Professional Career Development Program
PCDP

CONTRACT

Students will:

• Volunteer an average of 10 hours per week for a total of 300 hours for the year at the
direction of the mentor, on a schedule negotiated with the mentor.
• Complete a monthly time record, and submit it with the mentor’s signature no later
than the 10th of the following month.
• Participate in the following workshops and activities provided by the Career Center:
  o Fall Professional Orientation
  o Resume and Cover Letter Workshop (1.5 hrs.)
  o Interview Workshop (1.5 hrs.)
  o Internship Workshop (1.5 hrs.)
  o Graduate School Workshop (1.5 hrs.)
  o Career Beam – on-line career exploration
  o Appointment with a Career Adviser (.5 hr.)
  o Workshop or Career Panel of Choice (1.5 hr.)

Mentor will:

• Provide projects and monitor volunteer hours to ensure 300 hours for the year.
• Provide projects that build the skills of the student.
• Meet with the student no less than once a week to review and counsel the student.
• Be available to review and sign time records in a timely manner.
• Evaluate the student’s participation and contribution quarterly. Provide brief reviews
  at the end of fall, winter and spring quarters.
• Allow the student to flex their schedule to attend workshops offered by the Career
  Center listed above.
• Agree to ensure that these activities augment current student employment/internships
  and do not replace current student positions.

Failure by a student to meet the terms of this contract can result in the termination of
the scholarship.

I understand and agree to the terms set out in this contract.

________________________________________________________________________
Student

________________________________________________________________________
Mentor

________________________________________________________________________
email

________________________________________________________________________
email