



## Placement Services Records UA.4.5

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University Archives and Historical Collections

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## Summary Information

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<b>Repository:</b>	University Archives and Historical Collections
<b>Creator:</b>	Michigan State University. Placement Services
<b>Source:</b>	Michigan State University. Placement Services
<b>Source:</b>	State Archives of Michigan
<b>Title:</b>	Placement Services records
<b>ID:</b>	UA.4.5
<b>Date [inclusive]:</b>	1942-1984
<b>Physical Description:</b>	1 Cubic Feet
<b>Language of the Material:</b>	English .

### Preferred Citation

Researchers wishing to cite this collection should include the following information: "Item title, Collection title, Collection Identifier, Michigan State University Archives & Historical Collections, East Lansing, Michigan."

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## Historical Note

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Placement Services was created in 1950 and administered by the Office of the Dean of Students. From 1963 to 1972 it was called Placement Bureau. The name changed to Placement Services in 1983. The office administered by the Dean of Students until 1963. From 1963 to 1975 it was administered by the Executive Vice President and Secretary of Board of Trustees. From 1976 to January 1980 it was managed by the Executive Vice President and Vice President for Administration and State Relations. From February 1980 to 1984 it was administered by the Vice President for Administration and Public Affairs. In 1985 Student Affairs and Services took over the management of the Placement Services Office.

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## Scope and Contents

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The collection contains reports, brochures, newsletters, and information for students about careers. Also included are special reports that indicate employment rates and statistics on employment trends for various student demographics.

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## Administrative Information

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### Publication Statement

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## Related Materials

### Related Archival Materials

See Career Services and Placement records (UA 7.6) for 1985 and later.

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## Controlled Access Headings

- Career development
- College graduates -- Employment
- College placement services
- College students -- Employment
- Minorities -- Employment
- Women -- Employment
- Vocational guidance
- Annual reports
- Brochures
- Minutes (administrative records)
- Newsletters
- Reports
- Michigan State University. Associated Students of Michigan State University
- Michigan State University. Placement Services
- Michigan State University. Placement Services
- State Archives of Michigan

## Collection Inventory

Title/Description	Instances	
Career Carnival brochures, 1963, 1968	box 2326	folder 1
Associated Students of Michigan State University Board Meeting Minutes, June 1965	box 2326	folder 2
Career Exploration and Decision Making Handout	box 2326	folder 3

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Career Information Center Flyer	box 2326	folder 4
College Graduates and the Job Market, April 1978	box 2326	folder 5
The College Recruiter's Calendar, 1952-1953	box 2326	folder 6
Guide for the Selection of a Superintendent of Schools	box 2326	folder 7
Liberal Arts Committee on Placement Student Information, 1942	box 2326	folder 8
Memorandums Regarding Student Employment, 1979, 1980	box 2326	folder 9
Placement Bureau Brochures	box 2326	folder 10
Placement Trends Publication, 1973-1975	box 2326	folder 11
Placement Workshop Schedules, Spring/Fall 1977, Spring 1981	box 2326	folder 12
Post-Graduation Surveys, 1956-1958	box 2326	folder 13
Projected Supply and Demand for Teachers through 1986 in Michigan Public Schools, 1974	box 2326	folder 14
Projected Supply and Demand through 1987 in Michigan Public Schools, 1975	box 2326	folder 15
Recruiting Trends Survey, 1974-1975	box 2326	folder 16
Senior Placement Manual, 1969	box 2326	folder 17
Special Reports		
Alphabetical Listing of Employers and Graduate Schools for Class of 1972-1973	box 2326	folder 18
Alphabetical Listing of Employers and Graduate Schools for Class of 1973-1974	box 2326	folder 19
Employment of American-Indian Students, 1973-1974	box 2326	folder 20
Employment of Black Students, 1972-1973	box 2326	folder 21
Employment of Black Students, 1973-1974	box 2326	folder 22
Employment of Black Graduates, 1976-1977	box 2326	folder 23
Employment of Doctoral Students, 1973-1974	box 2326	folder 24
Employment of Female Students, 1972-1973	box 2326	folder 25
Employment of Female Students, 1973-1974	box 2326	folder 26
Employment of Female Students, 1976-1977	box 2326	folder 27
Employment of Honors College Students, 1973-1974	box 2326	folder 28
Employment of Spanish-American Students , 1973-1974	box 2326	folder 29
Statistical Analysis of Placement Activity on Behalf of Graduating Students, 1955-1957	box 2326	folder 30

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Student Job Descriptions and Classifications, 1972	box 2326	folder 31
What Now? A Placement Guide for Liberal Arts Graduates, 1975	box 2326	folder 32
Work Monitoring and Work Study Handbook, 1979-1980	box 2326	folder 33
Vocations for Social Change Bulletin, 1971, 1972	box 2326	folder 34

## Annual Reports

Title/Description	Instances
Published in State Board Reports	volume Bd. of Ag.
1944	
1945	
1946	
1947	
1948	
1949	
1950	
1951	
1952	
1953	
1954	
1955	
1956	
1957	
Unpublished	box Annual Reports
1948-1949	
1953-1954	
1955-1956	
1956-1957	
1957-1958	
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1976-1977
1977-1978
1978-1979
1979-1980
1980-1981
1982-1983
1983-1984

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## Serials

Title/Description	Instances
#554: Placement Manual	
#555: Placement Services Annual Salary Reports	
#556: Placement Services Follow-Up Report	
#557: Placement Services Listing of Employers Interviewing	
#558: Placement Services Listing Of Employers Interviewing - Men	
#559: Placement Services Listing of Employers Interviewing - Women	



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#560: Placement Services Vacancy Bulletin

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#561: Placement Services Vacancy Bulletin - Administrative Openings

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#562: Placement Services Vacancy Bulletin - Alumni Business, Industry, Government

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#563: Placement Services Vacancy Bulletin - Education

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#564: Placement Services Vacancy Bulletin - Elementary and Secondary Education

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#565: Placement Services Vacancy Bulletin - Higher Education

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#566: Placement Services Vacancy Bulletin - Vocations for Social Change

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#567: Placement Trends

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#599: Recruiting Trends

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#675: Student Employment Manual

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#781: Placement Workshops

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#782: Employment Outlook for MSU Graduates

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#922: Placement Bureau

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