

# Colorado School of Public Health

Office of Student Affairs | Career & Employer Relations

## Career Services—Student Policies and Procedures—Updated 10/29/14

### Mission:

The Career Services (CS) mission is "to serve the career development needs of Colorado School of Public Health (ColoradoSPH) students and alumni by providing career skills training to be successful in an ever-changing job market."

Career Services will provide services to students and alumni that specifically address the development of six **Career Competencies**:

1. **Apply and articulate academic course content** in a professional setting
2. **Gain relevant experience** that enhances the student's professional goals
3. Understand, develop, and articulate a **"personal brand"**
4. Develop a dynamic set of **"professional documents"** (resumes/CV, cover letter, LinkedIn profile, portfolio, etc.)
5. Engage in **professional development** by fostering a strong network of professionals and involvement in associations/industry groups
6. Successfully plan and execute a **job search strategy** that leads to employment

Career Services at ColoradoSPH is a member of the National Association of Colleges and Employers (NACE) and complies with its "[Principles of Professional Conduct](#)."

### Confidentiality Statement:

Career Services treats all student information as confidential—including career advising sessions—as mandated by the Family Educational Rights and Privacy Act (FERPA), University policy, and NACE Principles of Professional Conduct. All information disclosed within an advising session becomes a part of your student record and is considered confidential. Confidential information will not be disclosed to any third party outside of the University without your written permission.

Confidentiality and privacy is strictly enforced, though Career Services cannot ensure that email communication will be secure. Exceptions to the confidentiality of information provided are outlined under FERPA. When circumstances require disclosure of confidential information, only essential information will be revealed. To the extent possible, a student will be informed before confidential information is disclosed.

If you would like to learn more about your rights as a student under FERPA, please visit the [FERPA General Guidance for Students website](#) provided by the U.S. Department of Education:.

If you have questions, please contact  
Ben Weihrauch, MA, GCDF  
Manager of Career & Employer Relations  
[ColoradoSPHcareers@ucdenver.edu](mailto:ColoradoSPHcareers@ucdenver.edu).  
303-724-7619

### Disclaimer of Services:

Career Services is an **educational** advising service of the Colorado School of Public Health. CS cannot guarantee student success and satisfaction, including academic achievement or employment after graduation (related to the academic major or not).

Career events organized by CS and ColoradoSPH are designed to connect students, faculty, alumni, and the professional/employer community. In the best interest of reputation and integrity of ColoradoSPH, students and alumni are **strongly recommended** to be professional, well-prepared, and dressed appropriately for any career event.

ColoradoSPH students are required to adhere to the [ColoradoSPH Student Academic Honor and Conduct Code](#), as well as other applicable institutional student codes of conduct and applicable professional codes of conduct.

### **Career Services (CS) student/alumni use policies:**

The Colorado School of Public Health is a collaborative partnership of the University of Colorado Anschutz Medical Campus, Colorado State University, and University of Northern Colorado. The following policies outline the availability of services for different ColoradoSPH constituent groups. The Manager of Career & Employer Relations reserves the right to modify these policies and make exceptions at their discretion.

### **Students currently taking classes in a Degree or Certificate-seeking program**

#### **Career Advising:**

- **Only** students enrolled in a degree/certificate program, have paid their tuition/fees, and have started classes are eligible for career advising
  - ColoradoSPH students at [Colorado State University](#) and [University of Northern Colorado](#) also have access to their respective campus career centers.
- CS staff will determine the appropriate amount of time and sessions, as well as format (individual, group, in-person, Skype, etc.) needed based on the individual student needs.
- Students are expected to contact CS 24 hours in advance to change or cancel an appointment.

#### **Career Workshops**

- Throughout the academic year, CS will provide free workshops on a variety of career topics. Check the ColoradoSPH website and ColoradoSPH Connect for a complete calendar of events.

#### **Career Services [website](#):**

- The CS website is a centralized location for career materials and resources. CS considers all content on CS site non-proprietary and for general use for both the ColoradoSPH community and the public.

#### **[ColoradoSPH Connect](#):**

- ColoradoSPH students enrolled in a degree or certificate program who have paid their ColoradoSPH Career Services Fees have free access to ColoradoSPH Connect. Log-in information will be emailed to current students at their [ucdenver.edu](#) address shortly before New Student Orientation.

