



Title: Career Placement

Policy No.: SAP 2.11

Date: 6/13/08 Rev.:

Areas Affected: All BSMCON Faculty & Students

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Policy Statement:

Students may obtain assistance with career planning and employment opportunities through a variety of resources at the College of Nursing, such as the Student Placement Specialist, faculty advisor, and use of the library and computer laboratory facilities. Students are encouraged to meet with the Student Placement Specialist beginning within the first semester of College. The Student Placement Specialist is available by appointment and occasionally can assist walk-ins with information on job availability, interviewing tips, resume review, and finding the best fit in the Bon Secours system for each student. Application for employment is made through the Human Resources Department. Faculty members who agree to write references will do so at the request of the student. A written release form must be signed by the student and filed in the student's record in the College office prior to the release of the reference. The College of Nursing is not liable for students while they are working as hospital employees. Students working in the hospital follow the policies and procedures established by the department and wear the uniform required for the position. Employment should not interfere with class/clinical requirements or other student responsibilities such as committee meetings.

In addition, the Career Services Center at J. Sargeant Reynolds Community College offers a variety of educational materials and aids to assist students with career decision-making and job seeking strategies.

Reference Policy # _____

Approved by:

Signature

Assistant Dean Student Services
Provost/VP

Title

Date

Approval History:

Committees and Dates:
Student Placement Specialist – 3/10
Policy Committee -