

Fall 2009 OCS Workshop Series

All workshops will be held in Murphy Hall, Room 203, except where indicated differently. Each session will last approximately one hour (excluding the workshops designated TBA). RSVP required for all events; to RSVP, call 336-334-7755 and provide your name, phone number, and email address.

Date	Workshop Title	Date	Workshop Title
August		October	
August 25 th at 4 pm	How to Apply for a Co-op and/or Summer Internship	October 13 th at 4 pm	How to Apply for a Co-op and/or Summer Internship
August 26 th at 11 am	The View: An Inside Look at the Fall Recruiting Season	October 14 th at 5 pm	The Candidate: Mastering the Interview
August 26 th at 5 pm	Resume Writing 101	October 15 th at 11 am	Resume Writing 101
August 27 th at 11 am	OCS: What We Do & How We Can Help You	October 15 th at 4 pm	How to Apply for a Co-op and/or Summer Internship
		October 21 st at 11 am	How to Apply for a Co-op and/or Summer Internship
		October 22 nd at 11 am	Evaluating Salary Offers: Deal or No Deal
September		November	
(August 31 st – September 10 th)	Career Awareness Program Kick-off Week*	November 3 rd at 4 pm	Accepting a Co-op Position
September 15 th at 2 pm	Navigating the Career Fair (for Freshmen & 1 st Timers)*	November 10 th at 6 pm	Applying to Graduate School*
September 22 nd at 4 pm	How to Apply for a Co-op and/or Summer Internship	November 12 th at 11 am	Accepting a Co-op Position
September 22 nd at 5 pm	Resume Writing 101	November 19 th at 6 pm	Etiquette Dinner
September 23 rd at 11 am	The View: An Inside Look at the Fall Recruiting Season		
September 24 th at 11 am	Dressing for Success		
September 24 th at 5 pm	The Candidate: Mastering the Interview		

*Location TBD

Workshop Descriptions

Accepting a Co-op Position

This workshop will provide an overview of the Cooperative Education Program (Co-op). You will receive a Co-op Packet, forms, and information about requesting academic credit. To attend this workshop, RSVP to basheerp@ncat.edu with the event name in the subject line, at least 24 hours prior to the date and time of the event.

Applying to Graduate School: Everything You Want to Know about the Application Process

Deciding to pursue graduate studies is an important decision that should also be an informed one. Learn all of the things that should be considered when selecting a graduate school, and find out how to adequately prepare for studies on the post-undergraduate level.

Dressing for Success

What to wear to a career fair, interview, or after you've landed the job still matters. Receive valuable information concerning business, business casual, and casual dress, as well as what style of dress is most appropriate for various professional settings.

Evaluating Salary Offers: Deal or No Deal

Determining whether or not a job offer is a "good" offer goes far beyond the number of zeroes behind the dollar sign. Learn about the many elements that should be considered, examined, and researched when an offer is received. Gain some tips on how to negotiate offers prior to declining or accepting the deal that's been offered.

How to Apply for a Co-op and/or Summer Internship

Want to make yourself more marketable? Receive an overview of how to prepare for a co-op and/or summer internship. To attend this workshop, RSVP to basheerp@ncat.edu with the event name in the subject line, at least 24 hours prior to the date and time of the event.

Navigating the Career Fair

The Career Fair is approaching, and now is the time to get prepared. Prepared? Yes, prepared! Receive tips on how to get ready for a Career Fair and how preparation will enhance your experience and opportunity for career success. Did I say prepared?

OCS: What We Do & How We Can Help You

Interested in finding out how we can enhance your career? Receive an overview of the services and programs offered by the Office of Career Services, and learn what's really in it for you! In addition, learn more about how to use new OCS career tools and resources, such as AggieLink, C3M, ELeads, and much more!

Resume Writing 101

Never developed a resume? No problem. In this workshop, learn the fundamentals of basic resume writing to avoid common mistakes.

The Candidate: Mastering the Interview

It's time to interview for the job. Do you know what to do or what to expect? Learn how to prepare for the interview, answer the difficult questions, and follow-up.

The View: An Inside Look at the Fall Recruiting Season

Who's coming, pre-select & open schedules, how to sign-up, what to do if you do not meet employer requirements, independent job searches, and more.