#### **LinkedIn—Colorado School of Public Health group**

- The ColoradoSPH group on LinkedIn is a central networking space for all ColoradoSPH students, alumni, faculty, staff, and employer/community partners. The goal of the ColoradoSPH LinkedIn group is to facilitate professional networking, discussion, and career opportunities amongst the greater ColoradoSPH community. Membership is free and open to individuals who meet the aforementioned criteria.

## **Enrolled ColoradoSPH Students for an upcoming semester (not yet started class)**

### **Career Advising:**

- CS will provide one complimentary, 30 minute consultation (in-person, phone, or ZOOM online meeting) at the discretion of the Manager of Career Services.

### **Career Workshops**

- Throughout the academic year, CS will provide free workshops on a variety of career topics. These workshops are open to enrolled ColoradoSPH students for an upcoming semester. Check the ColoradoSPH website for a complete calendar of events.

### **Career Services [website](#):**

- The CS website is a centralized location for career materials and resources. The majority of the site is a collection of resources and internet links to helpful career information. CS considers all content on CS site non-proprietary and for general use for both the ColoradoSPH community and the public.

### **LinkedIn—Colorado School of Public Health group**

- Matriculated students must have started their classes to join the group.

## **Non-Degree & Non-Certificate students**

### **Career Advising:**

- CS will provide two complimentary, 1 hour consultations (in-person, phone, or ZOOM online meeting) at the discretion of the Manager of Career Services.

### **Career Workshops**

- Throughout the academic year, CS will provide free workshops on a variety of career topics. These workshops are free for non-degree & non-certificate students. Check the ColoradoSPH website for a complete calendar of events.

### **Career Services [website](#):**

- The CS website is a centralized location for career materials and resources. The majority of the site is a collection of resources and internet links to helpful career information. CS considers all content on CS site non-proprietary and for general use for both the ColoradoSPH community and the public.

### **LinkedIn—Colorado School of Public Health group**

- The ColoradoSPH group on LinkedIn is a central networking space for all current and former ColoradoSPH students, faculty, staff, and employer/community partners. The goal of the ColoradoSPH group is to facilitate professional networking, discussion, and career opportunities amongst the greater ColoradoSPH community. Membership is free and open to individuals who meet the aforementioned criteria.

## **ColoradoSPH Alumni (1+ year after degree/certificate completion)**

### **Eligibility:**

- CS defines an “Alumnus” as
  - a former student who earned a degree or certificate from the Colorado School of Public Health at University of Colorado Anschutz Medical Campus, Colorado State University, or University of Northern Colorado

- a former student who earned a degree/certificate from any defunct academic program that has since absorbed into the Colorado School of Public Health
- If a former ColoradoSPH student transferred to another school before earning a degree/certificate, **OR** took classes with ColoradoSPH but did not graduate, they **are not** considered an Alumnus
- ColoradoSPH Alumni can access all CS services for **ONE YEAR** after degree/certificate completion at the same level as a current ColoradoSPH student at no cost.

**Career Advising (1 year+ after graduation):**

- ColoradoSPH Alumni are eligible for three (3) additional one-hour career advising appointments per calendar year after the 1 year+ after graduation window. Additional sessions are charged at a rate of \$40 per session Payment is due at the beginning of the advising session.
- The amount of time, as well as format (in-person, phone, ZOOM online meeting), will be made by the Manager of Career & Employer Relations.
- Current ColoradoSPH students have first priority of scheduling career advising appointments.
- Alumni must contact the CS 24 hours in advance to change or cancel an appointment. A missed appointment without contacting CS will result in billing for the missed appointment.

**Career Workshops**

- Throughout the academic year, CS will provide free workshops on a variety of career topics in-person and online. These workshops are free to all ColoradoSPH alumni. Check the ColoradoSPH website for a complete calendar of events.

**ColoradoSPH Connect:**

- ColoradoSPH Connect is the centralized online portal for full-time/part-time jobs, practicum, internships, volunteer opportunities, and career resources.
- ColoradoSPH students enrolled in a degree or certificate program who have paid their ColoradoSPH Career Services Fees have free access to ColoradoSPH Connect.

**Career Services website:**

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	Career Advising	Workshops	Website	ColoradoSPH Connect	LinkedIn group
Current degree/certificate seeking student	YES	YES	YES	YES	YES
Enrolled student, not yet started classes	NO	YES	YES	NO	YES
Non-degree/non-certificate student	NO	YES	YES	NO	YES
ColoradoSPH Alumnus (<1 year after graduation)	YES	YES	YES	YES	YES
ColoradoSPH Alumnus (1+ year after graduation)	YES with fee	YES	YES	YES	YES