

## Class Calendar Fall 2007

*Because of the prevalence of guest speakers from outside of the university, the schedule of topics and speakers is likely to change as we confirm their involvement. You will be given an updated calendar if the need arises.*

Date	Topic(s)	Assignment Due
August 20	<b>Introduction:</b> <i>Review Syllabus &amp; Career Center Overview</i>	
22	<b>Getting to Know You: Speed Networking</b>	
27	<b>DAWGlink</b>	
29	<b>Resume Writing/Cover Letters</b> <i>Ben Stephenson, Regional Recruiting Supervisor, Enterprise-Rent-A-Car Benjamin.F.Stephenson@erac.com</i>	1. Career Goals Journal Entry 2. DAWGlink Registration
September 3	<b>LABOR DAY: NO CLASS</b>	
5	<b>Cover Letters</b>	Bring a Job Description from DAWGlink to class. This is the job description that you will use for your assignment.
10	<b>Get Your Foot in the Door</b> <i>Scott Williams, Executive Director, UGA Career Center scottw@uga.edu</i>	
12	<b>Career Fair Mechanics</b> <i>Eli Lily</i>	Resume & Cover Letter Final
17	<b>Acing the Career Fair: Your Elevator Pitch and Career Fair follow-up</b> <i>Jerome Magee, Wolseley Jerome.Magee@Wolseley.com</i>	Elevator Pitch
19	<b><u>ATTEND FALL CAREER FAIR in LIEU OF CLASS</u></b> <b><u>Classic Center, downtown Athens</u></b>	ATTEND FALL CAREER FAIR – Bring Student ID
24	<b>Employer Research Scavenger Hunt</b>	1. 2 Business Cards collected at Career Fair. Be sure to put your name on them!  2. Career Fair Reflection Entry
26	<b>Interviewing 101</b> <i>Philip Morris USA</i>	
October 1	<b>Advanced Interviewing Techniques</b> <i>Carissa Chapman, Manager, College Relations, Macy's South Carissa.Chapman@macys.com</i>	

3	<b>Personality Types - Type Focus</b> <i>Nikki Smith, Career Consultant, UGA Career Center, Undecided/Undeclared Students          nikkis@uga.edu</i>	<b>Bring Results of TypeFocus Assessment to class!</b>
8	<b>Business Correspondence</b> <i>Michelle Wilson, E&amp;J Gallo Winery          Southern Area Training and Recruiting Manager,          Michelle.Wilson1@ejgallo.com</i>	
10	<b>Working in a Diverse World</b> <i>Shenee Rayford, Target          Shenee.Rayford@target.com</i>	
15	<b>Grad School Admissions Process</b> <i>Don Asher Video</i>	
17	<b>ATTEND GRADUATE SCHOOL INFORMATION DAY on OCTOBER 16<sup>th</sup>: NO CLASS TODAY</b>	
22	<b>Business Dining &amp; Etiquette</b> <i>Tracey Dowling</i>	<ol style="list-style-type: none"> <li>1. Information sheets/brochures or business cards from 3 different graduate schools collected at Graduate School Information Day. Be sure to put your name on them!</li> <li>2. Graduate School Information Day Reflection Entry</li> </ol>
24	<b>Non-Profit Panel</b>	
29	<b>Why Federal Government?</b> <i>Jimmy Richardson, Associate Director, Government and Nonprofit Relations, Career Consultant, School of Public and International Affairs          jimcr@uga.edu</i>	<ol style="list-style-type: none"> <li>1. Mock Interview Evaluation Form</li> <li>2. Mock Interview Reflection Entry</li> </ol>
31	<b>Basic Budgeting</b> <i>Ken Hansing, Assistant Director UGA Career Center, Career Consultant for the College of Education          khansing@uga.edu</i>	
November 5	<b>Values Auction</b>	<b>Bring Results of Sigi3 and Focus Assessments to class!</b>
7	<b>Done with interviews – Now what? Evaluating, Negotiating, and Accepting A Job Offer</b> <i>Robin Hodgens, BB&amp;T, Employment</i>	<b>Assessment Reflection Entry</b>

	<i>Consultant RHodgens@BBandT.com</i>	
12	<b>Car Insurance 101</b> <i>Dan Spiak, National Employment Team - College Recruiting, The Progressive Group of Insurance Companies Daniel_Spiak@Progressive.com</i>	1. <b>Informational Interview</b> 2. <b>Informational Interview Thank you note</b> 3. <b>Information Interview Reflection Entry</b>
14	<b>Credit &amp; Investments</b> <i>Andy Gillenson, Field Vice President, Ameriprise Financial Andrew.M.Gillenson@ampf.com</i>	
19	<b>Health and Life Insurance</b> <i>Jeff Overweg, UGA Director of Human Resources (Tentative)</i>	
21	<i>THANKSGIVING: NO CLASS</i>	
26	<b>Taxes Are Fun!</b> <i>Harriett C. Scott, I.R.S. National Recruiter harriett.c.scott@irs.gov</i>	<b>Credit Report Due Credit Score Reflection Entry</b>
28	<b>Renting vs. Owning &amp; The Secrets of Buying A Car</b> <i>Suze Orman video, Young, Fabulous, &amp; Broke</i>	
December 3	<b>Transitioning into the Working World</b> <i>Ashley Dugan, Imageright, Human Resources Recruiter, adugan@imageright.com</i>	
5	<b>Wrap Up &amp; Evaluation</b>	<b>Action Plan Journal Entry</b>
<b>FINAL Friday, DEC 14th</b>	<b>12 PM-3PM—Same place as class!</b>	<b>Career Lifeline Project</b>