

# Quinnipiac

## College of Arts & Sciences

### Guide to Recruiting and Hiring for Employers

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Why recruit students from the College of Arts & Sciences?

Our faculty and students work together on innovative research. We cultivate an academic environment that values diversity. The College of Arts and Sciences at Quinnipiac University is leading a quiet revolution in how to prepare students for an increasingly complex work world. We emphasize strong, individualized work in the majors and minors, as well as the acquisition of strong career skills and talents that translate well into real-world careers.

Our faculty are experts at mentoring student research, and they are especially talented classroom teachers. Faculty scholarship finds its way directly into the classroom and into student research projects, and we are constantly searching for ways to have students direct their own learning.

Students are asked to demonstrate their learning and expertise in a variety of ways, from public performances and readings to publication and presentations at national conferences to creating portfolios of work that demonstrate their acquired skills and understandings.

## **Engagement Opportunities for Employers**

### **Career Fair**

Our annual University Career Fair is held every year in October. This event is for all class years and all majors and represents the best time to connect with all CAS students in one place and time. The event typically draws about 800-900 students and 200 employers. Online registration typically opens in late summer. We actively encourage our younger students to attend so this is a fantastic event to not only hire for internships and full-time positions, but also to build your brand on campus and grab student's attention early in their career.

### **Post Jobs and Internships**

Employers may register to post internships and jobs through our internal career management system, Quinnipiac University Career Connections (QUCC). Please visit [www.qu.edu/qucc](http://www.qu.edu/qucc)

- QUCC is open to accept all jobs posting directly from the employer which will ensure a timely listing
- Upon submission via the QUCC system, your job will be reviewed by our QUCC Administrator
- Each job will be posted for 3-months with the option to repost any time
- You'll have access 24/7 to track applications and post
- As soon as your position is posted we will also add it to our weekly email to students and faculty. Students control their profile which targets the email based on their self-selected, specific career goals so you are ensured of reaching an interested audience.

**If you need additional help, please view this TUTORIAL:**

[How to post a job / internship on QUCC](#)

Our QUCC Administrator is available for questions and troubleshooting issues Monday-Friday 9am-9pm EST at [careerservices@quinnipiac.edu](mailto:careerservices@quinnipiac.edu)

### **Become an Industry Expert for our students**

Have some career advice you want to share? Does your organization have an upcoming event you want our students to know about? Become a [Guest Contributor](#) and submit a Guest Blog or Event and target it your message directly to the audience you want to reach using our custom filters.

### **Zoom Chats and Instructional Workshop Partnerships**

Using our in-house Zoom Room, you can join us on campus, or remotely, and host a video chat for students showcasing your organization and opportunities, or you can partner with us for a Training Tuesday workshop. Training Tuesdays feature 60-minute skills-based training sessions from employer partners, alumni, or outside speakers. All events are simulcast live through Zoom to any students that can't attend in person, and recorded/archived for students who are not free at the time of the event.

### **Interviews (On Campus or via Zoom)**

Interested in interviewing one or more students? We can handle the logistics of arranging the interviews on campus, or simply reserve our Zoom Room for phone/video conference interviewing. This can be done as a stand-alone opportunity or in conjunction with another event.

## **Policies for Employer Recruiting Partnerships**

### **General Criteria for Employer Participation**

It is the responsibility of the employer to provide a safe and supervised workplace environment with expertise free of harassment and discrimination as well as the following:

- Adhere to the guidelines for internships as outlined in the [Federal Labor and Standards Act of 1938](#) and [State of Connecticut labor laws](#)
- Ensure the student intern is aware of the internship expectations/job description and has the information in writing.
- Approve the student's internship application with the university including the students learning goals for the experience.
- Partner with the student to come to a mutually agreed-upon work schedule for the student intern.
- Orient the student intern to the company's structure and operations.
- Orient the student intern to the company's policies and procedures regarding appropriate dress, office hours, and applicable policies.
- Introduce the student intern to the appropriate professional and clerical staff.
- Provide the student intern with adequate resources including equipment, materials and facilities necessary to accomplish job objectives.
- Assign and supervise the completion of tasks and responsibilities that are consistent with the student intern's role in the company.
- Provide regular verbal and/or written performance feedback with the student intern.
- Make available the site and staff for visitation by the university's career development staff if requested.
- Complete a constructive evaluation critiquing the intern's performance at the end of the internship experience (which will be emailed to the supervisor.)
- Consult the career development staff in the event that the supervisor becomes aware of personal, communication or other problems that are disrupting the student intern's learning and performance.
- Notify career development staff in a timely manner of termination and or issues that may arise.

## **Internship Criteria**

Internship criteria differ from program to program within CAS, but the broad overview provided below applies throughout CAS.

## **Terminology**

In order to ensure consistency throughout the College, CAS has agreed upon a broad set of terms to define the internship experience, which you will see used throughout this guide and other paperwork.

- **Intern:** Student completing the internship
- **Internship Supervisor:** Your employer/supervisor onsite in the workplace who will be directly managing you
- **Faculty Mentor:** Faculty member supervising your experience for QU

## **Requirements**

Internship requirements may vary significantly by academic area, particularly in academic areas where a seminar class is taken in conjunction with your internship. The Faculty Mentor and/or Department Chair have final say in all requirements. However, all CAS internship opportunities typically share the following core traits:

- Students must work 40 hours per credit earned. The number of credits available will vary by department.
- Students should receive a written job description/summary of work prior to seeking approval for credit
- Prior to an internship, students must login to their QUCC account and complete their personal and academic profiles, as well as, upload the most recent version of their resume.
- All internships typically require some form of routine status updates from student to Faculty Mentor (weekly journal, check-in calls, meetings, etc. as determined by the Faculty Mentor).
- All internships typically require some form of final product at the completion of the internship (final reflection paper/journal entry, poster session, presentation, etc.; type and length is determined by the Faculty Mentor)
- At the completion of the internship, students should update their resume and upload the new version to QUCC.

Internships must be approved by your Faculty Mentor PRIOR to the start of the internship. Credit will not be granted retroactively.

## **Directions to the CAS Advising Commons (275 Mount Carmel Ave., Hamden, CT 06518-1908)**

If you will be joining us on campus you can use the general directions linked below to get to campus. Free parking is available just outside our building.

<http://www.quinnipiac.edu/about/visit-quinnipiac/directions-and-travel-information/>

To get to the CAS Advising Commons, please enter through the New Road gate (New Road is your first right hand turn off Mount Carmel Road if you are approaching from Whitney Ave.) Proceed through the New Road Gate and stop at the guard booth. Tell the guard you are headed to CAS 1 and the guard will give you a temporary parking pass. Take a right immediately after the guard house, then take a right at the first stop sign and go up the hill. At the top of the hill, park in any open space. CAS 1 is the building on the right as you face the three CAS buildings. Entering CAS 1 at the same level as the parking lot puts you on the second floor. The CAS Advising Commons is on the second floor, through the second glass door on your left after you enter the lobby.