

**COLLEGE OF BUSINESS AND TECHNOLOGY  
FALL 2009 CAREER SERVICES WORKSHOPS**

**Workshop locations: 221 or 124 Sam Wilson Hall**

**RSVP your attendance: Email Melinda at [laprade@etsu.edu](mailto:laprade@etsu.edu)  
at least 24 hours in advance if you plan to attend.**

***Please note:***

***Workshops will be cancelled if not enough students sign up to attend. Students who sign up to attend a workshop that is cancelled will be asked to make an appointment with Melinda to cover the material. Thanks!***

**Beginning Your Internship (Fall 2009-Session 1) ~ Wednesday, August 26, 2009 ~ 12 PM, 221 SW.** This workshop is required for *business graduate and undergraduate students* who are registered for internships for *fall semester* and will cover: orientation on the job, dress, phone/email etiquette, business correspondence and communication, ethics, stress management, office politics, building a job search network, time management, and strategic planning as the internship ends. You must attend either session 1 OR session 2.

**Beginning Your Internship (Fall 2009-Session 2) ~ Thursday, September 3, 2009 ~ 8 AM, 221 SW.** (See above description.)

**Resume Writing ~ Thursday, September 3, 2009 ~ 12:30 PM, 124 SW.** This workshop will cover the basics of resume writing.

**Resume Writing Walk-In Day for Accounting Students ~ Tuesday, September 8, 2009, 316 SW.** In preparation for Accounting Networking Night on 9/9/09, accounting students may drop by *between 8 AM-12 PM and 1:30-2:30 PM* for a quick critique.

**Internship Orientation (Session 1) ~ Tuesday, September 8, 2009 ~ 12:30 PM, 124 SW.** This workshop is designed for business students who are planning to pursue an internship for the spring semester. Topics which will be addressed include: the internship process (point people, paperwork, job search skills), internship guides, tips and suggestions for the internship search. *CBAT Graduate and Undergraduate Internship Guides* will be distributed at orientation.

**CBAT Senior/Grad Student Career Planning Meeting ~ Wednesday, September 9, 2009 ~ 12:30 PM, 124 SW.** This workshop will offer graduating students a timeline for career planning for the 2009-2010 academic year. Job search strategies will also be addressed, including an introduction to BucLink. The following handouts will be distributed at this workshop: *CBAT Career Planning Timeline, CBAT Job Search Guide.*

**Accounting Networking Night: Wednesday, September 9, 2009 at 4:00 PM, Millennium Centre**

**Job Searching 101 ~ Wednesday, September 16, 2009 ~ 12:30 PM, 124 SW.** This workshop addresses basic job searching techniques, providing tips and strategies for a successful search.

**Interviewing Skills ~ Tuesday, Sept. 22, 2009 ~ 12:30 PM, 124 SW.** This workshop will address the different types of interviews students may encounter (including behavioral), interview preparation such as company research, typical questions, interview dress, the interview process, and appropriate interview follow up.

**Internship Orientation (Session 2) ~ Wednesday, September 23, 2009 ~ 12:30 PM, 124 SW.** If you missed the orientation session on September 8<sup>th</sup>, attend this session. See workshop description noted above.

**Banking Meet and Greet: TBA (September/October 2009)**

**Cover Letter Writing ~ Monday, October 5, 2009 ~ 12:30 PM, 124 SW.** This workshop is designed to teach the basic tenets of writing a formal cover letter accompanying a resume.

**Resume Writing ~ Thursday, October 22, 2009 ~ 9:30 AM, 221 SW.** See above description.

**NEW!!! Futures: Roundtable Luncheons** beginning October 28, 2009 at 11:30 AM—location TBA. First employer host and sponsor: Northwestern Mutual Financial Network. *RSVP required by Wednesday, October 21st. Open to the first 10 CBAT Business/Communications majors who are Juniors or Seniors or MBA students who sign up with Melinda LaPrade.*

**What to Wear ~ Wednesday, October 28, 2009 ~ 12:30 PM, 124 SW.** This workshop will teach students about proper business attire for the corporate arena.

**Interviewing Skills ~ Thursday, November 5, 2009 ~ 1:30 PM, 221 SW.** See above description.

**Alumni Return to the Classroom: Friday, November 13, 2009**

**Beginning Your Internship (Spring 2009) ~ Wednesday, December 2, 2009 ~ 12 PM, 124 SW.** See above description, *targeting business graduate and undergraduate students registering for internships beginning spring 2010.*

*For additional information or updates regarding upcoming workshops/events, check your weekly email update through the CBAT Career Services Listserv. In addition, students may also attend counseling sessions addressing these topics through ETSU Career and Internship Services ([www.etsu.edu/careers](http://www.etsu.edu/careers)), located in the ARC, 2<sup>nd</sup> level, D.P. Culp University Center.*

**Any student who is unable to attend a workshop may email Melinda LaPrade for an appointment to discuss the workshop of interest: [laprade@etsu.edu](mailto:laprade@etsu.edu)**

**Melinda LaPrade  
Coordinator of Career Services  
Room 316 Sam Wilson Hall  
423-439-5656  
[laprade@etsu.edu](mailto:laprade@etsu.edu)**