

## Contents

What is the Guaranteed Placement Program? .....	2
LEARN minus the “L” .....	3
Students Earn the Guarantee By: .....	3
Who is Eligible for the GPP Program? .....	4
How Do Students Join the GPP Program?.....	4
Why was my student “kicked out” of the GPP program – he only missed one workshop? .....	4
Why is the GPP Workshop-Based? .....	4
GPP Workshop Rules.....	5
GPP Deadlines.....	5
Requirements of the GPP.....	6
Insalaco Center Responsibilities for the GPP Program .....	7
Student Responsibilities for the GPP .....	7
Steps Parents can take to encourage their student’s success in the GPP program .....	8
How the career center handles calls from parents regarding their student’s GPP issues.....	8
GPP Contract.....	9
Career Preparation Matrix for students .....	13
My son/daughter completed the GPP and is graduating in May, now what happens? .....	15
Profile Form .....	16
The GPP Levels Program .....	17
Who is The GPP levels Program For? .....	17
Benefit of graduating as a GPP Gold or Blue Levels:.....	17
What are the requirements of the GPP Levels Program?.....	17

## What is the Guaranteed Placement Program?

The Guaranteed Placement Program (or GPP) is a career and professional development program designed to supplement a student's formal education.

Established in 1999, the GPP integrates classroom instruction, experiential education, service leadership, and career focused workshops. The program is designed to prepare students looking to enter the workforce or graduate school after graduation and is facilitated through workshops and individual appointments.

The GPP is structured developmentally for all class levels with each year building on the next; students fulfill basic career development requirements in their first and sophomore years. Junior year they get a glimpse of **financial fitness** and **inclusive excellence**, along with learning **professional etiquette**.

In their final semesters, program requirements increase as students begin to focus on skills appropriate to the job search and job interviewing such as: **resume and cover letter refinement**; **interview skills** and completing a **half-hour mock interview with a 'real' employer**, attending a job fair, and of course, conducting an **effective job search**.

Our Guarantee states that if any student, who fully participates in our program for all four years of their college experience, does not receive a job offer or is not accepted into graduate/professional school within six months of graduation, the University provides that student a paid internship\* in their chosen field.

*\*Terms and conditions apply.*

## LEARN minus the “L”

What would you do if your student’s advisor said:

*“Don’t worry, I will guarantee your student an A in all of her classes” – Professor Smith*

Does this sound too good to be true? Does it sound wrong on some level? And if the student is studying to be a nurse for example, does it even sound a little scary? After all, isn’t your student attending Misericordia to *learn* a specialized subject that s/he will then practice in the real world?

As we all know, knowledge can’t simply be downloaded into a student’s brain. It can’t be given to a student. No one can take a test for your student or attend their clinical for them. Knowledge can’t be purchased.

Each individual must learn his or her subject inside and out, and she/he must do whatever it takes in order to do so; she/he might study every day for hours, attend tutoring, or meet with a professor if extra help is needed. She/he must meet deadlines, spend hours and weeks at an internship, she/he might even need to spend more time studying than his or her classmates.

In other words, knowledge is not given to students, it is *earned* by them.

This tedious process of earning knowledge ensures that students will be able to apply their knowledge upon graduation, independently, without the help of a professor or parent, and without looking at notes. Some will even need to apply their knowledge in only a moment’s notice: *How would you feel if your nurse took out a “cheat sheet” before giving you a needle?*

### **This same notion applies to career development and to the Guaranteed Placement Program**

We can’t simply download information into students’ brains about how to conduct themselves as professionals in the ‘real world.’ It is a learning process that must be experienced in order to be assessed, processed, and then used later in the world of work.

Because of the need to experience learning, students are not **given** a guarantee upon joining the GPP, they are given the ability to **earn** the guarantee.

### **Students Earn the Guarantee By:**

- Attending the designated career workshop during the semester and year that it is required in the program.
- Meeting deadlines such as: submitting materials, scheduling and attending appointments well before a required deadline, meeting with a career advisor, arriving on time for workshops and appointments and remaining until the end.
- Maintaining professional communication with the career center.

