

# Career Center

Career Center Records

1939-2001

---

## Title Statement

Career Center Guide to the Career Center Records UA 94

**Author:** Special Collections Staff.

## Publication Statement

**Publisher:** Special Collections Research Center

William & Mary Special Collections Research Center  
Earl Gregg Swem Library  
400 Landrum Dr  
Williamsburg, Virginia  
Business Number: 757-221-3090  
spcoll@wm.edu  
URL: <https://libraries.wm.edu/libraries-spaces/special-collections>

---

2007-07-04

## Profile Description

**Creation:** This finding aid was produced using ArchivesSpace on 2025-08-07 07:02:50 -0400.

**Language Usage:** English

**Descriptive Rules:** Describing Archives: A Content Standard

## Descriptive Summary

### Unit ID

UA 94

### Unit ID

/repositories/2/resources/8526

### Unit Date

1939-2001

### Unit Date

1950-1985

### Language

English

### Creator

College of William and Mary. Career Center

### Extent

12.20 Linear Feet

### Repository

Special Collections Research Center

## Administrative Information

### **Conditions Governing Access:**

Collection is open to all researchers. Manuscript collections and archival records may contain materials with sensitive or confidential information that is protected under federal or state right to privacy laws and regulations, such as the Virginia Public Records Act (Code of Virginia. § 42.1-76-91); and the Virginia Freedom of Information Act (Code of Virginia § 2.2-3705.5). Confidential material may include, but is not limited to, educational, medical, and personnel records. If sensitive material is found in this collection, please contact a staff member immediately. The disclosure of personally identifiable information pertaining to a living individual may have legal consequences for which the College of William and Mary assumes no responsibility.

### **Conditions Governing Use:**

Before reproducing or quoting from any materials, in whole or in part, permission must be obtained from the Special Collections Research Center, and the holder of the copyright, if not Swem Library.

### **Preferred Citation:**

College of William and Mary Career Center Records, Special Collections Research Center, Early Gregg Swem Library, College of William and Mary.

## **Historical Note:**

The Career Center coordinates career development programs and recruitment services for all undergraduate and graduate programs at the College except the Law and MBA programs. Further information about this individual or organization may be available in the Special Collections Research Center Wiki:

[http://scdbwiki.swem.wm.edu/wiki/index.php/Career\\_Center](http://scdbwiki.swem.wm.edu/wiki/index.php/Career_Center).

## **Scope and Contents**

This collection includes fliers, reports, newsletters, manuals, and other material from the Career Center at the College of William and Mary. Records from the Placement Bureau, Office of Career Planning, Office of Career Services, and the Office of Corporate Relations and Placement are also included in the collection.

In 2010 the Career Center was named the Cohen Career Center

## **Separated Materials:**

Acc. 1991.074 transferred from the Office of Career Services 08/07/1991, was destroyed in 2007.

Acc. T1992.032 and Acc. T1995.0005 are set for destruction on 1/1/2010 according to Library of Virginia General Schedule 111 101104.

## **Keywords**

Booklets

Fliers (printed matter)

Publications

Reports

Career development

College of William and Mary--Students

Newsletters

## **Custodial History:**

Portions of this collection were previously part of the University Archives Publications Collection.

Records from the Office of Career Planning and Office of Corporate Relations and Placement were integrated into this collection on 11/11/2009.

Acc. 1991.074 transferred from the Office of Career Services 08/07/1991, was destroyed in 2007.

Acc. T1992.032 and Acc. T1995.0005 are set for destruction on 1/1/2010 according to Library of Virginia General Schedule 111 101104.

## **Description of Subordinate Components**

## **Series 1: Office of Corporate Relations and Placement Records**

**Unit ID** id63543

**Unit ID** /repositories/2/archival\_objects/321741

**Unit Date** 1939-1989

### **Scope and Contents**

This series includes fliers, newsletters, and other publications from the Placement Bureau and the Office of Corporate Relations and Placement from 1939 to 1989.

