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## Finding Aid to the NDSU Career Planning and Placement Reports- 1938-2010

### NDSU Career Center

NDSU Career Center, Print Materials, 1938-Present  
3 linear ft.

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### OVERVIEW

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### HISTORY

The Career Center at NDSU aids in helping students and alumni in finding employment. The center “provides the resources and professional assistance to help students and alumni understand what employers expect and what kind of activities may advance their employability. Teaching students and alumni the job search skills required to successfully compete in today's labor market and connecting those students to employers is the commitment of the Career Center. (NDSU Career Center Website, 9/11)

## SCOPE AND CONTENT

The records of the NDSU Career Center contain various reports on employment of graduates and alumni of North Dakota State University. Some annual reports are missing from this collection. A folder is still given to that year but when missing it is noted as “empty”.

The [Placement Office Annual Report Series](#) contains reports dating back to the 1964/1965 school year to present. The annual reports show in detail number of graduates each year, what types of jobs graduates received, how many graduates found employment right after graduation, and how many graduates were still searching for jobs. The information on the reports varies from year to year, with some information hard to find. Teacher Placement Reports before 1981 can be found in the Teacher Placement Reports Series. Some annual reports are missing from this series indicated by folder numbers with no description.

The [Cooperative Education Placement Summary](#) contains reports on those students who were involved in career-related work experience in which they were granted academic credit between the years of 1993/1994 to 1998. “Employers hire Cooperative Education and Internship students to achieve company goals by providing work opportunities to students who apply current skills to the position that is offered.” (NDSU Career Center Website, 9/11)

The [Teacher Placement Report Series](#) are available from 1971-1981. This series includes thorough reports on placements of students with a teaching degree. Information found in this series includes teacher registrants and placement, teacher placement by state, and a salary survey. Teacher Placement Reports after 1981 can be found in the Placement Office Annual Report Series.

The [Placement Report for the College of Engineering Series](#) contains reports on the vocational plans for the graduating class of the students in the Engineering Department. The reports were made because the engineering faculty had demonstrated an interest in the plans of their students. This series include name of recruiting firms visiting NDSU, salary survey by those going into the working force, and placement of engineering students. This series runs from 1959 to 1971.

The [Recruitment Series](#) mainly consists of Career Services Recruiting Guides dating from the 1984-1985 school year, to the 1997-1998 school year. The guide from the 1989-1990 school year is missing. This series includes material used by the Career Service and given out to students in order to help them find jobs.

The [Public Relations Series](#) includes correspondences during the establishment of the Cooperative Education Office, histories of the Career Center, newspaper clippings, placement manuals, and newsletters.

## **BOX AND FOLDER LIST**

### **BOX 1**

1/1 Finding Aid

#### **Placement Office Annual Report Series**

- 1/2 1964-1965- no credential information on graduate placement,
- 1/3 1965-1966- 420 graduating students registered with the NDSU Placement Center receiving an average of 3 job offers per student
- 1/4 1966-1967- 424 graduating students registered with the NDSU Placement Center
- 1/5 1967-1968- 492 graduating students registered with the NDSU Placement Center with 26% remaining in North Dakota to work 16% of graduates entered the military and 13.4% went into graduate school
- 1/6 1968-1969- 544 students registered with the NDSU Placement Center
- 1/7 1969-1970- 1,338 potential graduates with 52% registered with NDSU Placement Office, and 49% of those individuals registered had already accepted employment. 11% of students were planning on attending graduate school, and another 11% were going into the military.
- 1/8 1970-1971- 1,538 potential graduates with 1,065 students registered with NDSU Placement Office and 337 students responding to the employment survey. 18 students reported on planning to attend graduate school and 26 were going to enter Military Service, 46 students had no job offers.
- 1/9 1971-1972- There were 1,202 total graduates (including all degrees) from the 1971/1972 school year, 584 registered with the NDSU Placement Office, 500 students were employed after graduation and 219 students were still seeking permanent employment. 101 individuals sought higher education, 58 students went into military services right out of college, and plans for 382 students are unknown.
- 1/10 1972-1973- There were 1,202 total graduates (including all degrees) from the 1972/1973 school year, 560 registered with the NDSU Placement Office, 408 students were employed after graduation and 238 students were still seeking permanent employment. 80 individuals sought higher education, 18 students went into military services right out of college, and plans for 459 students are unknown.
- 1/11 1973-1974- There were 1,322 total graduates (including all degrees) from the 1973/1974 school year, 586 registered with the NDSU Placement Office, 505 students were employed after graduation and 214 students were still seeking permanent employment. 111 individuals sought higher education, 29 students went into military services right out of college, plans for 471 students are unknown.
- 1/12 1974-1975- There were 1,021 total graduates (including all degrees) from the 1974/1975 school year, 325 registered with the NDSU Placement Office, 222 students were employed after graduation and 203 students were still seeking

permanent employment. 43 individuals sought higher education, 7 students went into military services right out of college, and plans for 525 students are unknown.

