

# **INTERNSHIP AND PLACEMENT OFFICE**

## **Procedures and Rules**

### Governing the Student Recruitment for Internships and Employment

In support of the Valencia Community College's mission of providing opportunities for academic, technical, and lifelong learning in a collaborative culture dedicated to inquiry, results, and excellence, the Internship and Placement Office delivers a variety of services related to: Internships and Employment. Many of these services function to connect to students with recruiters within the business community.

To provide guidelines for the delivery of these services the following Rules and Procedures have been defined.

### **RULE AND PROCEDURES GOVERNING RECRUITMENT OF STUDENTS FOR INTERNSHIPS AND EMPLOYMENT OPPORTUNITIES**

As the Internship and Placement Office strives to develop excellent employment and internship opportunities for students, it frequently collaborates with trusted business partners. In an effort to ensure that students' best interests and rights are protected the following rules and procedures have been established which define the parameters within which business representatives can interact with students when seeking to fill jobs or internship positions. The rules and procedures apply to both on campus recruiting activities and the use of the VCC Community Jobs electronic job posting system. The intent of these rules and procedures is to promote VCC's Core Values by respecting the ideals of freedom, civic responsibility, academic honesty, personal ethics, and the courage to act. To that end the following Internship and Placement Office Rules and Procedures have been established:

#### **RULES AND PROCEDURES APPLYING TO ON-CAMPUS RECRUITING**

- A. Potential employers seeking to conduct on-campus student recruiting (which includes but is not limited to conducting prescheduled interviews, setting up a table in a common area) must contact the Internship and Placement Office for permission and to schedule an appropriate date, time and location.
- B. Employers conducting on-campus recruiting cannot have any up front associated costs for students related to the students being employed or being considered for employment. This includes but is not limited to membership fees; startup fees; fees for lessons or training; licensing fees, portfolios fee, placement fees; and the purchase of tools, samples, or sales kits.
- C. On-campus recruitment activities cannot be combined with the marketing and/or sale of products or services to students.
- D. When recruiting from a table which is provided in a common area, employers must restrict all recruiting activities to the immediate vicinity of the table and refrain from distributing flyers or approaching students in other nearby areas.
- E. The college retains the right to demand recruiters vacate college property if they fail to comply with any of the above procedures.

## **RULES AND PROCEDURES APPLYING TO USE OF THE COMMUNITY JOBS, ELECTRONIC JOB BOARD**

- A. The Internship and Placement Office will maintain a web based electronic job listing board of job and internship opportunities submitted by employers interested in recruiting students.
- B. Employment opportunities submitted by employers for the Community Jobs electronic job board cannot have any up-front associated costs for students related to the student being employed or being considered for employment. This includes but is not limited to membership fees; startup fees; fees for lessons or training; licensing fees, portfolios or placement fees; and the purchase of tools, samples, or sales kits.
- C. Employment opportunities submitted by employers for the Community Jobs electronic job board cannot be combined with the marketing and or sale of products or services to students.
- D. Submitted job listings for the Community Jobs electronic job board must comply with EEO rules.
- E. The college retains the right to remove any job listing from the Community Jobs electronic job board without consulting or informing the submitting employer.

## **RULES AND PROCEDURES APPLYING TO FLYERS AND POSTER DISTRIBUTION**

- A. Posters and flyers advertising employment opportunities for students must receive approval from the Internship and Placement Office.
- B. Employment opportunities advertised through posters and flyers cannot have any up-front associated costs for students related to the student being employed or being considered for employment. This includes but is not limited to membership fees; startup fees; fees for lessons or training; licensing fees, portfolios or placement fees; and the purchase of tools, samples, or sales kits.
- C. The college retains the right to remove any unauthorized recruitment posters or flyers distributed on campus without consulting or informing the Internship and Placement Office.

# Internship & Placement Office

## Campus Recruitment Reservation Form

*Two (2) weeks advance notice required*

Contact Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ Fax: (     ) \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: (     ) \_\_\_\_\_ Ext: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Please indicate the campuses you would like to visit. If you wish to visit more than one campus on the same day, please specify in the space provided below. Recruitment times are available between 9:00AM – 2:00PM.**

**Note: Recruitment dates will need to be approved by the Internship & Placement Office**

**Note: Per College Policy employers may visit each campus no more than twice per month.**

Table set-up/display on: \_\_\_\_\_ on \_\_\_\_\_ Campus  
(dates) (East, Osceola, West, Winter Park)

Special Requests/Multiple Campus Visits: \_\_\_\_\_

Employer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

*This signature affirms that this employer is an equal opportunity employer, offering employment with out regard to race, color, religion, sex, national origin, age, or citizenship unless legally required, and provides Equal Employment Opportunity to individuals with disabilities and veterans.*

**Please fax completed form to Internship & Placement Office, (407) 582-1864**