## Who is Eligible for the GPP Program?

Students who graduate within (i) four (4) years with a Bachelor of Science or Bachelor of Arts degree, or (ii) five (5) years with a Master of Science degree in Occupational Therapy, or Speech and Language Pathology or (iii) six and one third (6.33) years with an Entry Level Occupational Therapy Doctoral, or (iv) six and a half (6.5) years with a Doctor of Physical Therapy from the time the Student enrolls at the University in the Fall semester of 2021 or Spring semester of 2022 as a full-time first year student or as a fulltime transfer student with less than 15 credits. To see what options are available to students who transfer into Misericordia with 15 or more credits, please see “GPP Levels Program” at the end of this document.

## How Do Students Join the GPP Program?

Students learn about the GPP Program during a presentation that is scheduled as part of their First Year Experience (FYE) class. During this class, students learn everything there is to know about the GPP Program and they are asked to sign the GPP contract at that time. Eligible transfer students will receive a letter from the Insalaco Center upon arrival to the university informing them of the GPP and inviting them to our office to discuss the program. Students must sign up for the GPP by the designated deadline. Students are not eligible to join the regular GPP program at any other time.

## Why was my student “kicked out” of the GPP program – he only missed one workshop?

The GPP program requires that students attend a career development workshop each semester as well as complete additional requirements in their senior year. Once students fail to complete a requirement(s) during the semester, they have broken their part of the GPP contract with the school and have made themselves ineligible for the guaranteed internship.

At the end of each semester, the Insalaco Center reviews the GPP database to see which students completed the workshop and/or the requirements by the deadline designated in that semester. Students who have not completed the requirement are sent a letter alerting them that they have become ineligible for the guarantee, however, they are invited to continue in a structured career development program called the GPP Levels Program. Information on the GPP Levels Program is at the end of this document.

## Why is the GPP Workshop-Based?

The GPP was conceived as a workshop-based program for two main reasons:

The workshop setting provides the opportunity for students to learn from their peers’ questions and also allows for learning by interaction. The workshops feature learning activities that are meant to be experienced in a group setting; the interactivity aspect of the workshop with the workshop facilitator and with their peers is a *crucial* component. Since this type of interactivity can only be achieved in a workshop setting, the workshop cannot be made up in a one-on-one appointment.

Because of the large number of students in the GPP Program (500-1,000 students at any given time), the GPP can only be offered in a workshop-format. The Insalaco Center employs 3 full time career advisors who

oversee not only the GPP program, but who conduct non-GPP related individualized career advising appointments, classroom career-related presentations, graduate school advising, internship advising, employer visits to campus, among many other responsibilities for the entire student body of all 3,000+ students at Misericordia University (most of whom are non-GPP students) as well as alumni.

It is a workshop-based program and not an individualized program. If students are unable to attend the GPP workshops, they cannot expect to receive a one-on-one appointment to “make-up” a missed GPP workshop.

## GPP Workshop Rules

Why do we have GPP Program rules? To ensure that students are aware of what is required of them to successfully complete the GPP, to encourage honesty, respect, and integrity, and to create a criterion by which every student in the program is treated equally.

The GPP rules also model professional norms that students will encounter in the working world. Just as the workplace into which your student will eventually enter has rules, so does the GPP program. In fact, the rules of the GPP are modeled on workplace professionalism.

**Students are required to sign themselves in on the sign in sheet or swipe in through Handshake at the workshop in order to receive credit for attending the workshop.** The student’s signature or card swipe is proof that they attended a workshop. There can be anywhere from 500 to over 1,000 students in the GPP program at any given time and the career center staff does not know the name and face of each and every participant. The student’s signature or card swipe is what we use to enter their participation into our database.

**Student may only sign *themselves* into a workshop.** If a student signs another student into the workshop, then the student and the name of the student they signed in must both meet with the Dean of Students.