- 1/13 1975-1976- There were 934 registered graduates total from the 1975/1976 school year, 475 registered with the NDSU Placement Office, 222 students were employed after graduation and 247 students were still seeking permanent employment. 17 individuals sought higher education, 4 students went into military services right out of college, and plans for 1 student to go into farming.
- 1/14 1976-1977- EMPTY
- 1/15 1977-1978- 523 graduates (including all degrees) registered with the NDSU Placement Office, 419 of those individuals were employed after graduation, 12 individuals were still seeking employment, and 29 were seeking further education. 26 students fell into the “other” category representing farming, traveling, construction, hands-men and intern, and plans for 34 students are unknown.
- 1/16 1978-1979- EMPTY
- 1/17 1979-1980- EMPTY
- 1/18 1980-1981- EMPTY
- 1/19 1981-1982- 632 graduates (includes all degrees) registered with the NDSU Placement Office, 363 of those individuals were employed after graduation, 110 individuals were still seeking employment, and 23 were seeking further education. 11 students fell into the “other” category representing farming, traveling, construction, hands-men and intern, and plans for 125 students are unknown.
- 1/20 1982-1983- 1248 graduates earning a Bachelor’s Degree registered with the NDSU Placement Office, 616 of those individuals were employed after graduation, 101 individuals were still seeking employment, and 42 were seeking further education. 5 students fell into the “other” category representing farming, traveling, construction, hands-men and intern, and plans for 553 students are unknown.
- 1/21 1983-1984- 145 graduates (includes all degrees) registered with the NDSU Placement Office, 61 of those individuals were employed after graduation, 9 individuals were still seeking employment, and 6 were seeking further education. 14 students fell into the “other” category representing farming, traveling, construction, hands-men and intern, and plans for 55 students are unknown.
- 1/22 1984-1985- 898 graduates (all degrees) registered with the NDSU Placement Office, 549 of those individuals were employed after graduation, 146 individuals were still seeking employment, and 36 were seeking further education. 21 students fell into the “other” category representing farming, traveling, construction, hands-men and intern, and plans for 145 students are unknown.
- 1/23 1985-1986- 800 graduates (includes all degrees) registered with the NDSU Placement Office, 445 of those individuals were employed after graduation, 157 individuals were still seeking employment, and 32 were seeking further education. 29 students fell into the “other” category representing farming,

traveling, construction, hands-men and intern, and plans for 122 students are unknown.

- 1/24 1986-1987- 594 graduates (includes all degrees) registered with the NDSU Placement Office, 470 of those individuals were employed after graduation, 63 individuals were still seeking employment, and 12 were seeking further education. 14 students fell into the “other” category representing farming, traveling, construction, hands-men and intern, and plans for 35 students are unknown.

## **Box 2**

- 2/1 1987-1988- 689 graduates (including all degrees) registered with the NDSU Placement Office, 107 of those individuals were employed after graduation, 100 individuals were still seeking employment, and 29 were seeking further education. 18 students fell into the “other” category representing farming, traveling, construction, hands-men and intern, and plans for 155 students are unknown.
- 2/2 1988-1989-832 graduates (includes all degrees) registered with the NDSU Placement Office, 479 of those individuals were employed after graduation, 193 individuals were still seeking employment, and 24 were seeking further education. 19 students fell into the “other” category representing farming, traveling, construction, hands-men and intern, and plans for 118 students are unknown.
- 2/3 1989-1990- 527 graduates earning a Bachelor’s Degree registered with the NDSU Placement Office, 403 of those individuals were employed after graduation, 40 individuals were still seeking employment. Plans for 40 students are unknown, and 41 students fell into the “other” category representing farming, traveling, construction, hands-men and intern.
- 2/4 1990-1991- 630 graduates earning a Bachelor’s Degree registered with the NDSU Placement Office, 374 of those individuals were employed after graduation, 65 individuals were still seeking employment. Plans for 165 students are unknown, and 5 students fell into the “other” category representing farming, traveling, construction, hands-men and intern and 21 students were entering graduate school.
- 2/5 1991-1992- 630 graduates earning a Bachelor’s Degree registered with the NDSU Placement Office, 373 of those individuals were employed after graduation, 65 individuals were still seeking employment. Plans for 165 students are unknown, and 27 students fell into the “other” category representing farming, traveling, construction, hands-men and intern.
- 2/6 1992-1993- 506 graduates earning a Bachelor’s Degree registered with the NDSU Placement Office, 214 of those individuals were employed after graduation, and 96 individuals were still seeking employment. Plans for 173 students are unknown and 23 students plan on continuing their education.
- 2/7 1993-1994- 491 graduates earning a Bachelor’s Degree registered with the NDSU Placement Office, 275 of those individuals were employed after graduation,

and 51 individuals were still seeking employment. Plans for 144 students are unknown and 21 students plan on continuing their education.

