

SENATE BILL #1621

Title: Career Exploration Opportunities Program

Introduced: February 7, 1989

Thesis: The ASUW Career Exploration Opportunities Program (CEOP) is a pilot program of ASUW to provide information and counseling to all full-fee-paying UW students who are interested in extra-curricular work experience opportunities.

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1. Be it enacted by the Associated Students of the University of Wyoming
2. that: Whereas efforts to assist all University of Wyoming students to
3. find and obtain extra-curricular work experience opportunities at UW are
4. not organized for the benefit of all UW students, whereas UW Centennial
6. Committees and UW President Terry Roark have explicitly communicated the
7. need at UW to coordinate efforts to assist students in receiving extra-
8. curricular work experience opportunities, whereas the Career Exploration
9. Opportunities Program will be considered a "priority item" in UW Student
10. Affair's expansion budget request for the next biennium, whereas the
11. UW College of Engineering has been awarded significant grants from the
12. U.S. Department of Education to help develop a program like CEOP, whereas
13. the University of Wyoming is an important "bridge between a rural state
14. and an increasingly-urban world," ASUW transfer a total of \$42,380 from
15. ASUW reserve to a special account managed by the ASUW business manager to
16. organize and fund the ASUW Career Exploration Opportunities Program. A

17. maximum of \$30,880 will be used in FY 1990 for the project, and a total of
18. \$11,500 will be saved in the special ASUM account to be used only
19. for funding the ASUM Career Exploration Opportunities Program during FY
20. 1991, pending administrative approval of proposed monetary contributions.
21. After FY 1991, ASUM will no longer fund the Career Exploration
22. Opportunities Program. Any money unused in FY 1990 will be reverted back
23. to the ASUM reserve. The following pages of the attached proposal are
24. included in this legislation and will become effective upon passage:
25. Pages 1-11.

Referred to: Budget and Planning, Academic Affairs, Constitution

Date of Passage: 2-21-1989

Signed: Michael Turtur

ASUM Senate Chairman

"Being enacted on February 22, 1989, I do hereby sign my name hereto and approve
this Senate action."

Lisa Skiles
ASUM President

Passed: Unanimous Consent

ASUW Career Exploration Opportunities Program
CEOP

I. Purpose:

Provide information and counseling to UW students about internship and extra-curricular work experience opportunities.

- . To facilitate career decision-making through skill development and career investigation.
- . To offer a variety of experiences designed to test the realities of career choices.

II. Information and Counseling Components:

.. Cooperative Education

- . Career-related, part-time and summer jobs, both on and off campus.
- . Internships (with or without possible college credit).
- . Internship information panels, advertisements, posters, bulletins, and mailings and meetings with student organizations about opportunities.

III. Personnel:

Hire a full-time staff person

Position Description (This portion may be revised by CEOP Board or Council):

Title: Program Coordinator, Career Exploration Opportunities Program

Department: Center Career Planning and Placement

Purpose and Primary Function: To solicit, develop, and organize career exploration opportunities for all full-fee-paying students in all colleges in all majors at the University of Wyoming. To meet goals and complete responsibilities established by the ASUW CEO Board or Council.

Duties and Responsibilities:

1. Obtain and organize information about extra-curricular employment opportunities for UW students from all departments in all colleges at the University of Wyoming. Communicate this information to UW students.
2. Solicit new ideas from UW administrators, college deans, faculty and students and outside sources about how to improve CEOP.
3. Extensively utilize contacts with UW alumni and work in close cooperation with UW college deans to actively solicit CO-OP and other work experience opportunities for UW students.
4. Provide introduction to career planning workshops and lectures to UW students, especially freshmen and sophomores.
5. Provide paid extra-curricular work experience opportunities, when appropriate, to full-fee-paying UW students in the CEOP office.
6. Apply for grants and other sources of funding which can be used to assist in funding career exploration opportunities for UW students.
7. Supervise office intern(s) and other staff, as appropriate.
8. Other duties and responsibilities mandated by CEOP Board or Council.

Reports to: Director, Center Career Planning and Placement

Skills, Knowledge, Abilities:

(Minimum entry requirements):

1. Extensive professional experience in career planning and placement, communication or related field.
2. B.S. or B.A. and some professional experience outside UW.
3. Ability to create professional and hospitable office environment.
4. Office skills include: phone, typing, writing, filing, management.

Location of CEOP Office: Knight Hall, second floor

**IV. Overview of ASUW Student Government's role:
Administration and funding of CEOP:**

The Career Exploration Opportunities Program is a pilot program of the Associated Students of the University of Wyoming. Section V. (Administration) and section VI. (Funding) of this proposal outline ASUW's role in administration and funding of CEOP during FY 1990, FY 1991 and fiscal year 1992 and beyond.

