

Dear Faculty,

Thank you for your continued support and partnership with Career Services! Last fall, we hosted several events to promote career readiness and prepare our students to be successful in life beyond the UofM!

We observed greater student engagement in Career Services events with intentional faculty support and promotion. We would sincerely appreciate your continued support of major and specific talent community events for the Spring 2019 term. Below are some strategies you may find helpful to promote the events in your classes.

1. Incorporate event attendance into your syllabi for extra credit.
2. Develop assignments related to event attendance.
3. For **upper level courses**, bring your entire class to the career fair to meet professionals in their desired career field and discuss internship and career opportunities (business professional dress is required for career fair attendance).
4. Invite Career Services to your class to give a brief presentation.
5. Promote events through your internal student communication channels (i.e., Social Media, Blogs, eCourseware, etc.)
6. Emphasize the importance of **business professional dress** standards at career-related events.
7. Share partnerships with employers in your field of study with Career Services.

For questions or more information, contact Career Services.

Thank you for your role in preparing Tiger Talent! We look forward to building a stronger partnership this year!

Featured Spring 2019 Events

Note: Specific talent communities may have additional events

January 29	OMG! Oh My Graduation – Grad School Edition	3 – 4:30 PM McWherter Library
February 5	OMG! Oh My Graduation – Job Search Edition	3 -4:30 PM McWherter Library
February 13	Resume on Point Workshop	2 – 4 PM McWherter Library
February 20	Science, Technology and Math Career Fair ¹	11 AM – 3 PM UC Ballroom
February 28	Education & Nonprofit Career Fair ¹	3 – 6 PM UC Ballroom
March 13	Resume on Point Workshop	2 – 4 PM McWherter Library
March 14	Career-Chella aka Career Fair Prep	3 – 5 PM McWherter Library
March 20	Spring Career Fair ¹	12 – 4 PM UC Ballroom
March 27	School of Health Studies Career Fair ¹	10 AM – 1 PM UC River Room
March 31	Tiger Suit Up*	6 – 10 PM JCPenney Wolfchase Galleria
April 10	Resume on Point Workshop	2 – 4 PM McWherter Library

¹ Business Professional Dress is required. No jeans or tennis shoes allowed.

* Open to all UofM students. Students will receive a 40% discount on select career apparel.

EXTRA CREDIT ASSIGNMENT

Career Services encourages faculty to offer extra credit to students for attending events hosted by Career Services. Below is sample language to include in your syllabus and the Extra Credit Form. Career Services will also provide faculty with a list of event attendees as additional verification.

Sample Language for Syllabus:

Career readiness means you have acquired and are proficient in the [Student Leadership & Professional Competencies](#) (skills) that employers want in college graduates. To become career ready, you need ongoing and intentional exposure to career and professional development. **[Course Name]** is partnering with Career Services to help you become career ready.

Earn **[number of extra credit points]** for attending **[insert selected event(s)]**. You must print and present the Extra Credit Form before leaving the event to verify your event attendance. Submit your completed Extra Credit Form by the designated due date to earn extra credit.

Below is a list of major spring events hosted by Career Services. Additionally, specific talent communities may have events for extra credit consideration.

<input type="checkbox"/>	January 29	OMG! Oh My Graduation – Grad School Edition	1pm – 3pm	McWherter Library
<input type="checkbox"/>	February 5	OMG! Oh My Graduation – Job Search Edition	1pm – 3pm	McWherter Library
<input type="checkbox"/>	February 13	Resume on Point Workshop	2pm – 4pm	McWherter Library
<input type="checkbox"/>	February 20	Science, Technology and Math Career Fair ¹	11am – 3pm	UC Ballroom
<input type="checkbox"/>	February 28	Education & Nonprofit Career Fair ¹	3pm – 6pm	UC Ballroom
<input type="checkbox"/>	March 13	Resume on Point Workshop	2pm – 4pm	McWherter Library
<input type="checkbox"/>	March 14	Career Fair Prep	3pm – 5pm	McWherter Library
<input type="checkbox"/>	March 20	Spring Career Fair ¹	12pm – 4pm	UC Ballroom
<input type="checkbox"/>	March 27	School of Health Studies Career Fair ¹	10am – 1pm	UC River Room
<input type="checkbox"/>	March 31	Tiger Suit Up*	6pm – 10pm	JCPenney Wolfchase Galleria
<input type="checkbox"/>	April 10	Resume on Point Workshop	2pm – 4pm	McWherter Library

¹Business Professional Dress is required. No jeans or tennis shoes.

*Open to all UofM students. Students will receive a 40% discount on select career apparel.

EXTRA CREDIT FORM

Per the course syllabus, complete the form below to earn extra credit for attending career-related events hosted by Career Services.

Event Name and Date: _____

Student Name: _____ / _____
Print *Signature*

UofM E-Mail Address: _____

Major: _____

Course Name: _____

Professor Name: _____

FOR CAREER SERVICES USE ONLY

Approved By:

_____/_____
Print Name *Signature*

Date: _____

Date attended: _____

*This form must be signed/verified by Career Services at the event.
Professors will receive an email with verified event attendees.*

Students are responsible for submitting this form to their professor to earn extra credit.

SAMPLE CAREER FAIR ASSIGNMENTS

The sample assignments below are for students in any discipline and any stage in their college experience. These assignments can assist in the career exploration process and guide students in how to properly utilize their time in a Career Fair! Career Fair information for students and faculty is available at www.memphis.edu/careerfair.

Career Fair Assignment A

- Attend one of the spring career fairs.
- Choose one organization that is of interest to you and talk with the representative.
- Be sure to thank the recruiter for his/her time and ask for a business card.
- Write a paper about the fair and the organization making sure that the following information is covered:
 - What type of organization or position interests you at this fair?
 - Choose at least one organization and answer the following questions:
 - Organization Name
 - What are some of the key facts about this organization?
 - What majors are they seeking at this event?
 - How many openings do they anticipate this year?
 - What characteristics and qualities do they seek in competitive candidates?
 - Write a paragraph on your impression of this organization
 - Write a paragraph on your impression of this career/job fair

Career Fair Assignment B

From the list of registered employers, choose three that interest you.

Before the fair, answer the following questions about each employer you choose:

- What does this employer do? Products they produce? Services they offer?
- What kinds of skills is this employer looking for a potential employee/intern to have?
- What is this employer looking for - full time employees, interns, etc.?
- What are questions you have for the employer?

During the fair, talk with the employers you researched as well as others.

- Ask the employers questions that you had from your research

Reflection:

- From doing this assignment, what is one thing that surprised you about this research? What did you learn about the companies you interacted with?
- Are there employers you interacted with that you want to continue to develop relationships with, apply to jobs with, etc.?
- What are the next steps?
- What do you wish you'd known or do before the Career Fair?