

Student Affairs

The Bradley environment provides opportunities for the deliberate and total development of its students and encompasses experiences beyond the classroom. The Division of Student Affairs is concerned with the whole student and believes that what students learn and experience influences their aspirations, development, and achievements.

Therefore, the Division of Student Affairs enhances students' educational experiences through the mobilization and coordination of resources of the University community in order to develop responsibility within students for growth and development.

The Division complements the academic experience through programming provided by the centers for Student Involvement, Student Development and Health Services, Student Support Services, and the Smith Career Center.

Center for Student Involvement

- Intramural and Recreational Sports
- Multicultural Student Services and Romeo B. Garrett Cultural Center
- Off-Campus Student and Non-Traditional Student Services
- Parents' Weekend
- Student Organizations
- Student Activities
- Student Government
- Student Media

This Center provides a cohesive plan of programs, activities, events, and services designed to respond to the cultural, social, physical and recreational needs of all students enrolled at Bradley. Opportunities for leadership and group development and organization building are provided for students to learn new skills, broaden their abilities, and manage their organizational activities. Communication between faculty, administration, students, and staff will be encouraged as a means to promote a well-informed campus community regarding student activities and government.

Multicultural Student Services and the Romeo B. Garrett Cultural Center foster a greater awareness of the multicultural and international experience by responding to social, cultural, educational, and philosophical concerns. The Center serves as a meeting place for students and community groups as well as a place for social and cultural events.

Intramural and Recreational Sports offers students opportunities to participate in a wide variety of sport and recreational activities. A diversified schedule of activities is maintained for the novice to the advanced competitor.

Off-Campus and Non-Traditional Student Services helps coordinate services that are designed to meet the special needs of these students.

Student Activities organizes social life that includes concerts, dances, lectures, and special events such as Campus Carnival, homecoming, and a variety of student committees and programs. The office also registers student organizations and provides information and certain administrative services for more than 200 student groups.

Student government organizations provide leadership opportunities for students to participate in the governing process of the University, particularly as it relates to student concerns and welfare.

Student media, including the weekly newspaper *The Bradley Scout*, the yearbook *Anaga*, the literary publication *Broadside*, and the radio station WRBU, offer communication experiences and opportunities for interested students. All student media bearing the name of or sponsored by the University must be approved and supervised by the Communications Council.

Center for Student Development and Health Services

- Counseling
- Health Services
- Testing and Guidance
- Wellness Program

The Center for Student Development and Health Services offers assistance to students seeking information, services, or resources for their overall well being and development. The Center provides physical and emotional consulting and services to all Bradley University students. Through the Health and Counseling Center, the professional staff offers a holistic approach to student wellness. These services are available without additional expense to students.

Emotional counseling services are provided to aid in the total development of students and to enhance the success of their academic achievement. Services are pro-

vided by a psychiatrist and professional licensed counselors in a confidential and caring environment.

The Student Health Center provides primary physical care for injuries and short-term illnesses and advises students on medical matters. The physicians may also refer students who need more intensive, specialized medical assistance.

The Wellness Program offers information to students about drug and alcohol prevention, nutritional needs, and sexual awareness. The HEAT group is a peer education organization to inform students and promote healthy living on the campus.

The Center for Testing can assist students with assessments of their professional goals. Referrals to the appropriate departments may be made for further information about career and practicum opportunities.

Center for Residential Living and Leadership

- Lewis J. Burger Center for Student Leadership and Public Service
- Judicial System
- Fraternities and Sororities
- Residence Programs
- Residence Halls and Residence Hall Staff

The Center for Residential Living and Leadership is responsible for the general welfare of the residential hall students and members of fraternities and sororities at Bradley University, particularly as it concerns their outside class activities and living environment. This office interacts with all segments of the University, including students, faculty, administrators, parents, and the community. The responsibility of the student judicial system is to protect the rights of the University and the individual student through the University Standards of Conduct.

Smith Career Center

The Smith Career Center assists students in exploring and defining career options, developing job search strategies, obtaining career-related work experience, and identifying and connecting with prospective employers. Innovative services respond to current trends and economic conditions affecting the job market and career opportunities. These include:

- individual career advisement
- job search preparation
- resume development and review
- cooperative education and internships
- career seminars
- job fairs
- graduate and professional school fair
- campus interviews with employers

Extensive web-based resources are available to help students learn more about career information, job availability, employer information, and networking. Through the Web site, students can use eRecruiting to post their resume, view job listings, and sign up for campus recruiting.

Bradley University students must register with the Smith Career Center to obtain an eRecruiting Web account. Having an eRecruiting account allows registered users to submit resumes for the Web Resume Book, review Web job listings, and participate in campus interviews. Registration is restricted to currently enrolled Bradley University students.

