Professional Career Development Program Guidelines Purpose

The UC Santa Cruz Professional Career Development Program is designed to:

- Provide scholarship of $1000 per quarter and career development opportunities for students who are not currently eligible for federal funding.
- Provide an opportunity for undergraduate undocumented students and the campus administration to cooperate for a common goal: the inclusion and betterment of campus relations with undocumented students, while in the process enhancing mutual understanding and good will.
- Enhance communication between undocumented students and the campus administration.
- Provide a rewarding opportunity for staff and faculty to work one-on-one with students through the mentoring role.
- Allow the mentoring unit to benefit from the students participation in the development and implementation of projects of value to the unit.
- Provide student learning, leadership experiences as well as opportunities to learn and enhance professional leadership, decision making, team building, communication, time management, and delegation skills under the guidance of a mentor.
- Provide opportunities for the student to build experience and skills related to his/her career and academic goals.
- Provide students with mentoring relationships and role models.
- Provide experiences and opportunities that will benefit students during their enrollment and in their future careers.
- Augment current opportunities and not replace student employment positions.

Mentor Participation Requirements

- Hold regular weekly meetings with and be accessible to the student. Provide guidance, feedback, education, and training.
- Be responsive to the student’s questions, ongoing skills development, and professional growth needs. Support the student’s personal-professional objectives, if these are compatible with the purpose and the needs of the host unit.
- Provide the student with an in-depth orientation to the host unit and its programs, services, and interaction with the broader university system.
- Write quarterly evaluations, discuss with the students, and submit them to the program.
- Complete an agreement with the student.
- Contribute 20% of the students’ quarterly scholarship from a fund source that is not derived from the Federal Government.
- Mentors agree to propose opportunities that augment current student employment and internships and agree not to use this program to replace current student positions.
Student Qualifications

Students must…
- Be currently enrolled at the time of application.
- Be in good standing academically.
- Be able to devote an average of 10 hours per week to complete service project without sacrificing academic performance.
- Not be eligible to complete a FAFSA.

Student Participation Requirements

- Attend UCSC full time for all three-quarters of the academic year.
- Maintain full time status and carry a full time course load.
- Devote 10 hours per week to volunteering for host unit fall, winter and spring quarters.
- Fulfill host unit requirements.
- Turn in signed monthly time records.
- Maintain good standing academically.
- Complete educational component within one academic year.

Student Educational Component

Participation in a Fall Orientation and Career Preparation Certificate Program consisting of the following workshops and activities offered by Career Center Advisers each quarter.
- Fall Professional Career Development Program Orientation
- Resume and Cover Letter Workshop (1.5 hrs.)
- Interview Workshop (1.5 hrs.)
- Internship Workshop (1.5 hrs.)
- Graduate School Workshop (1.5 hrs.)
- Career Beam – on-line career exploration
- Appointment with a Career Adviser (.5 hr.)
- Workshop or Career Panel of Choice (1.5 hr.)

Logistics

- Scholarship is $1000 per quarter.
- Funding must not come from a federal source.
- Program funds $800 per quarter.
- Host unit pays $200 per quarter.
- Funds are credited to student’s financial aid account before registration fees are billed for the quarter of participation.

Rev. 9/1/14