#### **Career Search Guide for MBAs**

**Unit ID** id37349

**Unit ID** /repositories/2/archival\_objects/321743

**Unit Date** 1984-1985

**Mixed Materials** 1 (Box)

**Container** 1 (Folder)

#### **Careers After College**

**Unit ID** id37351

**Unit ID** /repositories/2/archival\_objects/321744

**Unit Date** 1983-1985

**Mixed Materials** 1 (Box)

**Container** 2 (Folder)

#### **Keys to the Future**

**Unit ID** id37353

**Unit ID** /repositories/2/archival\_objects/321745

**Unit Date** 1984-1985

**Mixed Materials** 1 (Box)

**Container** 3 (Folder)

#### **Annual Reports**

**Unit ID** id37355

**Unit ID** /repositories/2/archival\_objects/321746

**Unit Date** 1985-1986

**Mixed Materials** 1 (Box)

**Container** 4 (Folder)

#### **Sources for Students and Alumni**

**Unit ID** id37356

**Unit ID** /repositories/2/archival\_objects/321747

**Unit Date** 1984-1985

**Mixed Materials** 1 (Box)

**Container** 5 (Folder)

#### **Career Exploration Day**

**Unit ID** id37317

**Unit ID** /repositories/2/archival\_objects/321748

**Unit Date** 1982-1984

**Mixed Materials** 2 (Box)

**Container** 1 (Folder)

**Career Placement Notes****Unit ID** id37318**Unit ID** /repositories/2/archival\_objects/321749**Unit Date** 1972**Mixed Materials** 2 (Box)**Container** 2 (Folder)**Career Placement Notes****Unit ID** id37319**Unit ID** /repositories/2/archival\_objects/321750**Unit Date** 1973**Mixed Materials** 2 (Box)**Container** 3 (Folder)**Career Placement Notes****Unit ID** id37320**Unit ID** /repositories/2/archival\_objects/321751**Unit Date** 1974**Mixed Materials** 2 (Box)**Container** 4 (Folder)**Career Placement Notes****Unit ID** id37321**Unit ID** /repositories/2/archival\_objects/321752**Unit Date** 1975**Mixed Materials** 2 (Box)**Container** 5 (Folder)**Career Placement Notes****Unit ID** id37322**Unit ID** /repositories/2/archival\_objects/321753**Unit Date** 1976**Mixed Materials** 2 (Box)**Container** 6 (Folder)**Career Placement Notes****Unit ID** id37323**Unit ID** /repositories/2/archival\_objects/321754**Unit Date** 1977-1978**Mixed Materials** 2 (Box)**Container** 7 (Folder)**Career Placement Notes****Unit ID** id37324**Unit ID** /repositories/2/archival\_objects/321755**Unit Date** 1979-1980**Mixed Materials** 2 (Box)**Container** 8 (Folder)

**Career Placement Notes****Unit ID** id37325**Unit ID** /repositories/2/archival\_objects/321756**Unit Date** 1980**Mixed Materials** 2 (Box)**Container** 9 (Folder)**Career Placement Notes****Unit ID** id37326**Unit ID** /repositories/2/archival\_objects/321757**Unit Date** 1986**Mixed Materials** 2 (Box)**Container** 10 (Folder)**Graduate and Professional School Day****Unit ID** id37327**Unit ID** /repositories/2/archival\_objects/321758**Unit Date** 1983**Mixed Materials** 2 (Box)**Container** 11 (Folder)**The Graduates Are Coming****Unit ID** id37328**Unit ID** /repositories/2/archival\_objects/321759**Unit Date** 1988-1989**Mixed Materials** 2 (Box)**Container** 12 (Folder)**Placement Bureau Annual Report****Unit ID** id37329**Unit ID** /repositories/2/archival\_objects/321760**Unit Date** 1939-1947**Mixed Materials** 2 (Box)**Container** 13 (Folder)**Placement Bureau Annual Report****Unit ID** id37331**Unit ID** /repositories/2/archival\_objects/321761**Unit Date** 1952-1954**Mixed Materials** 2 (Box)**Container** 14 (Folder)**Placement Bureau Annual Report****Unit ID** id37332**Unit ID** /repositories/2/archival\_objects/321762**Unit Date** 1955-1959**Mixed Materials** 2 (Box)**Container** 15 (Folder)

**Placement Bureau News Bulletin****Unit ID** id37333**Unit ID** /repositories/2/archival\_objects/321763**Unit Date** 1948-1952**Mixed Materials** 2 (Box)**Container** 16 (Folder)**Placement Information****Unit ID** id37337**Unit ID** /repositories/2/archival\_objects/321764**Unit Date** 1971-1982**Mixed Materials** 3 (Box)**Container** 1 (Folder)**Placement Information****Unit ID** id37338**Unit ID** /repositories/2/archival\_objects/321765**Unit Date** 1982-1985**Mixed Materials** 3 (Box)**Container** 2 (Folder)**Placement Report****Unit ID** id37339**Unit ID** /repositories/2/archival\_objects/321766**Unit Date** 1972-1979**Mixed Materials** 3 (Box)**Container** 3 (Folder)**Placement Report****Unit ID** id37340**Unit ID** /repositories/2/archival\_objects/321767**Unit Date** 1980-1981**Mixed Materials** 3 (Box)**Container** 4 (Folder)**Placement Report****Unit ID** id37342**Unit ID** /repositories/2/archival\_objects/321768**Unit Date** 1982**Mixed Materials** 3 (Box)**Container** 5 (Folder)**Placement Report****Unit ID** id37343**Unit ID** /repositories/2/archival\_objects/321769**Unit Date** 1983-1984**Mixed Materials** 3 (Box)**Container** 6 (Folder)

