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Respondent

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Anonymous

390:42

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Application Information

1. Name: *

Emilia Ovasapyan

2. GCC Title/Position: *

Career Counselor

3. Department: *

Student Services/Continuing Education

4. Campus: *

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7. Dean or Department Head's Name: *

Aarin Edwards

Project Proposal

8. Name of Project/Program: *

Career Café

9. Please select which category best describes your project: *

- Arts & Culture
- Athletics & Fitness
- Career & Work Training
- College Operations & Facilities
- Humanities/Social Sciences
- Science & Technology

10. Amount requested: *

\$8,000

11. What do you propose to do? *

Career Café proposes to provide weekly career readiness and workforce development support for non-credit students, many of whom are immigrants, first-generation students, and individuals who are new to the United States. Many participants already hold degrees, professional experience, and valuable skills from their home countries but face challenges understanding how to navigate the U.S. workforce, educational system, and career pathways.

Hosted at the Career and Counseling Center, Career Café creates a safe, welcoming, and supportive environment where students can receive guidance, ask questions, and build confidence as they work toward their career and educational goals in the United States. Career Cafe meets once a week for one hour in a relaxed café-style setting where students are served coffee and pastries while participating in meaningful career conversations and workforce preparation activities.

Career Café activities include resume writing assistance, interview preparation, job search strategies, networking skills, drop-in career questions, guest speakers, and workshops focused on career fair preparation and workplace readiness. Career Café helps students understand how their education, work experience, and transferable job skills can be applied within the U.S. job market while at the same time offering connection to educational and career opportunities.

During the Spring 2025 semester, the Career Café served 141 student participants by providing accessible career readiness support tailored to the needs of non-credit students. Services included drop-in career guidance, resume and cover letter assistance, job search support, interview preparation, and career exploration workshops designed to strengthen workforce readiness skills and increase student confidence.

The strong level of participation demonstrated a clear need for accessible and supportive career services for non-credit students. With additional funding, the Career Café aims to expand outreach efforts, increase student participation, enhance workshop offerings, and continue developing the services as an ongoing resource for student success and workforce development.

The Career Café serves as an ongoing support system where students feel comfortable seeking help throughout their career and educational journey. The overall goal is to increase career readiness, self-confidence, educational engagement, and employment opportunities for non-credit students to move up the social mobility ladder in United States.

12. Who will be involved in the project/program? *

The Career Café will engage non-credit students as participants and involve Career and Counseling Center staff for program support, along with faculty, guest speakers, community professionals, and CareerEd partners who will contribute career knowledge, resources, and workforce development opportunities.

13. What are the benefits of this project/program to the students, college, and the community? *

Career Café benefits students by increasing confidence, career readiness, and access to educational and employment opportunities. Students gain practical workforce skills, professional guidance, and a sense of belonging through a safe and supportive environment.

The Career Café benefits the college by increasing student engagement, supporting student retention, and strengthening career services for non-credit students. It also demonstrates the college's commitment to equity, inclusion, workforce development, and student success.

The community benefits from a better-prepared workforce, increased economic mobility, and stronger connections between immigrant communities and local employers.

14. How does this project/program support the College's Institutional Strategic Plan? *

View ISP at <https://www.glendale.edu/home/showpublisheddocument/68172>

Career Café directly supports the College's Institutional Strategic Plan by advancing the priorities of Inclusion, Success, and Support for underserved and nontraditional student populations, particularly non-credit students, immigrants, adult learners, and first-generation students.

Goal A: Inclusion

The Career Café supports students by creating a safe, welcoming, and culturally responsive environment where students feel valued, supported, and connected to the college community. Career Café specifically supports students by engaging underrepresented and nontraditional students and helping improve retention through consistent support, mentorship, career guidance, and community-building opportunities. The Career Cafe also supports students by expanding inclusive campus-based activities that address students' evolving needs, including cultural responsiveness, confidence-building, community connection, and navigating life and employment in a new country.

