<table>
<thead>
<tr>
<th>Syllabus and Topics</th>
<th>Date</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>Finding the Right Fit for You</td>
<td>Tuesday, September 18, 2012</td>
<td>3:30-4:30 pm</td>
</tr>
<tr>
<td>Office Politics 101</td>
<td>Tuesday, September 25, 2012</td>
<td>3:30-4:30 pm</td>
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<tr>
<td>Effective Communication Strategies</td>
<td>Tuesday, October 2, 2012</td>
<td>3:30-4:30 pm</td>
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<tr>
<td>Organizational Structure and Change</td>
<td>Tuesday, October 9, 2012</td>
<td>3:30-4:30 pm</td>
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<tr>
<td>Environment and Ethics</td>
<td>Tuesday, October 16, 2012</td>
<td>3:30-4:30 pm</td>
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<tr>
<td>Work/Life Balance</td>
<td>Tuesday, October 23, 2012</td>
<td>3:30-4:30 pm</td>
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<tr>
<td>The Job Search</td>
<td>Tuesday, October 30, 2012</td>
<td>3:30-4:30 pm</td>
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<tr>
<td>Professionalism and Professional Image</td>
<td>Tuesday, November 6, 2012</td>
<td>3:30-4:30 pm</td>
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<tr>
<td>The Nitty Gritty</td>
<td>Tuesday, November 13, 2012</td>
<td>3:30-4:30 pm</td>
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### Finding the Right Fit for You
- Company mission, values – published and internally understood
- Your own values and how to define them
- Can you see your future in the field?
- Myers-Briggs – take home self-evaluation

### Office Politics 101
- Working with different supervision styles
- Working with different coworker personalities
- Working within different office environments
- Initiative – when to take charge and when to listen (and how to know the difference)
- Decision-making models

### Effective Communication Strategies
- Communication styles – *How to Win Friends and Influence People*, Dale Carnegie
- Electronic communication – dos and don’ts
- Communicating under pressure – “Presentations and Presidents”

### Organizational Structure and Change
- *Our Iceberg is Melting: Changing and Succeeding Under Any Conditions*, John Kotter

### Environment and Ethics
- Making tough decisions
- When everyone doesn’t agree with you...
- How to assess your personal values in a sticky situation

### Work/Life Balance
- When to say yes and when to say no
- Managing stress and triggers
- What type of career/free time balance do you want for the future?

### The Job Search
- How to market your externship experience effectively
- “The Elevator Interview”
- *10 Things Employers Want You to Learn in College*, Bill Coplin

### Professionalism and Professional Image
- Networking and finding contacts
- LinkedIn
- Dress for success
- Networking event – Chamber of Commerce/Alumni trip/IMS event

### The Nitty Gritty
- Understanding Human Resources – benefits, negotiating salaries, interview questions
- Planned etiquette dinner – off-campus