## **Placement Services at the College of William and Mary**

**Unit ID** id37344

**Unit ID** /repositories/2/archival\_objects/321770

**Unit Date** 1973-1984

**Mixed Materials** 3 (Box)

**Container** 7 (Folder)

## **Series 2: Office of Career Planning Records**

**Unit ID** id63544

**Unit ID** /repositories/2/archival\_objects/321742

**Unit Date** 1941-2001

### **Scope and Contents**

This series includes fliers, newsletters, and other publications from the Counseling Office, Office of Career Planning, Office of Career Services, and the Career Center from 1941 to present.

### **Career Planning, Office of**

**Unit ID** id37216

**Unit ID** /repositories/2/archival\_objects/321771

**Unit Date** 1974-1983

**Mixed Materials** Series 2, Box 1 (Box)

**Container** 1 (Folder)

### **Career Planning, Office of**

**Unit ID** id37217

**Unit ID** /repositories/2/archival\_objects/321772

**Unit Date** 1984

**Mixed Materials** Series 2, Box 1 (Box)

**Container** 2 (Folder)

### **Career Planning, Office of**

**Unit ID** id37218

**Unit ID** /repositories/2/archival\_objects/321773

**Unit Date** 1984

**Mixed Materials** Series 2, Box 1 (Box)

**Container** 3 (Folder)

### **Career Planning, Office of**

**Unit ID** id37219

**Unit ID** /repositories/2/archival\_objects/321774

**Unit Date** 1985-1987

**Mixed Materials** Series 2, Box 1 (Box)

**Container** 4 (Folder)

### **Career Planning, Office of**

**Unit ID** id37220

**Unit ID** /repositories/2/archival\_objects/321775

**Unit Date** 1989-1993

**Mixed Materials** Series 2, Box 1 (Box)

**Container** 5 (Folder)

**Career Planning, Office of****Unit ID** id37221**Unit ID** /repositories/2/archival\_objects/321776**Unit Date** 1994**Mixed Materials** Series 2, Box 2 (Box)**Container** 1 (Folder)**Career Counseling Library Resources****Unit ID** id37222**Unit ID** /repositories/2/archival\_objects/321777**Unit Date** 1976-1985**Mixed Materials** Series 2, Box 2 (Box)**Container** 2 (Folder)**Career Exchange Newsletter****Unit ID** id37223**Unit ID** /repositories/2/archival\_objects/321778**Unit Date** 1988**Mixed Materials** Series 2, Box 2 (Box)**Container** 3 (Folder)**Career Planning and Placement Manual****Unit ID** id37224**Unit ID** /repositories/2/archival\_objects/321779**Unit Date** 1977**Mixed Materials** Series 2, Box 2 (Box)**Container** 4 (Folder)**Career Planning Checklist****Unit ID** id37225**Unit ID** /repositories/2/archival\_objects/321780**Unit Date** 1985-1993**Mixed Materials** Series 2, Box 2 (Box)**Container** 5 (Folder)**College and Career****Unit ID** id37226**Unit ID** /repositories/2/archival\_objects/321781**Unit Date** 1941-1953**Mixed Materials** Series 2, Box 2 (Box)**Container** 6 (Folder)**Discover****Unit ID** id37227**Unit ID** /repositories/2/archival\_objects/321782**Unit Date** 1980-1989**Mixed Materials** Series 2, Box 2 (Box)**Container** 7 (Folder)

**An Employer's Guide****Unit ID** id37228**Unit ID** /repositories/2/archival\_objects/321783**Unit Date** 2001**Mixed Materials** Series 2, Box 2 (Box)**Container** 8 (Folder)**Futures--Volume I****Unit ID** id37229**Unit ID** /repositories/2/archival\_objects/321784**Unit Date** 1978**Mixed Materials** Series 2, Box 3 (Box)**Container** 1 (Folder)**Futures--Volume II****Unit ID** id37230**Unit ID** /repositories/2/archival\_objects/321785**Unit Date** 1978-1979**Mixed Materials** Series 2, Box 3 (Box)**Container** 2 (Folder)**Futures--Volume III****Unit ID** id37231**Unit ID** /repositories/2/archival\_objects/321786**Unit Date** 1979-1980**Mixed Materials** Series 2, Box 3 (Box)**Container** 3 (Folder)**Futures--Volume IV****Unit ID** id37232**Unit ID** /repositories/2/archival\_objects/321787**Unit Date** 1980-1981**Mixed Materials** Series 2, Box 3 (Box)**Container** 4 (Folder)**Futures--Volume V****Unit ID** id37233**Unit ID** /repositories/2/archival\_objects/321788**Unit Date** 1981-1982**Mixed Materials** Series 2, Box 3 (Box)**Container** 5 (Folder)**Futures--Volume VI****Unit ID** id37234**Unit ID** /repositories/2/archival\_objects/321789**Unit Date** 1982**Mixed Materials** Series 2, Box 3 (Box)**Container** 6 (Folder)