Misrepresentation Policy

Pursuant to the *Bradley University Student Handbook, Standards of Conduct*, registrants with the Smith Career Center who misrepresent their credentials are in violation of the University's dishonesty policy. "Dishonesty, including the acquisition of honors, awards, certification or professional endorsements or grades by means of cheating, plagiarism, unauthorized use of a computer, or the University's computing resources, or falsification with respect to any examination, paper, project, application, recommendation, transcript, test, knowingly providing false information or failure to provide correct information, misrepresentation, aiding or abetting another person to do so, or by any other dishonest means whatsoever." (*Bradley University Student Handbook 2006-2007*; page 38, <http://www.bradley.edu/ccd/stuhndbk99.pdf>)

If any information provided in a registrant's eRecruiting account, resume, or other application materials/activities is found to be inaccurate, disciplinary action through the Smith Career Center and/or the University's judicial system may be taken. Examples of misrepresentation, as they apply to the Smith Career Center, would include falsifying information provided during an interview, at a career fair, in a written resume or cover letter, and in eRecruiting profiles, resume books, and uploaded resumes.

The following process and sanctions would occur if a registrant were found to be in violation of the aforementioned policy:

Process for Reviewing Probable Misrepresentation

1. The registrant will meet with the Associate Director for Employer Relations.
2. The Associate Director for Employer Relations will determine if the case is referred to the Smith Career Center Review Board.
3. The Smith Career Center Review Board will determine if sanctions will be imposed by the Smith Career Center and/or if the case should be referred to the Student Judicial System.
4. The Executive Director of the Smith Career Center will notify the registrant regarding the final decision.

Sanctions

1. The registrant will be suspended immediately from the eRecruiting database.
2. The Smith Career Center Review Board will determine how long the registrant will be suspended from eRecruiting and reserves the right to suspend a registrant for up to one academic year.

3. The registrant may be referred to the Bradley University Student Judicial System. Decisions made by the Smith Career Center are separate from any rulings and possible actions from the Student Judicial System.

Appeals of the Smith Career Center Review Board

Written appeals may be submitted to the Executive Director of the Smith Career Center within five (5) business days of the decision.

Campus Interview Cancellation/No—Show Policy

Cancellations: If you *must* cancel a scheduled campus interview with an employer visiting Bradley University, the deadline for doing so is *24 hours prior* (8:00-5:00 Monday-Friday) to the interview. You are responsible for contacting the Smith Career Center's receptionist at 677-2510 and requesting that your name be removed from a schedule. *Failure to cancel your interview 24 hours prior to the interview will result in the interview being classified as a "no show."*

No-Show: A "no show" is defined as a missed scheduled interview where the student does not appear for a scheduled interview and has not notified or given sufficient cancellation notification (as defined above) to the Smith Career Center prior to the interview.

Campus interviews are an important service provided by the Smith Career Center. Failure to follow interview cancellation procedures means an opportunity denied to other students who could have taken advantage of an interview on a campus interview schedule. It also means time and money lost to the employer and a less favorable view of Bradley University and its candidates.

Sanctions: If you violate the interview cancellation policy above - *regardless of the reason* (including illness, emergencies, etc.) – your eRecruiting account will be *immediately deactivated* and you will be required to meet with a Smith Career Center professional staff member within five (5) working days subsequent to the missed interview. You will also be required to submit a ready-to-mail letter of apology to the employer. The letter of apology is to be given to the Smith Career Center's receptionist within three (3) working days from meeting with a Smith Career Center professional staff member. Upon receipt of the letter of apology, your eRecruiting account will be re-activated. If you fail to meet with a professional staff member *and* submit a written letter of apology *and/or* violate the interview cancellation policy more than once, your eRecruiting account will remain inactive and your interview privileges will be revoked indefinitely by the Smith Career Center. (Note: *This policy also applies to After Job Fair and practice interviews.*)

Cooperative Education/ Internship Program

Graduate students may gain career-related work experience by participating in Bradley's Cooperative Education/ Internship Program. Cooperative education/internship

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experiences are related to students' academic and career interests and provide opportunities for professional development that integrate classroom theory with supervised work experience. Students have a choice of two options to follow. The part-time option allows students to attend classes while working part-time with a local employer. The full-time option allows students to work full-time during an academic semester or summer. Both options correspond with the academic calendar.

While on a full-time cooperative education/internship assignment, students are considered to have full-time student status, making normal progress toward a degree in a recognized university program and are entitled to all student privileges at Bradley University if they are registered for a credit or noncredit course at the university. Also while on full-time assignment, students may register for additional hours of classroom study upon departmental approval.

Newly admitted graduate students must be unconditionally admitted to a degree-seeking program in order to qualify, and continuing students must have at least a 3.0 grade point average in graduate courses. Graduate students do not receive graduate credit for cooperative education/internship experience; graduate assistantships do not count as cooperative education/internship experience.

In order to be referred to an employer or participate in a cooperative education/internship work assignment, students must be attending Bradley University. They also must be either registered for a minimum of three hours of non-cooperative education/internship credit or be on a full-time cooperative education/internship assignment. A work assignment will not be approved retroactively. Although every effort is made to assist students in obtaining a cooperative education/internship position, no student is guaranteed referral or placement.

See additional information on the Cooperative Education/Internship Program under "Financial Assistance."

Center for Student Support Services

The Center for Student Support Services is the major link between academic and student affairs to improve student retention through positive communications and relationships with students, faculty, and staff at Bradley University. The Center offers academic support services to assist students in their academic goals. The Office for Student Accessibility arranges for reasonable and appropriate accommodations for students with physical limitations. Students with medical emergencies can ask their physician to notify the university by contacting the executive director at (309) 677-3658. The Center for Learning Assistance provides accommodations for students with documented learning disabilities.