

STUDENT/ALUMNI SERVICE POLICIES – Capital University Career Development

CURRENT STUDENTS

Enrolled students can use all Career Development services at no charge.

ALUMNI SERVICES

Assistance from Career Development is available at no charge to graduates of Capital University any time after graduation. We encourage graduates to utilize the wide variety of resources on the [Career Development website](#) as well as those available in the Career Development area located on the second floor of the Blackmore Library.

Services include assistance with:

- Career change or exploration
- Job and internship search
- Résumé & cover letter writing
- Graduate school search and application

Career Development staff will meet with alumni by whatever means are most convenient:

- In-person meetings at the Blackmore Library office
- Telephone appointments
- Email

SERVICES FOR STUDENTS ON LEAVE OF ABSENCE

Assistance from Career Development is available at no charge to students on official Leave of Absence from the university for the duration of that leave. If the leave concludes without the student re-enrolling, services will be discontinued.

SERVICES FOR STUDENTS WHO WITHDRAW FROM CAPITAL

Assistance from Career Development and resources (with the exception of career fairs and fee-based career resources) is available for six months from the last date of enrollment in classes. This includes assistance with resumes, cover letters, interview skills, and job search.

PROFESSIONAL CONDUCT (ETHICS) POLICY

As a member of the National Association of Colleges and Employers (NACE), we abide by the guidelines of [professional standards and ethics outlined by NACE](#). (www.nacweb.org/principles/)

Capital University expects our students and alumni to adhere to the high level of professional conduct when participating in job and internship search activities. Students are held accountable for inappropriate or unethical behavior.

SERVICES FOR STUDENTS FROM OTHER INSTITUTIONS - RECIPROCITY POLICY

Career Development will share its resources (including job postings) with students and alumni who live in the Columbus area but attend/attended universities outside of the central Ohio region, if their universities agree to share their resources in a similar fashion with Capital students and alumni (this is the nature of reciprocity).

Written Request

All requests for services must be made in writing by the applicant's university career office on official stationery or through university email at least one week in advance of an intended visit or use of resources. The request allows use of services for 90 days from receipt of request.

Resources

Reciprocity visitors may meet with a staff member for consultation and will be given access to our online job board to search employers and positions.

Address inquiries and requests to:

Eric Anderson
Director, Career Development
Capital University
1 College and Main
Columbus, OH 43209
careerdevelopment@capital.edu
614-236-6606