

Inventory of the

**Career Planning &  
Placement Center**

Records

In the

Northern Illinois University Archives

**UA 46**

## INTRODUCTION

Material from the Career Planning and Placement Center came to the University Archives in several installments during the 1970's. There are no restrictions on access to these records.

4 boxes  
1.50 linear feet  
1936-

## SCOPE AND CONTENT

The records in this series document the activities of the Career Planning and Placement Center. A history of the Center is in box one, folder one, along with an organizational chart. Leaflets included in this series are an announcement of the Center's move to new quarters and programs from conferences it sponsored. The reports in this series were prepared by the Career Planning and Placement Center's director and his staff. Researchers should consult the Office of Institutional Research series (UA 6) for additional enrollment projections and reports, as well as other University Archives collections for further information concerning the Placement Office and the Career Planning and Placement Office.

## HISTORICAL SKETCH

Early graduates found employment with the aid of the President's Office. School supervisors were greeted by the president and prospective candidates were, then, called to the office for interviewing. In 1917 Floyd Ritzman, director of Training Schools, was given the job of coordinating placement services. Later, in 1922, a Bureau of Appointments was established to handle placement matters. The name was changed in 1928 to the Appointments Committee and, again, in 1930 to the Placement Bureau.

The Director of the Placement Bureau was Mr. O.E. Peterson. He served as director from 1933 until his death in 1951. During that time Mr. Peterson was also head of the Education Department. Martin Bartels succeeded Peterson and was director of the Bureau until he retired in 1974. Mr. Bartels also served as an associate professor in the Education Department.

In 1953 the Placement Bureau was assigned to Student Personnel Services. It later became part of the Student Affairs Division and was renamed the Career Planning and Placement Center in 1972. At the end of 2004 Cooperative Education was merged with Career Planning & Placement, and renamed Career Services.

## SUBJECT TRACINGS

Placement Office  
Enrollments - Demographics

COLLECTION INVENTORY

<u>BOX</u>	<u>FOLDER</u>	<u>DESCRIPTION</u>
1	1	History and Organization, 1966-1971
	2	Newsletters and Flyers, (1953-2014)
	3	Placement Reports, 1942-1978
	4	Enrollment Projections, 1954-1968
	5	Population Changes Reports, 1957-1971
	6	Teacher Supply and Demand Reports, 1952-1978
	7	Index of Teacher Demand, 1954-1973
2	1	General Education and Staffing Reports, 1953-1973
	2-7	Annual Reports, 1936-1957
3	1-6	Annual Reports, 1958-1973
	7	Support Function Review, FY 1988
4	1-2	Graduate Follow-up Reports, (1981-1997)
	3	Career Services correspondence, mass e-mails, December 2012-