**Futures--Volume VII****Unit ID** id37235**Unit ID** /repositories/2/archival\_objects/321790**Unit Date** 1983-1984**Mixed Materials** Series 2, Box 3 (Box)**Container** 7 (Folder)**Futures--Volume VIII****Unit ID** id37236**Unit ID** /repositories/2/archival\_objects/321791**Unit Date** 1984-1985**Mixed Materials** Series 2, Box 3 (Box)**Container** 8 (Folder)**Futures--Volume IX****Unit ID** id37237**Unit ID** /repositories/2/archival\_objects/321792**Unit Date** 1985-1986**Mixed Materials** Series 2, Box 3 (Box)**Container** 9 (Folder)**Futures--Volume X****Unit ID** id37238**Unit ID** /repositories/2/archival\_objects/321793**Unit Date** 1986-1987**Mixed Materials** Series 2, Box 3 (Box)**Container** 10 (Folder)**Futures--Volume XI****Unit ID** id37239**Unit ID** /repositories/2/archival\_objects/321794**Unit Date** 1987-1988**Mixed Materials** Series 2, Box 3 (Box)**Container** 11 (Folder)**Futures Volume--XII****Unit ID** id37240**Unit ID** /repositories/2/archival\_objects/321795**Unit Date** 1988-1989**Mixed Materials** Series 2, Box 3 (Box)**Container** 12 (Folder)**Futures Volume--XIII****Unit ID** id37241**Unit ID** /repositories/2/archival\_objects/321796**Unit Date** 1989-1990**Mixed Materials** Series 2, Box 3 (Box)**Container** 13 (Folder)

**Futures Volume--XIV****Unit ID** id37242**Unit ID** /repositories/2/archival\_objects/321797**Unit Date** 1990-1991**Mixed Materials** Series 2, Box 3 (Box)**Container** 14 (Folder)**Futures Volume--XV****Unit ID** id37243**Unit ID** /repositories/2/archival\_objects/321798**Unit Date** 1991-1992**Mixed Materials** Series 2, Box 3 (Box)**Container** 15 (Folder)**Futures Volume--XVI****Unit ID** id37244**Unit ID** /repositories/2/archival\_objects/321799**Unit Date** 1992-1993**Mixed Materials** Series 2, Box 3 (Box)**Container** 16 (Folder)**Futures Volume--XVII****Unit ID** id37245**Unit ID** /repositories/2/archival\_objects/321800**Unit Date** 1993-1994**Mixed Materials** Series 2, Box 3 (Box)**Container** 17 (Folder)**Futures Volume--XVIII****Unit ID** id37246**Unit ID** /repositories/2/archival\_objects/321801**Unit Date** 1994-1995**Mixed Materials** Series 2, Box 3 (Box)**Container** 18 (Folder)**Futures Volume--XIX****Unit ID** id37247**Unit ID** /repositories/2/archival\_objects/321802**Unit Date** 1995**Mixed Materials** Series 2, Box 3 (Box)**Container** 19 (Folder)**Life After Dog Street (LADS)****Unit ID** id37248**Unit ID** /repositories/2/archival\_objects/321803**Unit Date** 1986-1993**Mixed Materials** Series 2, Box 3 (Box)**Container** 20 (Folder)

**Shared Experience Internship Program****Unit ID** id37249**Unit ID** /repositories/2/archival\_objects/321804**Unit Date** 1980-1999**Mixed Materials** Series 2, Box 3 (Box)**Container** 21 (Folder)**Washington Area Job Fair****Unit ID** id37250**Unit ID** /repositories/2/archival\_objects/321805**Unit Date** 1990**Mixed Materials** Series 2, Box 3 (Box)**Container** 22 (Folder)**Series 3: Correspondence****Unit ID** /repositories/2/archival\_objects/330092**Language** English**Conditions Governing Access**

Material is unprocessed. See staff for more information.

**Correspondence****Unit ID** /repositories/2/archival\_objects/330093**Mixed Materials** Series 3, Box 1 (Box)**Language** English