**Students must attend the required workshops from start to finish.** If a student arrives late to a workshop or leaves early, it is considered not completing that workshop requirement. Students are given notification of workshop dates, locations, and times of the GPP workshops *well in advance*. This should give students enough time to flex work schedules, ask permission to leave a practice or meeting early or to arrive late, notify club members of late arrival or absence, communicate with professors, lab partners or anyone else.

**For some workshops, students must “reserve” their seat.** Each of the workshops are hosting in a classroom or meeting room setting where there are a limited number of seats. For these, students will be denied access to the workshop if the workshop is already full and the student did not reserve his seat beforehand.

## GPP Deadlines

The GPP Program is strict in that students are not granted any “misses” on workshops and/or meetings, and all requirements must be met by their stated deadlines. If a student misses a deadline, they have broken the GPP contract with Misericordia University and are no longer eligible for the regular GPP Program. They may continue a structured professional development program by joining the GPP Levels program.

## Requirements of the GPP

Below are the requirements of the GPP program. As you can see each semester has a requirement with the senior semesters having multiple requirements. The GPP was structured this way intentionally, starting the student out slow and then placing the most activity where it appropriately belongs in senior year when students must begin their job search or their preparation for graduate school.

### **FIRST YEAR**

#### **Fall**

- First Year Experience (FYE)

#### **Spring**

- Group meeting with Career Advisor

### **SOPHOMORE YEAR**

#### **Fall**

- Resume Workshop
- Resume Submittal on Handshake

#### **Spring**

- LinkedIn Workshop

### **JUNIOR YEAR**

#### **Fall**

- Etiquette Workshop

#### **Spring**

- Financial Fitness Workshop

### **SENIOR YEAR**

#### **Fall**

- Job Search Workshop
- Fall Meeting with Career Advisor
- Job Fair

#### **Spring**

- Mock Interview Workshop
- Mock Interview
- Spring Meeting with Career Advisor
- Wrap Up Meeting with Career Advisor
- Job Fair

### **BY GRADUATION**

- Attend one Professional Ethics Program before graduation
- Internship or approved work experience related to the major you declared by the first day of classes fall semester of junior year.
- Conduct an active job search starting before graduation and during the six months after graduation without regard to geographic location.
- 3.0 GPA at Graduation.

\*\*Workshop listing updated for Fall 2019 semester

## **Insalaco Center Responsibilities for the GPP Program**

### ***The Insalaco Center is responsible for:***

- Providing multiple dates for each workshop.
- Notifying students of GPP workshop requirements for each semester. The Insalaco Center does this by sending an e-mail to the student's MU e-mail account before the semester begins as well as by sending an announcement in the beginning of each semester through the myMU e-mail.

### ***The Insalaco Center is NOT responsible for:***

- Personally reminding each student of the semester requirements and workshop dates
- Reminding students over and over again about workshop dates
- Coercing students to attend required workshops
- Reminding your student if they have not attended a workshop

## **Student Responsibilities for the GPP**

Students are expected to read their myMU e-mails regarding the GPP.

Students are expected to make note of the dates and make any arrangements necessary to be at the GPP workshops in their entirety.

Students are expected to notify their work supervisor, work study supervisor, club members, coach, etc. well in advance if they need to flex or rearrange a work schedule, club meeting, or practice in order to attend a GPP workshop.

Students are expected to sign or swipe themselves in at each GPP workshop – this serves as proof that they attended the workshop. Those who do not sign or swipe in will not receive credit for attendance.

Students are expected to actively participate in the GPP and therefore actively participate in their own professional development; passive participation in the GPP will not get them a job upon graduation from the program.

