

The University of Tennessee Career Services Diversity Plan 2006					
<b>Goal 1</b>	<b>Create and sustain a welcoming, supportive and inclusive Campus Climate</b>				
	<b>Objectives</b>	<b>Strategy</b>	<b>Date</b>	<b>Responsible</b>	<b>Benchmarks</b>
	As of July 1, 2006 Career Services assistant director Joanne Jeter will assume responsibility for the Minority liaison in addition to her existing duties.	To create responsible parties to address diversity issues within Career Services to outreach to minority populations on-campus	1-Jul	Russ Coughenour	Coordinate calendars and events with other offices such as Black Cultural Center and I-House
	Career services will have one annual diversity training session with a representative from the Office of Equity and Diversity (or other professional) each spring.	This presentation will allow our staff to gain a better understanding of how to effectively deal with African American Students, Staff and Employers.	Held in March 2006; 2007 date not scheduled as of this writing	Joanne Jeter	1st held March 2006

	<p>Work closely with Minority student affairs to include programming that will be of interest for minority students.</p>	<p>Present Career Planning Issues at the Black Issues Conference ; Have Professional Development workshops with minority student groups at the Black Cultural Center; Attend minority student group meetings to promote career services; Promote resume walk in hours to minority students (BCC and I House) ;Tailor workshops to attract minority participation; (Avoiding stereotypes, Discrimination in the job search, How to market yourself )</p>	<p>Scheduled for September 12, 2006 (night before annual fall job fair). This event is a partnership between the Career Services Office and the Black Cultural Center. The workshop is tentatively called "Minority Hiring Issues in Corporate America" Director is also scheduled to present to the DIVA OPALS on September 19th.</p>	<p>Russ Coughenour, Joanne Jeter</p>	<p>Number of programs included yearly in the annual report; Evaluations of effectiveness with minority students will be monitored through student voice and C3m</p>
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**Goal 2** Attract and retain a greater number of individuals from under-represented populations into faculty, staff, and administrative positions

	Support University efforts to attract students from historically under-represented populations and international students	Advertise positions in areas that will be viewed by minorities; Include 1-2 different exempt minority staff members on all search committees	ongoing during each personnel search	Russ Coughenour	Evaluate each search for position openings to be as inclusive as possible of minority candidates. Recently placed ads in HIRE DIVERSITY.com HBCUConnect and the following local resources offered by OED Knoxville Community Development Corp.-4/13/2006 Community Action Committee-4/13/2006 Knoxville Urban League-4/13/2006 Knoxville Women Center-4/13/2006 City of Knoxville-4/13/2006
	Help minorities develop a support network with other staff members in office and in the department	Create a monthly newsletter or announcement and send information on a list serve to keep minority staff members in touch	Not scheduled	Joann Jeter	
		Reach out to new minority staff members in the division – send a card/email or invite them to lunch		Joanne Jeter	
		Encourage participation with the “Grow Your Own” program		Joanne Jeter	

		Communicate with staff members to find out why they choose to leave by having a departmental exit interview		Joanne Jeter	
<b>Goal 3 Attract, retain, and graduate increasing numbers of students from historically under-represented populations and international students.</b>					
	Find collaborative ways to add value to programs in and outside of Career Services and present student affairs as a team	Continue to attend Enrollment Services recruitment programs to expose prospective students to career planning and placement resources	presentations at Jumpstart 1/06 and Inroads Conference 6/17/06 Summer 06	Russ Coughenour; Joanne Jeter	Number of invites we receive to attend admissions related programs
			Summer 06 recruiting events	Joanne Jeter	Have a minority representative at as many admissions events as possible
		Provide career planning and placement information to minority prospective students and parents that includes statistical data on minority placement		Russ Coughenour	Include in statistical gathering placement results from minority students to include at admissions events

		Present Career Planning topics to high school students participating in on-campus programs designed to attract minority students to UT	Project Grad career planning elective course 6/27 and 6/29; upward bound programs 6/14, 6/28, 6/29	Stephanie Kit, jenn Burkemper, Mary mahoney	Total number of students involved with presentations. NOTE: Through the use of C3M we have been able to develop a baseline along ethnic lines for gauging student usage at job fair events, career counseling and on-campus interview participation
		Participate in the Center for International Education orientation for International Students	6-Aug	Stephanie Kit, jenn Burkemper, Mary mahoney	Number of students participating through orientation
		Partner with the Student Success Center to provide career programming for the African American Achievers and African American Scholars	Fall / Spring 2006-2007	Stephanie Kit, jenn Burkemper, Mary mahoney	Requests for presentations
<b>Goal 4</b>	<b>Develop and strengthen partnerships with diverse communities in Tennessee and globally.</b>				
	Support the educational and service missions of the University through relationships with diverse communities in Tennessee and globally	Develop relationships with community organizations by allowing staff to have release time to attend events that could benefit the office and the students we serve	1-Jul-06	Joanne Jeter	Assess the number of presentations made to community organizations that are joined by minority groups.

		Have off campus Career informational workshops with community organizations to encourage community and student interaction (• Develop partnerships with the Urban League and The Tennessee Career Center)		Russ Coughenour Joanne Jeter	Assess the number of presentations made to community organizations that are joined by minority groups.
		Work with the International House to promote and encourage international experience through study abroad, internships and job opportunities to minority students		Office wide	
<b>Goal 5</b>	<b>Ensure that curricular requirements include significant intercultural perspectives</b>				
	Support the provision of intercultural perspectives in the curriculum of the University	Provide resources and expertise regarding diversity issues in the job search process in all Career Planning courses		Russ Coughenour; Stephanie Kit	
		Update diversity links on Career Services website to include useful information, upcoming events, and suggested readings for minority students in a timely manner			

<b>Goal 6</b>	<b>Prepare graduate students to become teachers, researchers, and professional in a diverse world</b>				
	<b>Train undergraduate minority students on graduate school related topics to help them gain admission to graduate and professional schools</b>	Provide presentations on personal statements, resumes and vitae and critiquing services to the UT McNair Scholars and the McNair Summer Scholars	March 7 and 30; June 5, 7, 21 and 28, 2006	Stephanie Kit; Mary mahoney	Continued invitation to participate in the McNair Program
	Equip graduate assistants and practicum students with information and experience that will help them work with diverse populations	Allow graduate students to gain hands on diversity training by interacting with people from different backgrounds		Joanne Jeter	Require all grad assistants to attend diversity training workshops
		Encourage graduate assistants to attend division wide diversity training program			
		Encourage graduate assistants to attend events sponsored by the community and other organizations to expose them to the city population			