

The specific functions of the office are: to assist students in their career development, to collect and make available to prospective employers personal data and letters of reference on registrants, to maintain a current record of employment opportunities, to recommend candidates for positions at the request of employers, to arrange interviews between candidates and employers, to provide guidance to candidates seeking positions, and to bring the needs of the employer to those who design and implement educational programs.

Each student and qualified alumnus has the right to participate in accordance with established policies. This participation includes the opportunity to meet representatives of business, industry, social agencies, government, all branches of the military and of education. Employers must be engaged in a legal operation, have bona fide employment opportunities, agree to adhere to standards of ethical conduct, and to participate as stipulated by the Career Planning and Placement Center.

There is no charge to students or employers for this service. Alumni will be charged an annual fee for service rendered. Every effort is made to assist those who seek the service; however, placement cannot be guaranteed. The university reserves the right to recommend for placement only those applicants who are adequately qualified for positions they seek.

EDUCATIONAL PLACEMENT

Participation in this program is open (1) to anyone who holds or will receive a regular teaching credential in the semester prior to date of employment provided a minimum of 24 semester units of work has been completed at CSU, Fresno; (2) to anyone who holds or will receive a master's degree in the semester prior to date of employment provided a minimum of 24 semester units has been completed at CSU, Fresno; (3) to students who have met the CSU, Fresno conditions for partial fulfillment of requirements for elementary and secondary teaching under the credential law, including student teaching; and (4) to those completing a university or district internship program providing they meet the minimum 24-unit requirement at CSU, Fresno.

BUSINESS, INDUSTRIAL, AND GOVERNMENTAL PLACEMENT

Participation in this program is open to all graduating seniors and alumni who desire full-time positions in agriculture, business, industry, governmental agencies and other related fields, provided a minimum of 24 semester units have been completed at CSU, Fresno. Seniors are urged to complete and file a personal data sheet with the Placement Center early during the year in which they expect to graduate. Close cooperation is maintained with the various schools and departments in the placement of candidates in these fields.

STUDENT PLACEMENT

Participation in this program is open to any enrolled student. Many students earn part of their university expenses. Entering freshmen, however, should be prepared to finance their first semester without working; all students should keep their outside employment to a minimum in order to avoid endangering either health or academic achievement.

Various types of employment are available including a number of hourly jobs in various work areas on campus for candidates with specific abilities. Other positions of a temporary nature are also available. Active immunization against tetanus (available through the Student Health Service) is required for any student employed on the University Farm. Off-campus positions range from short-term positions to those with scheduled hours for the full year. Students desiring work on or off campus should consult the Student Placement Center. Employed students are expected to reflect credit on the University. (See also *Work-Study Program* and *Graduate Assistantships*.)

THE COLLEGE UNION

The College Union building was designed to serve the entire campus community. This structure was planned by students and is financed by student funds through the Fresno State College Association. The College Union is the campus community center for students, faculty, staff, and guests. It sponsors a wide variety of social, recreational and entertainment activities throughout the year. The building includes conference and meeting rooms, lounge areas, a coffee shop, a barber shop, art display areas, student government and committee offices, auxiliary organization offices, bowling and recreation areas, and numerous service facilities.