board Policy: N/A

Relevant SACSCOC Principle: CS 3.3.1.3

Last Updated: \_\_September 22, 2016\_\_

Approved: \_\_\_\_\_  
Vice President for Student Success