- 2/8 1994-1995- There were 1,263 undergraduate degrees given during the 1994/1995 school year. Of those degree recipients, 143 were continuing education, 880 were entering the job market, with 609 individuals employed in their major or minor and 46 graduates were still active in job search.
- 1995-1996- There were 1,307 undergraduate degrees given during the 1995/1996 school year. Of those degree recipients, 203 were continuing education, 976 were entering the job market, with 655 individuals employed in their major or minor and 24 graduates were still active in job search.
- 1996-1997- There were 1,304 undergraduate degrees given during the 1996/1997 school year. Of those degree recipients, 212 were continuing education, 962 were entering the job market, with 593 individuals employed in their major or minor and 17 graduates were still active in job search.
- 1997-1998- There were 1,360 undergraduate degrees given during the 1997/1998 school year. Of those degree recipients, 200 were continuing education, 1,046 were entering the job market, with 770 individuals employed in their major or minor and 39 graduates were still active in job search.
- 1999- There were 1,388 undergraduate degrees given in 1999. Of those degree recipients, 208 were continuing education, 1,047 were entering the job market, with 765 individuals employed in their major or minor and 51 graduates were still active in job search.
- 2000- There were 1,381 undergraduate degrees given in 2000. Of those degree recipients, 216 were continuing education, 1,005 were entering the job market, with 754 individuals employed in their major or minor and 50 graduates were still active in job search.
- 2001- There were 1,319 undergraduate degrees given in 2001. Of those degree recipients, 232 were continuing education, 950 were entering the job market, with 700 individuals employed in their major or minor and 48 graduates were still active in job search.
- 2002- There were 1,387 undergraduate degrees given in 2002. Of those degree recipients, 229 were continuing education, 1,015 were entering the job market, with 648 individuals employed in their major minor and 93 graduates were still active in job search.
- 2003- There were 1,437 undergraduate degrees given in 2003. Of those degree recipients, 267 were continuing education, 1,038 were entering the job market, with 684 individuals employed in their major or minor and 94 graduates were still active in job search.
- 2004- There were 1,525 undergraduate degrees given in 2004. Of those degree recipients, 262 were continuing education, 1,092 were entering the job market, with 890 individuals employed in their major or minor and 78 graduates were still active in job search.
- 2/9 2005- There were 1,532 undergraduate degrees given in 2005. Of those degree recipients, 248 were continuing education, 1,065 were entering the job market, with 841 individuals employed in their major or minor and 64 graduates were still active in job search.

- 2006- There were 1,642 undergraduate degrees given in 2006. Of those degree recipients, 277 were continuing education, 929 were entering the job market, with 782 individuals employed in their major or minor and 65 graduates were still active in job search.
- 2007- There were 1,488 undergraduate degrees given in 2007. Of those degree recipients, 276 were continuing education, 871 were entering the job market, with 741 individuals employed in their major or minor and 50 graduates were still active in job search.
- 2008- There were 1,726 undergraduate degrees given in 2008. Of those degree recipients, 222 were continuing education, 944 were entering the job market, with 789 individuals employed in their major or minor and 55 graduates were still active in job search.
- 2009- There were 1,713 undergraduate degrees given in 2009. Of those degree recipients, 340 were continuing education, 973 were entering the job market, with 614 individuals employed in their major or minor and 268 graduates were still active in job search.
- 2010- There were 1,759 undergraduate degrees given in 2010. Of those degree recipients, 290 were continuing education, 1,109 were entering the job market, with 684 individuals employed in their major or minor and 340 graduates were still active in job search.
- 2011- There were 1,814 undergraduate degrees given in 2011. Of those degree recipients, 311 were continuing education, 1,156 were entering the job market, with 740 individuals employed in their major or minor and 312 graduates were still active in job search.