Goal B: Success

Many Garfield students do not have the knowledge of American educational systems, which is the foundation to understanding how education leads to career goals. Students often ask what the difference is between noncredit and credit or what degree, certificate, or training program is needed to pursue a particular career goal. Career Cafe supports students by helping students achieve their educational, career, and economic goals through workforce readiness workshops, resume and interview support, networking opportunities, career exploration, and guidance on navigating career pathways in the United States. Career Cafe will help students by strengthening community and industry engagement through guest speakers and providing equitable support services that address students' academic and non-academic needs.

Goal C: Support

Career Café supports non-credit students transition into credit pathways, workforce opportunities, certificates and degrees. Career Café strengthens student support systems and creates a greater sense of belonging and engagement for students who may otherwise feel isolated or disconnected from campus resources.

Overall Impact

Overall, Career Café advances the college's mission to provide equitable access, inclusive support, workforce preparation, and meaningful opportunities for student success and community engagement. The community benefits from a better-prepared workforce, increased economic mobility, and stronger connections between immigrant communities and local employers.

15. Timeline for the project/program. *

Career Café will meet weekly at the Garfield Mariposa Building, Room 221, Career and Counseling Center on Tuesdays from 11:45 a.m. to 12:45 p.m. The Career Café will run for 14 weeks during the Fall 2026 semester and 14 weeks during the Spring 2027 semester.

16. How do you propose to use the funds requested? Please include specific budget information. *

The requested funds will support the continued operation and growth of Career Café by creating a welcoming and supportive environment for non-credit students. Funding will help provide refreshments that encourage student participation and community-building, while also supporting workshop materials, career preparation resources, and outreach efforts to expand student awareness and engagement.

- Refreshments and baked goods (coffee, water, pastries, cups, plates) : \$2,375
- Workshop materials and supplies: \$1,375
- Career readiness resources and printing: \$1,750
- Outreach and promotional materials: \$2,500

Total Requested: \$8,000

17. Please list any other sources of funding you have applied for and include dollar amounts if already awarded. *

At this time, no additional funding sources have been secured. The program will continue seeking partnerships and potential community support opportunities to sustain and expand services.

18. How will the Foundation's support be recognized? *

The Foundation's support will be formally acknowledged in all promotional and program-related materials for Career Café, including flyers, posters, and digital communications used to promote the program and its weekly sessions. We will prominently recognize the Glendale Foundation for its support in funding and sustaining this initiative.

19. How do you plan to evaluate this project's success? *

The success of the Career Café will be evaluated through student participation metrics, attendance tracking, student feedback surveys, workshop evaluations, and overall engagement levels. Additional indicators of success will include increased student confidence, improved career readiness, utilization of career services, growth in student appointments, and students obtaining job and internship opportunities. Student progress toward educational and employment goals will also be used to measure the program's overall impact and effectiveness.

20. If your project/program is successful, how will it inform your practice moving forward? *

If successful, Career Café will become an ongoing model for supporting non-credit students through culturally responsive career services and community-building practices. The program will help identify additional student needs, strengthen partnerships, and expand career readiness opportunities for underserved student populations.

21. Please provide a 2 – 3 sentence summary of your project proposal. *

Career Café is a weekly career readiness program designed to support non-credit students, particularly immigrants and adult learners, as they navigate educational and career opportunities in the United States. Through workshops, guest speakers, career guidance, and a welcoming café-style environment, the program helps students build confidence, develop workforce skills, and connect their previous education and experience to career pathways in the U.S.

Signature and Acknowledgments

22. I hereby acknowledge/certify: *

- My Dean or department head is aware of this application and has authorized its submission.
- If my proposal involves the hiring of temporary/contracted professionals, I will obtain approval from Human Resources before proceeding and will provide documentation to the Foundation that the hiring/contracting has been reviewed and approved.
- If my proposal involves conference and/or other travel, I will complete the GCC travel approval process and adhere to GCC travel guidelines.