



Explanation of Services and Consent Form

Updated July 2019

CAREER COUNSELING/COACHING SERVICES

During a 30-50-minute counseling session, career counselors and graduate interns provide assistance with career planning and professional development preparation to St. Norbert College students and alumni.* Areas of assistance include:

- 1) Career planning: assistance with exploring academic/career options and making career-related decisions.
- 2) Professional development preparation: assistance with internships, resume/cover letter writing, interview preparation, job and internship search strategies, social media assistance, salary negotiations, and applying to graduate school.

*Areas outside of expertise: class/academic advisement, personal/spiritual counseling, financial aid

DROP-IN SERVICES

During a brief 10-minute appointment, career counselors and graduate interns will provide brief information and feedback on any career topic. Due to the short nature of this drop-in service, it is recommended to keep the nature of question to one topic. We will gladly arrange for a 30-50-minute appointment at a later date to accommodate more lengthy questions and concerns.

CONFIDENTIALITY/INFORMATION SHARING

We respect your right to privacy and thus keep discussions in the counseling sessions private and confidential. As a general rule, we will release information from your counseling session or counseling records only if you give us a written authorization to do so. However, due to our working relationships with other departments in the larger SNC community, we are occasionally asked to confirm a student's career counseling attendance. This information is requested by professors, advisors, and other staff who refer students to our services. We do confirm the number of appointments a student has attended for those with an educational need to know (as allowed by FERPA), but no content of the sessions is released to outside parties, unless the content meets one of the other limitations to confidentiality outlined in this document.

Information about appointments is never shared with any person outside of SNC (parents, family members, etc.) unless a signed FERPA form is on file. Please direct any questions to the Director of Career & Professional Development, MaryEllen Olson (920.403.3930). We are permitted to share confidential information with third parties when:

- 1) Disclosure is required to prevent clear and imminent danger to yourself or others
- 2) Possible child or elderly abuse or neglect is involved
- 3) There is a court subpoena requesting your records
- 4) You have a communicable, life-threatening disease
- 5) Required by federal or state law
- 6) Your counselor consults with a supervisor or counseling colleague.

The purpose of the supervisory or consulting relationship is to assist counselors in providing the best services possible to students.

CAREER COUNSELING/COACHING RELATIONSHIP

The career counseling process will require a commitment of time and energy on your part. Only you can decide how important this process is in your life.

*Alumni are limited to 4 sessions per year June 1-May 31 starting their 2nd year upon graduation. This includes phone sessions, drop-in appointments, and 30-50-minute counseling sessions. Alumni within one year of graduation have full access to services.

* Career counselors abide by ethical standards (as provided by National Association of Colleges and Employers-NACE, www.nacweb.org and the National Career Development Association-NCDA) to maintain a professional career counseling relationship with you.

If you have any concerns regarding the Office of Career & Professional Development or the conduct of any career counselor, please contact MaryEllen Olson, Director of Career and Professional Development, at 920-403-3930.

Note: Accommodations requested in a timely manner will gladly be arranged. For additional information please review our Policies found at www.snc.edu/career/policies.html