## **Steps Parents can take to encourage their student's success in the GPP program**

- Encourage your student to read their myMU e-mails, as this is the way the Insalaco Center notifies students of all GPP workshop dates.
- Encourage your student to sign up for a spot in each semester's required GPP workshop early and to mark the date and time on his/her calendar or set a reminder on her smart phone.
- Encourage your student to engage in timely communication with coaches, campus club members, faculty, a work study supervisor, or boss if she needs to flex or adjust his/her schedule to attend a workshop.
- Encourage your student to seek an internship early on in her college career if an internship (or clinical, student teaching, fieldwork, practicum) is not a required part of her major's curriculum.
- Help your student to realize that the GPP is there to guide him/her and that they should take an active approach to the program; remind her that ultimately, she is the one who must do her own job search and take the steps necessary to attain a job; the Insalaco Center and the GPP are there to educate and guide her in the process and (through the GPP) help to build her confidence in herself as a professional, but she is ultimately the one who needs to be proactive and assertive in her job search.

## **How the Insalaco Center handles calls from parents regarding their student's GPP issues**

Occasionally the Insalaco Center will receive a call from parents regarding GPP issues. Below is how the Insalaco Center proceeds when we are contacted by a parent regarding a GPP issues. Please note: The Insalaco Center will not discuss any GPP issues unless the student in question is present during the discussion. Also, because of FERPA, we cannot discuss GPP matters unless your student has signed a release form with the registrar's office.

- The Insalaco Center will contact the student in question via e-mail and ask if the individual who called us is indeed the student's parent or guardian.
- If so, the student will be asked to schedule a meeting time between her parents, herself and the Insalaco Center for a tele-conference or an in-person, depending on the parents' location.
- If there is another individual such as a coach or faculty member who may add information to the GPP issue, those individuals may be contacted and asked to participate in the meeting as well.
- The matter will be discussed in this meeting.



## GPP Contract

Students must sign the contract if they wish to join the GPP program. The contract and the matrix spell out the student's responsibilities and the university's responsibilities. Students who *do not* wish to join the program are also required to sign the contract and check the box stating that they do not wish to participate.



### GUARANTEED PLACEMENT PROGRAM CONTRACT

The following contract is offered to any fulltime first year student or full-time transfer student with less than 15 credits entering

Misericordia University in the Fall Semester of 2021 or Spring Semester of 2022.

This Agreement is made on \_\_\_\_\_, by and between Misericordia University, located at 301 Lake Street, Dallas, Pennsylvania (the "University") and

(student name) \_\_\_\_\_, with a home address

located at (home address) \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ (the "Student").

( Street address)

(city)

(state)

(zip code)

The parties agree as follows:

#### 1. STUDENT RESPONSIBILITIES

Student agrees to do the following:

- a. To graduate within (i) four (4) years with a Bachelor of Science or Bachelor of Arts degree, or (ii) five (5) years with a Master of Science degree in Occupational Therapy, or Speech and Language Pathology, or (iii) six and one third (6.33) years with an Entry Level Occupational Therapy Doctoral, or (iv) six and one half (6.5) years with a Doctor of Physical Therapy from the time the Student enrolls at the University in the Fall semester of 2021 or Spring semester of 2022 as a fulltime first year student or as a fulltime transfer student with less than 15 credits.
- b. To complete, on a year-by-year basis, the activities/programs outlined on the Career Preparation Matrix attached hereto as Exhibit "A" and incorporated herein (the "Matrix"). The activities/programs on the Matrix will be completed by the Student and approved by the assigned Insalaco Center (the "Center") advisor following completion, with such approval becoming part of this Agreement.
- c. To declare a major by the first day of fall classes junior year. To be eligible for the benefits provided under the terms of this Agreement, the Student must graduate with the same academic major that the Student declared by the first day of fall classes junior year. In the event the Student changes his/her academic major at any time between the first day of fall classes junior year and the date of the Student's graduation, the Student shall not be eligible to receive any benefits provided for herein.
- d. To graduate from the University having achieved a minimum cumulative GPA of 3.00.