In FY 1990, ASUW Student Government will coordinate, administer and fund the CEOP, with broad-based control of all CEOP transactions and operations. In FY 1991, ASUW will begin to "phase out" the CEOP program and turn it over to an administrative council under the UW Office of Student Affairs. In FY 1992, ASUW will no longer play a role in funding the program, but will maintain considerable input in CEOP operations. The CEOP will become an important and highly-beneficial service to all full-fee-paying students in all areas of study at the University of Wyoming, and is designed to be a major contributor to meet the goals outlined in Agenda: 2000.

V. Administration:

Year 1, FY 1990:

Administration: ASUW Student Government under the direction of the ASUW Career Exploration Opportunities Board
(A temporary board established by the ASUW Senate)

Membership of Board:

- .ASUW President
- .ASUW Vice President
- .UW Assoc. Vice President Acad./Student Affairs
- .Two ASUW Senators
(Nominated in a cooperative motion between the ASUW president and ASUW vice president. Membership of student senators confirmed by the ASUW Senate)
- .Director UW Center Career Planning and Placement
- .Dr. Sadru'l Ula, Director CO-OP Program
- .Ex-officio membership: ASUW business manager.
CEOP Program Coordinator.

Chairperson: ASUW President
Vice Chair: ASUW Vice President

- .Board chair does have vote on all matters. Tie votes will be broken in executive session by ASUW President, ASUW Vice President and UW Vice President Student Affairs.
- .Board will meet at least once every month during the

academic year after all guidelines are established and CEOP director is hired and program is fully operational.

.2/3 vote of ASUW CEO Board to hire and fire CEOP program coordinator.

.CEOP will be included in goals for ASUW president and vice president summer internship program. Senate appointments to ASUW CEO Board will be made as soon as possible following the ASUW general election for the 1989-1990 academic year.

.Regulations under ASUW Constitution, by-laws and finance policy apply to all CEOP and Board decisions during FY 1990, unless otherwise mandated in this legislation.

.Solicitation of ideas from administrators, college deans, faculty and students about how to strengthen CEOP strongly recommended.

.Appeals process: 1) CEOP Supervisor
2) ASUW CEO Board

Year 2, FY 1991:

Administration: UW Office of Student Affairs

The following Student Affairs advisory council will oversee and administer Career Exploration Opportunities Program: "Career Exploration Opportunities Council."

Membership of Council:

- .ASUW President
- .ASUW Vice President
- .UW Vice President Student Affairs
- .Three ASUW Senators (Nominated by ASUW President in consultation with ASUW Vice President. Confirmation by ASUW Senate)
- .Director UW Center Career Planning and Placement
- .Dr. Sadrul Ula, Director CO-OP Program
- .Ex-officio membership: ASUW Business Manager
- .Ex-officio membership: UW Office Student Affairs Business Manager
- .Ex-officio membership: CEOP Program Coordinator

Chairperson: Elected by majority vote

Vice Chair: Elected by majority vote

.Council will meet once each month during the

academic year and whenever chair and/or majority of voting members deem appropriate.

.3/4 vote of Council to hire and fire program coordinator.

.Appeals process: 1) CEOP Supervisor
2) Career Exploration
Opportunities Council

.Solicitation of ideas from UW administrators, college deans, faculty, staff and students about how to continue strengthening CEOP strongly recommended. Appropriate minutes of Council meetings will be forwarded to associate deans of all colleges at UW and ASUW Senators and Executives.

.During the spring semester of 1990, additional funding will be sought from the UW administration and Board of Trustees to make funding from ASUW unnecessary.

Year 3, FY 1992

Administration: Same as during FY 1990 except:

.Chairman: UW Vice President Student Affairs or his designate on Board.

.Membership of ASUW business manager on CEOP Council will be eliminated.

.Secretarial and administrative services will be shifted from ASUW office to UW Office of Student Affairs.

.Two ASUW Senate positions will be eliminated from Council and replaced with two appointments from UW Vice President Student Affairs. Appointments can be UW staff, students or faculty.

Expenses (FY 1990):

\$20,000 Salary, Program Coordinator

4,000 Yearly benefits

3,500 Additional expenses including advertising, brochures, internship stipend, telephone, etc.

\$27,500

3,380 Computer/printer/software/installation and service expenses
Refer to: "Equipment Acquisition," pg. 7, Sect. 7.

\$30,880 Total Expense, FY 1990

Funding Source (FY 1990):

\$30,880 ASUW Reserve

Note: CEOP account(s) will be administered by ASUW business manager and secretarial services provided by ASUW.

During FY 1990 and FY 1991, the program will be called "ASUW Career Exploration Opportunities Program" and posters, letterhead, etc., etc. will contain the ASUW logo.

Expenses (FY 1991):

\$20,000 Salary, Program Coordinator

4,000 Yearly Benefits

3,500 Additional expenses including advertising, brochures, internship stipend, telephone, etc.

