

# Program Request Form



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

- Programs conducted between 7:30 am – 8:00 pm Monday – Thursday and 7:30 am – 5:00 pm on Fridays.
- We **require a minimum of 10 students** and a request form submitted at least **2 weeks prior** to programs.
- Questions? Please contact the Career Center (660) 785-4353.

Today's Date _____	Contact Person _____
Contact Phone _____	Contact Email _____
Organization _____	Target Audience _____
Location _____	Anticipated # of Attendees _____
*Preferred Date _____	*Preferred Time _____
Alternate Date/Time* _____	Projector/Computer Available <input type="checkbox"/> Yes <input type="checkbox"/> No

## Programs

*NOTE: Numbers in ( ) indicates the amount of minutes the workshop requires*

### Majors and Careers

- |   |  |
|---|--|
| <input type="checkbox"/> Career Center Tour (50)  | <input type="checkbox"/> Major and Career Decisions (50) |
| <input type="checkbox"/> Skills Card Game (50)  | <input type="checkbox"/> Values Auction (50)             |
| <input type="checkbox"/> Self-Assessment Testing (Requires initial consultation with full-time staff member. See Career Center drop-in hours) |  |

### Internships & Jobs

- |  |   |
|--|---|
| <input type="checkbox"/> Introduction to Internships (50)  | <input type="checkbox"/> Beginner Résumés & Cover Letters (90 or 50)                            |
| <input type="checkbox"/> Job Search (50)   | <input type="checkbox"/> 90 Computer Lab Workshop <input type="checkbox"/> 50 Classroom Program |
| <input type="checkbox"/> Ace the Interview (50)  | <input type="checkbox"/> Advanced Résumés & Cover Letters (90 or 50)                            |
| <input type="checkbox"/> Job Search <input type="checkbox"/> Grad School   | <input type="checkbox"/> 90 Computer Lab Workshop <input type="checkbox"/> 50 Classroom Program |
| <input type="checkbox"/> Dress for Success (50 or 120)   | <input type="checkbox"/> Cocktails, Conferences & Meetings (90) – Requires 15-40 participants   |
| <input type="checkbox"/> Men <input type="checkbox"/> Women <input type="checkbox"/> Both  |   |
| <input type="checkbox"/> Etiquette Dinner (120) – For next session see PDI website ( <a href="http://pdi.truman.edu/register">http://pdi.truman.edu/register</a> ) |   |
| <input type="checkbox"/> Success Seminar (50) – To customize this program, call the Career Center.   |   |

### Graduate School

- |   |   |
|---|---|
| <input type="checkbox"/> Graduate School Success (50) | <input type="checkbox"/> Personal Statement Workshop (90 or 50)                                 |
| <input type="checkbox"/> Other _____                  | <input type="checkbox"/> 90 Computer Lab Workshop <input type="checkbox"/> 50 Classroom Program |

#### For Career Center Staff Only:

Assigned to:  Elizabeth  Polly  Lesa  Other: \_\_\_\_\_  
Entered into Database:  Yes  No

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

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