- e. To make a good faith effort within six (6) months of the Student's graduation from the University ("Graduation") to seek either full-time or part-time employment for which a college degree is a qualification, without regard to geographic location, or to pursue appropriate graduate studies. Such good faith effort shall commence no later than Graduation and shall be demonstrated by continuous and active efforts to identify and seek employment or graduate school opportunities, including, but not limited to, completing and returning to the Center a Student Profile Form in the manner set forth in Paragraph 1(f) below. Upon the request of the Director of the Center ("Director"), the Student shall verify that he/she has taken such good faith efforts to the Director to an extent acceptable to the Director.
- f. To complete and return to the Center no later than August 31st (or March 31 for Doctor of Physical Therapy students or November 30 for Entry Level Occupational Therapy Doctoral students) of the year in which the Student graduates, a Student Profile Form, a copy of which is attached hereto as Exhibit "B" and incorporated herein. The parties acknowledge and agree that only a Student Profile Form that is postmarked on or before August 31st (or March 31 or November 30) of the year in which the Student graduates shall satisfy this requirement.
- g. To send a Written Request Form, a copy of which is attached hereto as Exhibit "C" and incorporated herein, to the Center no later than thirty (30) days after the end of the sixth month following Graduation, if the Student desires for the Center to secure an internship placement for the Student.
- h. To participate in any internship program obtained by the University pursuant hereto.

## **2. UNIVERSITY RESPONSIBILITIES**

- a. The University will work with the Student to complete the Matrix.
- b. If the Student has not received a job offer for which a college degree is a qualification by the end of the first month after Graduation, the University will provide placement counseling upon the written request of the Student, provided that the Student has made since Graduation, and continues to make, a good faith effort to secure full-time or part-time employment for which a college degree is a qualification, without regard to geographic location or to pursue appropriate graduate studies.
- c. If the Student sends, and the Director receives, a Written Request Form, the University will make a good faith effort to secure for the Student a paid internship from a business, governmental entity or nonprofit entity located in Northeastern Pennsylvania, or from a business, governmental entity or nonprofit entity located in another geographic area if requested by the Student; provided, however, that neither the Center nor the University shall have any responsibility to place the Student in an internship in the geographic area requested by the Student. Such good faith efforts shall commence no later than upon the end of the seventh month following Graduation.
- d. If an internship site cannot be found for the Student within sixty (60) days of the end of the seventh month after Graduation, the University will pay the Student One Thousand Two Hundred (\$1,200.00) Dollars per month, minus all applicable payroll taxes, for a maximum of three (3) months thereafter; provided, however, that the Student continues to use good faith efforts to secure fulltime or part-time employment for which a college degree is a qualification, without regard to geographic location, or to pursue appropriate graduate studies. Such payments will cease upon the earlier of (i) the University's placement of the Student into a paid internship, (ii) the Student's receipt of a job offer, (iii) the Student's receipt of an offer to attend graduate school, or (iv) the expiration of the three (3) month period described in this Paragraph 2(d).
- e. If the internship is unpaid, the University will pay the Student Eight (\$8.00) Dollars per hour, minus all applicable payroll taxes, for a Thirty-Seven and One-half (37.5) hour work week for a period not to exceed three (3) months thereafter, with the understanding that all payments from the University will cease upon the earlier of (i) the University's placement of the Student into a paid internship, (ii) the Student's receipt of an offer of employment, (iii) the Student's receipt of an offer of admission to graduate school, or (iv) upon the amount of payments received by the Student from the University under this Agreement to date totaling Three Thousand Six Hundred (\$3,600.00) Dollars, minus all applicable payroll taxes.

- f. If the internship site pays less than Eight (\$8.00) Dollars per hour, the University will pay the Student the difference so that total remuneration for the internship equals Eight (\$8.00) Dollars per hour for the period set forth in, and subject to the limitations of, Paragraph 2(e) above.

### 3. OTHER MATTERS

- a. The Student may terminate this Agreement at any time by submitting a written and signed notification to the Center.
- b. This Agreement will terminate, without notice to the Student, if the Student:
- Fails to graduate within four (4) years with a BS or BA degree or within five (5) years with an MS degree in Occupational Therapy or Speech and Language Pathology or within 6 and one third (6.33) years with an Entry Level Occupational Therapy Doctoral or within six and one half (6.5) years with a Doctor of Physical Therapy;
  - Graduates with an academic major other than the major the Student declared by the first day of fall classes junior year;
  - Receives an offer to enter regular employment (full-time, or part-time) for which a college degree is a qualification regardless of geographic location;
  - Receives an offer to enter graduate school or professional school;
  - Receives an offer to enter the military service, or volunteers or serves in an intern capacity, e.g. Mercy Corps, Peace Corps, or VISTA;
  - Receives an offer for employment as a substitute teacher or a position for which provisional or permanent certification is required;
  - Fails to acquire the necessary license/certification to practice as a professional in the Student's chosen professional field, e.g., teacher certification, nursing, physical therapy, occupational therapy, radiography, speech and language pathology;
  - Is unable or unwilling to accept, or use good faith efforts in seeking, employment or acceptance into graduate school for appropriate graduate studies as recommended and determined reasonable by University, in its sole discretion;
  - Is unwilling to seek or accept employment due to geographic location;
  - Is not legally able to accept employment;
  - Fails to complete the requirements for any of the four or five or six and one third or six and one half years of the Matrix;
  - Fails to comply with any material provision of this Agreement;
  - Fails to timely provide a Student Profile Form and/or a Written Request Form; or
  - Is subject to disciplinary sanction more serious than a warning for violating the rules and regulations of the University.
- c. Upon the termination of this Agreement, the University's payment obligations hereunder will cease automatically. Notwithstanding the foregoing, Paragraphs 3 (e), 3 (f), 3 (g), 3 (h), 3 (i), 3 (j), and 3 (k) below shall survive any termination of this Agreement in accordance with their respective terms.
- d. Students are required to provide the Center with copies of any job offers or letter(s) of acceptance from graduate school(s) within ten (10) days of receipt.
- e. The University is entitled to reduce payment under this Agreement by the sum of any debts the Student owes the University. Monthly payments made by the University under this Agreement may be reduced, in whole or in part, until such time as the entire debt owed to the College by the Student has been offset. The Student remains liable for any amount he/she owes the College that has not been so offset.
- f. This Agreement shall be interpreted and enforced according to the laws of the Commonwealth of Pennsylvania.
- g. The Student's rights and obligations under this Agreement may not be assigned or transferred.

- h. The Student hereby fully and forever releases the University, its officers, directors, employees and agents from any and all claims, causes of action and proceedings of any nature for damages, losses and/or other liabilities incurred by Student arising from or related directly or indirectly to any internship program obtained by the University pursuant hereto.
- i. Any dispute, controversy or claim arising out of or in connection with this Agreement, if not resolved by the parties, must be submitted to final and binding arbitration to be conducted by one arbitrator in accordance with the rules then pertaining of the American Arbitration Association at Wilkes-Barre, Pennsylvania. The award rendered by the arbitrator may be entered as a judgment in any court of competent jurisdiction and the Prothonotary or Clerk of such court is hereby authorized to enter judgment in accordance with the award. All statutes of limitations which would otherwise be applicable shall apply to any arbitration proceeding hereunder. The arbitrator shall award attorney's fees and costs to the prevailing party pursuant to the terms of this Agreement.
- j. All notices, requests, demands and other communications hereunder shall be in writing and shall be deemed to have been duly given upon receipt if delivered by hand or two days following deposit in the U.S. mail, if mailed by certified or registered mail, return receipt requested, with postage prepaid, or one day following deposit with a nationally recognized overnight courier, charges prepaid, at the address set forth on the first page for each party or to such other address as either party may designate by like notice.
- k. This Agreement and the accompanying Matrix, Student Profile Form and Written Request Form contain the entire agreement on this subject between the Student and the College.

