

## ACADEMIC & CAREER ADVISING CENTER

The 2008-2009 academic year was one of transition for the Center. On July 1, the Career Center became the Academic & Career Advising Center. In addition to the regular career services work, we became the official advisors for the undeclared students, students who have not yet decided on a major. The change took place in conjunction with the creation of the new Student Success initiative which includes the Admissions Office, First Year Experience, Learning Center, Athletic Academic Support, and the Academic & Career Advising Center. Each of the offices reports to Dr. Ken Perkins, Assistant to the President for Student Success.

Many undeclared students were leaving Longwood because they did not have a goal, did not know why they were at Longwood. The number of undeclared students has risen to approximate 250 a year. Our staff will work with the students on selecting majors and career options in addition to helping select classes. This year the Director and Associate Director each taught one class of the Undeclared Section of Longwood Seminar (LSEM). The other six sections were taught by various academic and student affairs staff. During the 2009-2010 academic year, all Undeclared Sections of Longwood Seminar will be taught by the Academic & Career Advising Center staff. During LSEM, we will follow the requirements of LSEM and use additional time to assist students in exploring majors and careers. Each staff member will be the academic advisor for the students in the LSEM classes. We will also serve as academic advisors to undeclared honors students and athletes. This year we had 975 individual appointments with 255 of those being academic advising related—that number will increase next academic year with the two new assistant directors taking on a great advising load, and 720 were career related. In addition, there were 64 walk-in appointments for quick questions and resume reviews.

In preparation for the change, we hired two new assistant directors. They have both been an invaluable asset to the Center. The former assistant director was promoted to associate director. We also hired a receptionist to handle the traffic coming into the Center. To make room for the receptionist, we had to move offices around and do some construction. In the end, I think we have a very attractive and inviting space for students. We divided duties and liaison responsibilities among the staff and were ready to go when the academic year began. During the academic year, we have had department chairs from various academic departments come and speak with the advisors on their major and recommendations of classes when an undeclared student wants to take a class to see if they would want to be that major.

Major programs of the Academic & Career Advising Center included:

- Fall Job & Internship Fair
- Fall in Love with a Major
- Diversity Career Day—state event
- Challenge Job & Internship Fair—eight college consortium event
- Spring Job & Internship Fair
- Student Alumni Networking Event
- College to Career Fair—Richmond Chamber of Commerce event
- Internship Roundtable
- Professional Etiquette Dinner—both semesters
- Admissions Open Houses
- Student Employment Fair

Each semester, the Center offers a list of regularly scheduled workshops and facilitated classroom presentations for faculty. During 2008-2009, we conducted 183 workshops and classroom presentations with 3363 student attendees.

- 74 class presentations reaching 1817 students and
- 32 club/organization presentations reaching 1074 students.
- 77 regularly scheduled workshops—see table for break out of workshops

## Regularly Scheduled Workshops

Topic	# Presented	# Participants
Writing Resumes & Cover Letters	22	126
Interviewing	21	83
Job & Internship Searching	14	56
Diversity Career Day Information Session	2	3
Professional Dining Etiquette	1	50
Law School Admissions	1	14
Job Fair Orientation	12	116
Internship Panel	1	9
Graduate & Professional School Admissions	3	15
<b>Total</b>	<b>77</b>	<b>472</b>

We all felt good about our first year and are looking forward to an even better second year in our new role.