**CLASS RESUME CRITIQUE POLICY**

CAREER SERVICES

Rev 11/2013

**Instructors are reminded when requesting document critiques for students as part of a class assignment for résumés or cover letters to:**

1. **Students may come to the Center at any time or contact the Center by email for assistance with documents when it is for personal use and not a graded assignment**. If it is for a graded activity, the following procedures are designed to ensure that the process is clearly outlined to avoid delays and confusion and ensure proper routing by Center staff as we process class assignments for students differently than the general public due to grading being involved.
2. **Contact and arrange with the center** at least 2 weeks in advance (preferably) regarding any class assignment where a critique by the Career Center is a required component of the graded assignment. It is highly recommended and preferred that student documents be submitted to instructors and then instructors forward the documents to the Center for review either in paper or electronic form. This eliminates debates over receipt of items, late submissions, etc.
3. **If you have arranged for students to submit documents directly by email attachment, you must inform students to properly label documents** sent electronically to the center for review. All student documents must contain, in the subject line of the email, the instructor’s last name, course/section and whether it is SEATED (S) or ONLINE (O). We save all documents to our system as they are processed and it is essential that they are properly labeled. Improperly labeled documents may not be processed. A deadline is required, after which no documents will be critiqued, so that the Center does not continue to receive random submissions well after the deadline in class.
4. **Unless otherwise arranged in advance,** all documents received by email attachment for seated classes will be printed down and critiqued by the Center and returned directly to the instructor in paper form by envelope return for review and distribution to students with the exception of online students, provided that emails we receive are properly labeled. Only online students may receive documents returned by email individually and instructors will be carbon copied. We are not responsible for misplaced documents due to improper labeling or students who do not follow directions. All resumes submitted in paper format to the center will be processed on a first come, first served basis with a 24 hour turnaround time.
5. **Ensure that documents emailed to the center are in WORD** format only.
6. **Reiterate with students that the Center does not evaluate for GRADES**. Only instructors assign grades. The Career Center will not debate grades with students as the result of critiques made through the Center.

**Students must:**

1. **Properly label the subject line** in any communication sent to the Career Center inbox at [careerservices@coastalcarolina.edu](mailto:careerservices@coastalcarolina.edu). Email sent to any other address will not be processed.
2. **Submit documents by the instructor’s deadline**. The Center is open 8:30am until 4:30pm Monday through Friday. Documents received after the close of business on the due date will not be processed nor will documents be processed as the result of a student waiting until the morning of the due date to request a “rush critique” before class. We date and time stamp all documents as they are received.
3. **Submit documents in WORD format as an attachment only**. We are not able to process other formats nor will we review documents embedded in email or in “scratch” format.
4. **Receive returned critiques through their instructors**. We will not return documents for seated class activities directly to students. They will be returned to instructors directly. Online students will receive documents returned electronically and instructors will be carbon copied unless other arrangements have been made.

**Failure to follow these policies will result in documents not being processed and/or returned properly or in a timely manner.**