IN WITNESS WHEREOF, and intending to be legally bound hereby, the parties have executed this Agreement as of the day and year first written above.

Student:  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Misericordia University:  
Insalaco Center or Designee  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I choose not to participate in the Guaranteed Placement Program  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Career Preparation Matrix

Insalaco Center for Professional Development and Leadership



**MISERICORDIA**  
UNIVERSITY

## Career Preparation Matrix

Recommended  
Sequence by  
Year

	1	2	3	4/ Final yr.
<b>Consultation</b>				
<b>Requirements</b>				
Individual meeting with Insalaco Center Professional				•
Individual meetings with Academic Advisor each semester	•	•	•	•
<b>Documentation</b>				
<b>Requirement</b>				
Open and maintain Student Leadership Transcript	•	•	•	•
<b>Assessment and Occupational Research</b>				
<b>Requirement</b>				
Research occupations using assessment instruments and or career library resources/Must declare major by the first day of fall classes junior year	•	•		
<b>Academic</b>				
<b>Requirements</b>				
Participate in the Choice Program if undeclared	•			
Successfully complete First Year/Leadership Experience	•			
Graduate with a cumulative GPA of at least 3.0	•	•	•	•
<b>Career Management</b>				
<b>Requirements</b>				
Open and Maintain <i>my-MU</i> Portal Communication	•	•	•	•
Open and Maintain Campus Post Office Box	•	•	•	•
Participate in Community Service (suggested at least once over 4 years)	•	•	•	•
Participate in Resume Workshop		•		
Upload Resume to Handshake		•		•
Participate in Financial Fitness Workshop			•	
Participate in LinkedIn Workshop		•		
Participate in at least one internship or approved work experience relevant to the degree obtained at graduation		•	•	•

Participate in an Inclusive Excellence/Ethics Experience		•	•	•
Participate in Job Search Workshop				•
Participate in Professional Etiquette Workshop			•	
Participate in Mock Interview Workshop and Mock Interview				•
<b>Professional Employment Option</b>				
<b>Requirements</b>				
Update and finalize resume in Insalaco Center			•	•
Identify and inform professional references			•	•
Attend on-campus or pre-approved job fair (must get pre-approval for off-campus job fair)				•
Develop job search correspondence				•
Participate in interview skill development workshop				•
Finalize Student Leadership Transcript				•
Participate in on-campus interviewing activities (suggested)				•
Apply for professional employment positions				•
Employment acceptance				
Notify and provide documentation of employment to Insalaco Center				
<b>Graduate/Professional School Option</b>				
<b>Requirements</b>				
Register with Insalaco Center advisor as interested in pursuing graduate/professional school	•	•	•	
Research graduate/professional schools in Insalaco Center			•	•
Identify potential list of graduate/professional schools			•	•
Review admission test materials				•
Finalize Student Leadership Transcript			•	•
Select faculty references			•	•
Prepare for admission tests			•	•
Prepare and submit school applications				•
Graduate school acceptance				
Notify and provide documentation of graduate school acceptance to Insalaco Center				
<b>Post Graduation-first six months</b>				
<b>Requirement</b>				
Notify Insalaco Center bi-monthly of employment status				

Revised 07/28/21

## **My son/daughter completed the GPP and is graduating in May, now what happens?**

Students must begin conducting their job search well before graduation. So, really the student's job at this point is to be job searching, networking, and seeking employment from 9 am – 5 pm every day! Now that they have graduated, job searching should be their full time job!

Each GPP student is required to send back a Profile Form (see the sample below) which must be returned to the career center by August 31<sup>st</sup>. Since the end of August is 3 months after graduation, this form informs the Insalaco Center of the student's employment/graduate school status and progress.

# Profile Form

Insalaco Center for Professional Development and Leadership



Please take the time to share with us the following information and return this form to us by **August 31<sup>st</sup> 2021**. Thank you for your time.