\$27,500

Funding Sources (FY 1991):

\$11,500 ASUW Reserve

4,000 UW Employee Benefits Pool*

12,000 Student Affairs Expansion Budget*

\$27,500

*Upon administrative approval.

Note: CEOP accounts will be administered by the UW office of Student Affairs.
During FY 1991, secretarial services for Council provided by ASUW.

Note: Proposed CEOP budget will be submitted to ASUW Budget and Planning Committee and approved by that committee and the ASUW Senate prior to the transfer of \$11,500 to the UW Office of Student Affairs or any part of Section 1 in the UW Budget.

Projected Expenses (FY 1992):

\$20,000 Salary, Program Coordinator

4,000 Yearly Benefits

3,500 Additional expenses including advertising, brochures, internship stipend, telephone, etc.

\$27,500

Funding Source (FY 1992):

\$27,500 Student Affairs Expansion Budget*

4,000 UW Employee Benefits Pool*

\$31,500

*Upon administrative approval.

Note: Pending administrative approval of additional funding for CEOP, ownership of computer equipment and other equipment purchased in FY 1990 to pilot CEOP will be shifted at the beginning of FY 1992 to the CEOP in exchange for positive, permanent publicity about ASUW Student Government in all CEOP brochures, posters and office(s). The ASUW Logo and the following statement will be included in that publicity of ASUW by CEOP: "The Career Exploration Opportunities Program is a pilot program of the Associated Students of the University of Wyoming."

VII. Equipment Acquisition

Note: Computer equipment will be purchased through the UW Office of Computer Services.

Note: the following equipment is compatible with other appropriate UW computer systems.

Zenith Computer and Color Monitor (Item #ZSF-159-13)

Cost: \$1,799.00

Avetex 1200I Internal Modem

Cost: \$81.00

Panasonic Printer (with near-letter-quality)

Cost: \$500.00

Computer Installation, Software, and Office Equipment

Cost: \$1,000.00

Total Equipment Acquisition: \$3,380

VIII. General Information:

- . Work experiences available through CEOP will vary in length and range from one month to one year or more in duration.
- . Students may work between 10 and 20 hours per week and attend school concurrently (parallel work experience or part-time job) or they may work full-time for a specified period (alternate work experience or summer job).
- . Hourly salaries or stipends will be recommended. In some cases, students will be able to arrange for academic credit through their college deans.
- . Categories in which CO-OP/internship/work experiences will be found include the arts, business, communications, education, state and national and international government entities, humanities, science and technical areas.
- . Extra-curricular work experience opportunities will be offered, whenever deemed necessary by program coordinator, to students for pay in CEOP office.
- . All full-fee-paying UW students may use CEOP services free of charge while they are enrolled and up to six months after graduation.
- . During FY 1990 and FY 1991 and FY 1992, ASUW presidents, vice presidents and senators and executives will utilize ASUW space in the Branding Iron to promote CEOP.
- . Objective letters of recommendation which accurately reflect students' performances in work environments will be requested from employer supervisors, when appropriate.
- . In October, 1989, the ASUW CEO Board will hold a meeting with all UW deans and/or associate deans and UW administrators to discuss program components including college credit and new ideas for extra-curricular work experiences both within and outside the University of Wyoming.
- . Performance of Program Coordinator will be reviewed by Board or Council in the latter part of April, 1990 and will be reviewed again in the latter part of April, 1991.

IX. Benefits to students:

The ASUM Career Exploration Opportunities Program (CEOP) will enhance the career decision-making process by providing information about CO-OP and internship and other work experience opportunities and employment and career counseling which will allow students to:

- . Learn more about the work environment.
- . Gain valuable experience that can be used to compete effectively for future employment.
- . Clarify career goals.
- . Acquire knowledge not ordinarily taught in the classroom.

X. Benefits to employers:

The CEOP will be a valuable resource for businesses and organizations that wish to:

- . Acquire additional personnel with a fresh outlook for short and long-term projects.
- . Develop a pool of qualified applicants for career positions.
- . Be informed of new developments, concepts and methods in various fields-of-study.
- . Invest in and establish University employment opportunity relations.

XI. Recommendations about employer participants:

Employer participants should provide:

- . An CO-OP/intern/work experience supervisor to whom the student will report and who will objectively critique student performance upon completion of job.
- . Schedules of meetings to discuss the work, set goals, determine and communicate progress, etc.
- . A clear statement of what is to be accomplished as well as the professional skills to be developed.

**XII. Recommendations about student participants:
Student participants should be:**

- . Enthusiastic about work experience opportunities.
- . Capable of making a commitment to be dependable, punctual and reliable.
- . Aware of the tasks to be performed as well as the required number of hours to be worked.
- . Aware of out-of-pocket expenses which may be necessary to participate.

The following pages are official suggestions which should be used by the CEOP Board to establish goals and policy for the CEOP. The following is printed in University of Wyoming Centennial Committees, Report to the Trustees * October

1987: