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Career Services
1968-present

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Arranged and Described
by
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March, 2004
Willimantic, Connecticut

TABLE OF CONTENTS

<u>Series</u>		<u>Page</u>
	Brief Description of the Collection	3
	Biography	4
	Scope and Content	4
	Collection Listing	5-11
I	Correspondence	6
II	Events	6
III	Policy & Procedure	7
IV	Publications	7
V	Reports	8
VI	Placement Records	9

BRIEF DESCRIPTION OF THE COLLECTION

Title	Career Services, 1968-present.
Extent	4 linear feet. 9 boxes.
Arrangement	This material was received by the Archives from various campus offices. It was divided into 7 series and organized chronologically within series.
Provenance	This collection was created by the Archives staff.
Finding Aid	Printed finding aid available in repository. Electronic version: http://ecsu.archives.s3-website-us-east-1.amazonaws.com/
Preferred Citation	[Series, Date, Folder description], Career Services, 1968-present. University Archives, J. Eugene Smith Library, Eastern Connecticut State University, Willimantic, Connecticut 06226
Access points	Career education.
Restrictions	Access to Series VII – Placement Records dating from 1960 to 1971 is limited to the individual named or to their legal representative.
Document types	Correspondence. Publications. Administrative Records. Financial Records. Press releases.

SCOPE AND CONTENT NOTE:

This collection offers information about the development of Career Services on campus as it evolved from the teacher education placement program into the Career Planning and Placement Office which provided career guidance and placement services to all students in a variety of academic majors and career interests. This collection includes correspondence with information about early funding, services to students, programs and recruitment. It includes policy and procedures, event and program information.

SERIES DESCRIPTION:

Series I – Correspondence

This series includes information about the development of career services, directors, grant writing, programming and other student support services.

Series II – Events

This series includes flyers and information about career fairs, workshops and other events sponsored through auxiliary services 1988-present.

Series III – Policy & Procedures

This series includes departmental procedural guidelines, specific guides for faculty and information sheets for students developed between 1968 and the present.

Series IV – Publications

This series includes newsletters, brochures, manuals and sample web pages.

Series V – Reports

This series includes a small collection of reports from the 1970's.

Series VI – Placement Records *Restricted*

This series includes records of job searches and placement made for individual students. It represents the first expansion of services from teacher placement to job placement for all majors. Dates on individual folders indicate the year of graduation.

BIBLIOGRAPHY:

N/A

RELATED COLLECTIONS:

Further information may be found in the Annual Reports/Career Services; Teacher Education / Placement Records / 1922-1950s and Administrative Affairs collections.

The University Archives has a substantial collection of university archives material and also houses the Connecticut Studies Collection. For more detailed information on these collections please speak with a staff member, call 860-465-5563 or visit the Smith Library Archives & Special Collections online at <http://ecsu.archives.s3-website-us-east-1.amazonaws.com/>

Career Services, 1968-present.
University Archives
Eastern Connecticut State University

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<u>Box</u>	<u>Folder</u>	<u>Date</u>
Series I – Correspondence		
1	Career Planning Day	15 Oct. 1970
	Grant Approval	Fall 1977
	Career Guidance Center	Fall 1978
	How to utilize the credential file at CPPO	June 1984
	From the Director's Office	[Aug 1984]
	Recruiting Trends	1990
	Career Fair	25 March 1991
	Planning Strategic	Fall 1991
	Community Outreach Program	6 January 1992
	'Women Advance'	14 May 1992
	Open House	1 Sept. 1991
	Class Presentations	7 Sept. 1993
	Majors Fair	7 March 1994
	Volunteer Opportunities	27 Sept. 1994
	Omicron Delta Kappa Circle (ODK)	1 Jan. 1995
	Law School	27 Sept. 1995
	Job Seekers Guide to Internet Resources	8 April 1996
	Life After Eastern	3 Dec. 1996
	Eastern Programs	Spring 1997
	Etiquette Session	11 Sept. 1998
	ODK	5 Jan. 1998
	Wine, Dine and Act Fine Etiquette Training	Fall 1998
	Weekly Program	13 Sept. 2001
	Focus and Call to Serve Programs	Fall 2002
	Focus	5 Feb 2002
	Dinner Etiquette	Spring 2003
	Career Services Program	Spring 2003
	Eastern Programs Interview and Dinner Etiquette	Fall 2003
	General	Fall 2004
	New Hire Memorandum	23 Aug 2004
	New Hire Memorandum	30 June 2005
	General	Fall 2005
	General	Spring 2006
	Employee Contracts	11 Dec. 2006
	Career Fairs	March 2007
	General	Spring 2007
	General	Spring 2008
	General	Fall 2008
	General	Spring 2009
	Career Services Staff	26 Feb. 2009
	General	Fall 2009
	General	Spring 2010
	General	Fall 2010

<u>Box</u>	<u>Folder</u>	<u>Date</u>
Series I – Correspondence		
1	General	Fall 2011
	General	Spring 2012
	General	Fall 2012
	General	Fall 2013
	General	Spring 2014
	General	Fall 2014
Series II – Events		
	Up Coming Events and Programs	Fall 1989
	Job Fair and Career Workshop	Fall 1990
	Career Fair and Upcoming Events	Spring 1991
	Cooperative Education Appreciation Reception	10 April 1991
	Strategies For Success	Fall 1991
	Career Week	Spring 1992
	Strategies for Success	Fall 1992
	General Career Events	Fall 1994
	Summer Camp Job Fair II	29 March [1995]
	Open House	24 Sept. [1996]
	Etiquette Training	Fall 1999
	Career Fair and Guest Speakers	Spring 2003
	Career Services Upcoming Events	Fall 2003
	Career Fair and General Events	Spring 2004
	General Events	Fall 2003
	Education Career Fair	31 March 2005
	Calendar of Events and Table Manners	Fall 2005
	Career Fair and Career Odyssey	Spring 2006
	Staff Development Workshop Series	Nov. 2006
	Career Fair and Other Events	Spring 2007
	General Events	Fall 2007
	Calendar of Events	Spring 2008
	Career Jeopardy and Career Development Day	Fall 2008
	Calendar of Events	Fall 2008
	Calendar and Recruiting Open House & Talent Show	Spring 2009
	General Events	Fall 2012
	General Events	Spring 2013
	Career Services Events	Fall 2014
Series III – Policy & Procedures		
	General Information	n.d.
	General Information	Spring 1968
	Working Paper on Career Education	18 Jan. 1973
	Director of Career Planning and Placement	16 Jul 1979
	Letters of Recommendation - Guidelines for Faculty	June 1984

<u>Box</u>	<u>Folder</u>	<u>Date</u>
Series III – Policy & Procedures		
1	Guide to Appropriate Pre-Employment Inquiries	August 1986
	Guide to Programs and Services	Fall 2008
Series IV – Publications		
2	Career Day	20 Oct. 1970
	Career Services - Pamphlet	[1980]
	Measuring Up	15 Feb. 1988
	Career Development & Placement brochure	[1988-1989]
	Official Release (Credentials)	Sept. 1989
	Quest Questionnaire	[1989]
	A Guide to Programs and Services	1990s
	The Link	Summer 1990
	The Missing Link	1990
	The Link	Fall 1991
	Career Services - Information Card	[1995]
	Career Service - Manual	1995-1996
	ECSU Job March	[1996]
	Community Employment Program	[1996]
	Career Services - Brochure	[1996]
	Career Services - Manual	1996-1997
	Career Services - Manual	1997-1998
	Career Services - Brochure	[1999]
	Interviews Preparation Packet	2000s
	Career Services - Pamphlet	2000
	Career and Experiential Education Services	[2000]
	<i>Connection</i> Newsletter	Fall 2001
	<i>Connections</i> Newsletter	Spring 2002
	Willimantic Chronicle - Article	14 March 2002
	<i>Connections</i> Newsletter	Fall 2002
	Education Key to Success Tree	18 March 2003
	Career Fair & <i>Connections</i>	Spring 2003
	<i>Connections</i> (1 of 2)	Fall 2003
	<i>Connections</i> (2 of 2)	Fall 2003
	What Can I Do With A Major In...	[2003]
	<i>Connections</i>	Spring 2004
	General Career Fair	6 April 2004
	Website	Fall 2004
	<i>Connections</i>	Fall 2004
	Cooperative Education	2004
	Career Café	[Spring 2005]
	General Career Fair	31 March 2005
	Web pages	Spring 2006
	Events	Fall 2006

<u>Box</u>	<u>Folder</u>	<u>Date</u>
Series IV – Publications		
2	Student Success Stories	Fall 2006
	Web pages	Fall 2006
	Calendar	Spring 2007
	Web pages	Spring 2007
	Web pages	Fall 2007
	Website – Events Calendar	2008
	Office of Career Services - Pamphlet	2009
	Eastern Experience	2010
	Partnering with Employers	2010s
	Employer Guide	2010s
	Center for Internships and Career Development	2010s
	Web page	September 2012
	Webpage	May 2013
	Newsletter	4 December 2013
	Success Stories	June 2014
Series V – Reports		
	Preparation of Teachers... for Career Education	July1973-June1975
	Preparation of Teachers ... for Career Education	July 1973-June 1976
	Abstract	Aug. 1975-June 1976
	End of Year Report	25 Oct. 1978
	Career Education Report	1975-1978
	1983 Graduates	December 1983
	Planning and Institutional Research	August 1990
	Working Paper – Windham Tech	11 April 1992
	Career Ed. Evaluations (1 of 6)	Spring 2000
	Career Ed. Evaluations (2 of 6)	Spring 2000
	Career Ed. Evaluations (3 of 6)	Spring 2000
	Career Ed. Evaluations (4 of 6)	Spring 2000
	Career Ed. Evaluations (5 of 6)	Spring 2000
	Career Ed. Evaluations (6 of 6)	Spring 2000
Series VI – Placement Records - <i>Restricted</i>		
3	Avery, Patricia Ann	1960
	Riznar, Mary Ida	1960
	LeHane, Mary Johanna	1960
	Shedroff, Herbert Franklin	1960
	Wilson, Ellen Augusta	1960
	Babbitt, David	1961
	Hopper, Aurelle	1961
	Provost, Anne	1961

<u>Box</u>	<u>Folder</u>	<u>Date</u>
Series VI – Placement Records - <i>Restricted</i>		
3	Trail, Robert	1961
	Hart, Nancy	1962
	Cohen, David	1962
	Hartl, Patricia	1962
	Nagy, Richard	1962
	Bilodeau, Beverly Mrs.	1963
	Coleda, Cecelia I.	1963
	Hartman, Sandra B.	1963
4	Moran, Mary E.	1963
	Tesar, Judith Ann	1963
	Blanchette, Theodore	1964
	Haugh, Julie	1964
	Forest, James K.	1964
	Malachowski, June	1964
	Pascuzzi, Robert Jr.	1964
	Schnell, Joyce	1964
	Dytko, John	1965
	Glidden, Ethel M.	1965
	Maynard, Edwin R. Jr.	1965
	Parker, Lucille G.	1965
5	Sinisgalli, Carol G.	1965
	Dawson, Sharon	1966
	Farrell, Joesph	1966
	House, Constance R. Mrs.	1966
	Cloutman, Susan Mrs.	1966
	Carey, Robert J.	1966
	Keeney, Patricia A.	1967
	Kruger, Diane N.	1967
	Valluzzi, Ronald P.	1967
	Pietras, Mitchell Jr.	1967
	Lilien, Marsha P.	1967
	Dumeer, Harry	1968.
	Borete, Harold	1968
	Jones, Corene Mrs.	1968
6	Hovey, Jessie Mrs.	1968
	Jacobson, Susan	1968
	Young, Karen E.	1969
	Raucher, Nathaniel	1969
	Manuck, Jo-Ann	1969
	Flury, Janis	1969
	Austin, Sherry L.	1969
	Certification Information	1970
	Tillinghast, Robert	1970

<u>Box</u>	<u>Folder</u>	<u>Date</u>
Series VI – Placement Records- <i>Restricted</i>		
6	Roach, Daniel	1970
	Masse, Dennis	1970
	Lamb, Susan	1970
	Chapman, Donna	1970
7	Washburne, Joan	1971
	Ruffino, Linda	1971
	Parkinson, Buena	1971
	Kobryn, Jean	1971
	Hare, Charles	1971
	Frankel, Eugene	1971
	Deluca, Julia	1971
	Bennett, Bruce	1971
8	Blanchette, Carol	1972
	Blanchette, Carol (Part 2)	1972
	Boulester, Martha	1972
	Deragon, Pauline	1972
	Larson, Mary-Jane	1972
	Nygren, Christine	1972
	Shyer, Dianne	1972
	(Titus) Marko, Judith	1972
	Wright, Clayton	1972
	Wright, Clayton (Part 2)	1972
	Cantin, Karlene	1973
	Eckstrand, Lous	1973
	Waring, Dianne	1973
9	Francis, Donald	1974
	Wojchik, Lorraine	1974
	Wojchik, Lorraine (Part 2)	1974
	Donahue, Geraldine	1975
	Kosiba, Judith	1975
	Cook, Nancy E.	1976
	Crane, June	1976
	Dessureault, Paula	1976
	Holly, Ephrosyne	1977
	Hull, John	1977
	Jefferson, Reesa	1977
	Bear, Carolyn	1978
	Jones, Donald	1978
	Bernardo, Pamela	1979
	Lindley, Kathleen	1979
	Castodio, John	1980
	Franceschena, Jean	1980

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Series VI – Placement Records- <i>Restricted</i>		
9	Futie, Tracy	1980
	Agrimis, Karen	1981
	Bachand, Denise	1981
	Bagley, Maureen	1981