The Office of Career Planning provides a wide variety of career-related services to help define and further career goals. We also play an important role in the development of professional skills and habits. Please assist us by following these guidelines so that we can ensure these resources are available to everyone.

**A. CAREER PLANNING**

All students and alumni are welcome to meet with the Director and Assistant Director for guidance with a career search or resume and cover letter writing. Please make an appointment with our Career Planning Assistant or stop by during walk-in hours.

**B. LIBRARY**

OCP has print resources for several areas of law, and even resources for life aside from a legal career. Our topics range from law firms, government, public interest, judicial clerkships and alternative careers to professional correspondence guides, being a minority lawyer, and how to cope with difficult bosses. OCP subscribes to several magazines, including *Student Lawyer* and *LegalTimes*. Please see the index of print resources on the OCP website. There are binders of surveys of several previous class years’ summer jobs, and clerkship interview feedback reports. The directories are extensive and include several resources. OCP also offers several online directories and resources. Please visit our online resources page on the OCP website for a complete listing. **All print resources are available for a 48 hour check-out period, provided a yellow check-out slip is completed and left with the Career Planning Assistant. Delinquency in returning borrowed materials will result in revocation of the privilege.**

**C. FAX MACHINE USAGE**

The fax machine is available 24/7 for career-related communications. Each fax must be logged in the black binder. Please follow the operational information posted near the fax machine before use. In addition, you will need to swipe your Student ID card at the OCP Kiosk and select Office Equipment. If you would like to send a non-career related fax, please consult with a staff member.

**D. TYPEWRITER**

Bar applications are required to be typewritten. You can find a typewriter in the first carrel outside of the office.

**E. OFFICE SUPPLIES**

The Career Planning Assistant maintains a supply of simple office supplies on the main OCP table, including staplers/remover, and a hole punch. Please DO NOT use or remove anything from the Career Planning Assistant’s desk. Please alert a staff member if supplies need replenishing or if there is a resource that is needed.

**F. CELL PHONE USAGE**

Cellular phones may not be used in OCP.

**G. COMPUTER/CARREL USAGE**

The carrels in the OCP courtyard house computers designated for career-related work. Such work includes editing/printing resumes and cover letters, online job searching, and accessing Symplicity. During peak periods (including fall and spring on-campus recruiting seasons), please use these computers only for career-related work and limit your use to 30 minutes. Do not leave books and other personal items in the carrels at any time when you are not working at the carrels.