



# Program Request Form

The Career Center offers programs for University organizations and classes, many of which can be customized.

- Please allow two weeks to schedule your presentation.
- Presentations require availability of computer and projector.
- Questions? Please contact the Career Center (660) 785-4353.

Today's Date _____	Contact Phone # _____
Contact Person _____	Contact Email _____
Class/Org. _____	Target Audience _____
Location _____	Anticipated # of Attendees _____
<b>Date</b> _____	<b>Time</b> _____

## Programs

*NOTE: Most presentations require 50 minutes. Each A La Carte topic requires 10 minutes.*

### **Majors and Careers**

- |  |   |
|--|---|
| <input type="checkbox"/> Career Boot Camp:<br>*Select 5 A La Carte                 | <input type="checkbox"/> Group Assessment Interpretation<br><input type="checkbox"/> O*Net <input type="checkbox"/> MBTI/Strong |
| <input type="checkbox"/> Do You Know Your VIPs?<br>(Value, Interest, Personality?) | <input type="checkbox"/> Party Game: <i>Learn possible careers based on your interests</i>                                      |

### **A La Carte**

- Assessments/Inventories
- Career Fairs
- Build and Use a Network
- Career Center Services
- Resume
- Cover Letter
- Resume and Cover Letter
- Successful Interviewing
- What Can I Do With This Major?
- How to Find "Experience"
- Job/Internship Search
- Value of an Internship
- Professional Attire
- Etiquette: \_\_\_\_\_

### **Internships & Jobs**

- |  |  |
|--|--|
| <input type="checkbox"/> The Million Dollar Resume & Successful Cover Letter | <input type="checkbox"/> Interview Once, Hired Twice                       |
| <input type="checkbox"/> Me, Inc.: <i>Managing Your Personal Brand</i>       | <input type="checkbox"/> Networking 101: <i>Ultimate Schmoozing</i>        |
| <input type="checkbox"/> Getting Results in Your Internet Job Search         | <input type="checkbox"/> Digital Dirt: <i>How Employers See You Online</i> |

### **Graduate School**

- |  |   |
|--|---|
| <input type="checkbox"/> Applying for Grad School 101  | <input type="checkbox"/> The Resume vs. CV Debate |
| <input type="checkbox"/> Personal Statements           | <input type="checkbox"/> Financing Grad School    |
| <input type="checkbox"/> Ace the Grad School Interview |   |

### **Build Your Own:**

Select any of the above A La Carte items or add them to any program

### **Other** \_\_\_\_\_

#### *For Career Center Staff Only:*

Assigned to:  Brandi  Jennifer  Polly  Dave  Other: \_\_\_\_\_  
 Entered into Database:  Yes  No

Actual Start Time: \_\_\_\_\_ Actual End Time: \_\_\_\_\_ Actual # of Participants: \_\_\_\_\_

Notes: \_\_\_\_\_