Name \_\_\_\_\_ Major: \_\_\_\_\_

Current Address \_\_\_\_\_

Phone # and E-mail Address \_\_\_\_\_

What is your current employment/graduate school status (circle one)?    Employed                  Unemployed

Accepted to Graduate School          Awaiting Acceptance to Graduate school (specify date you expect to hear \_\_\_\_\_)

Have you been offered an employment position in your field or have you been accepted to graduate school in your field?  
Yes                  No                  (circle one)

Are you working within your field or in your major area?                  Yes          No                  (circle one)

Employer's Name or Graduate School Name \_\_\_\_\_ Job Title: \_\_\_\_\_

Employer's Address or Graduate School Address: \_\_\_\_\_

**For employed students:**

What do you enjoy about your current job? \_\_\_\_\_

What challenges are you faced with on the job? \_\_\_\_\_

**For graduate school students:**

What are you going to study in graduate school and what attracted you to the program? \_\_\_\_\_

Please list your most important professional/personal goals. \_\_\_\_\_

Did you utilize your Student Leadership Transcript (SLT) for your job search/graduate application process?    Yes          No          (circle one)

If yes, do you have any comments regarding the Student Leadership Transcript (SLT): \_\_\_\_\_

Would you be interested in supporting the GPP by speaking to current GPP students or sharing your experiences if requested?    Yes                  No                  (circle one)

Please provide any additional information/comments you wish to share \_\_\_\_\_

*Thank you for your time!*



## The GPP Levels Program

### Who is The GPP levels Program For?

- GPP Levels is for transfer students who are seeking a guided, semester-by-semester professional development plan as recommended by the Insalaco Center.
- It is also for students who started out in the regular GPP program and have completed most of the GPP program but miss one or two requirements such as those below:
  - Will require more than 4 years to complete an undergraduate degree program; more than 5 years to complete the MSOT or SLP program; more than 6.33 years to complete the OTD program; or more than 6.5 years to complete the DPT program.
  - Did not complete an internship experience.
  - Completed an internship experience in a major different from the major in which they will graduate.
  - Missed one or more GPP workshops.
  - Did not complete an ethics requirement.
  - Did not graduate with a minimum 3.0 GPA.
  - Did not upload a resume to Handshake by the designated deadline.
  - Did not finalize an SLT by the designated deadline.

### Benefit of graduating as a GPP Gold or Blue Levels:

Students who successfully complete the GPP Levels program at the Gold or Blue Level receive a GPP certificate at graduation signed by the president, as well as a GPP pin to recognize their efforts in the program that can be worn at graduation. GPP Gold Levels also receive a professional pen and business card holder set from the Insalaco Center upon completion of the Profile Form which is mailed to students after graduation.

### What are the requirements of the GPP Levels Program?

The requirements to participate in the GPP Levels program are outlined below. Please note that the GPP Gold Level and GPP Blue Level programs do not pledge a “guarantee” to graduates who have not secured employment 6 months after graduation as is the case in the original GPP program.

There are 2 required activities for the GPP Gold Level and GPP Blue Level:

- \* Resume Workshop (upload a resume to Handshake for review)
- \* Meeting with Insalaco Center Counselor for Final Resume and Cover Letter Review (senior year)
- To graduate as a **GPP Gold Level**, you must complete also **6 electives** from the below list in addition to the 2 requirements above
- To graduate as a **GPP Blue Level**, you must complete **3 electives** from the below list in addition to the 2 requirements above

#### Electives:

- \* Financial Fitness Workshop
- \* Job Search Workshop
- \* Etiquette Workshop

- \* Mock Interview Workshop and Mock Interview
- \* Student Leadership Transcript Completion and Finalization (with ICCD)
- \* Job Fair
- \* Employer Informational Interview or Employer Luncheon
- \* Experiential Education Experience (such as an Internship) **strongly recommended**
- \* Study Abroad Experience

If you wish to join the GPP Levels program, please contact Janine Fawbush at [jfawbush@misericordia.edu](mailto:jfawbush@misericordia.edu) or at 674-6409.