### **Cooperative Education Placement Summary Series**

- 2/10 Fall 1991
- 2/11 1993-1994
- 2/12 1994-1995
- 2/13 Summer 1995
- 2/14 1995-1996
- 2/15 Fall 1997
- 2/16 Spring 1998

### **Teacher Placement Annual Report Series**

- 2/17 1969
- 2/18 1970
- 2/19 1971
- 2/20 1972
- 2/21 1973
- 2/22 1974
- 2/23 1975
- 2/24 1976
- 2/25 1977
- 2/26 1978

2/27 1979  
2/28 1980  
2/29 1981

### **Placement Report-College of Engineering Series**

2/30 1959  
2/31 1960  
2/32 1961  
2/33 1962  
2/34 1963  
2/35 1964  
2/36 1965- EMPTY  
2/37 1966  
2/38 1967  
2/39 1968  
2/40 1969  
2/41 1970- EMPTY  
2/42 1971

### **Box 3**

#### **Recruitment Series**

3/1 Recruiting Guide – 1984-1985  
3/2 Recruiting Guide – 1985-1986  
3/3 Recruiting Guide – 1986-1987  
3/4 Recruiting Guide – 1987-1988  
3/5 Career Services Recruiting Guide – 1988-1989  
3/6 Career Services Recruiting Guide – 1990-1991  
3/7 Career Services Recruiting Guide – 1991-1992  
3/8 Career Services Recruiting Guide – 1992-1993  
3/9 Career Services Recruiting Guide – 1993-1994  
3/10 Career Services Recruiting Guide – 1994-1995  
3/11 Career Services Recruiting Guide – 1995-1996  
3/12 Career Services Recruiting Guide – 1996-1997  
3/13 Career Services Recruiting Guide – 1997-1998  
3/13a Career Services Recruiting Services – 2007-2008  
3/14 Recruiting Business Card – 2004, 2005  
3/15 Job Information and Placement Center: NDSU FACTS – July 1988, 1990; Brochure – August 1988; Career Center Brochures – 2002, 2003  
3/16 An Employer Guide to Career Services – 1996, 1998, 1999-00, 2000-01, 2002-03, 2003- 04, 2004-05, 2005-06  
3/17 Winter Interviewing Schedule – February 1986  
3/18 Cooperative Education brochures – 1970s-1980s  
3/18a Cooperative Education brochures – 1990s-2000s



- 3/19 Cooperative Education Folder and Information – n.d
- 3/20 Career Center – bookmark – 1992
- 3/21 Career Services Business After Hours postcard – 1996
- 3/22 Recruitment - flyer – faculty & staff urge students to take advantage of services – 1997
- 3/23 Job Search Packet – 2006

### **Public Relations Series**

- 3/23 Clippings: Career Center: New Personnel Department to better student relations, 1938; NDAC has established Student Placement Service, 1950; SU creates Career Center, 1998; 20 years of cooperative education at SU, 1998. Cooperative Education: Cooperative education program already paying dividends – 1978; SU Co-op Ed program receives federal grant – 1979; Co-op education job offers opportunity – 1985; Co-op education celebrates growth, 1988.; Cooperative Education at NDSU: Students Earn While They Learn, n.d.; NDSU Speaker Touts Cooperative Education - 1988
- 3/24 Website – February 2002
- 3/25 Employment and Additional Education Survey for 1981-82 Graduates
- 3/26 Career Day – letter – 1995
- 3/27 How to Succeed at the 1996 Career Fair – flyer – 1996
- 3/28 Career Event – flyer – 1997
- 3/29 Tri-College Career Fair: flyer & bookmark, 1998; material, 2000
- 3/30 Aviation – No. 1 – Your Career Services – c.1952
- 3/31 Home Economics and your future – No. 2. – Your Career Services – c. 1952
- 3/32 The Arts and the Sciences – No. 4 – Your Career Series – April 1952
- 3/33 Conversion to electronic registration – letter/flyer, 1996
- 3/34 On-line vacancy bulletin – flyer, 1997
- 3/35 Establishment of Cooperative Education Office – correspondence – 1977
- 3/36 Report: Cooperative Education at NDSU in the 1990's: Students Assessments and Program Operations and Impacts – July 1993
- 3/37 *The Cooperative Education Newsletter* – October 1978
- 3/38 Cooperative Education – tabloid piece – 1988, c. 1991, c.1993, n.d.
- 3/39 “CO-OP Currents” – May 1991
- 3/40 *The Cooperative Journal* – October 1993
- 3/41 Cooperative Education/Internships – brochure – 1997, 1998, 2002, 2004
- 3/42 Cooperative Education – Faculty Handbook – n.d.
- 3/43 Cooperative in Mechanical Engineering – 1987-1988
- 3/44 Career Advising and Placement Guide – College of Arts & Sciences – c. 1960s
- 3/45 Placement Manual – 1973-1974
- 3/46 Job Information and Placement Manual – 1983, n.d.
- 3/47 Campus & Fargo map – 1998
- 3/48 Credential cover sheets – n.d.
- 3/49 North Dakota Association of Career Service Professionals Member Institutions (NDACSP) – member listing, 2001; envelope & letterhead, n.d.

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