



## Career Connection

The Ohio State University  
Younkin Success Center  
1640 Neil Avenue, 2nd Floor  
(614) 688-3898  
[www.careerconnection.osu.edu](http://www.careerconnection.osu.edu)

### Career Connection Workshop Policies ~ Autumn 2009

Thank you so much for your interest in using Career Connection services. In an effort to provide quality workshops in a timely manner, the following policies are effective Autumn 2009.

- Career related requests made by academic units will be forwarded to internal career service offices when applicable
- Career related workshops can be requested during office hours by students, faculty, and staff by calling 614-688-3898
- Evening workshops are conducted during **Autumn 09 on Wednesdays between the hours of 4:30 PM and 8:00 PM and Thursdays between the hours of 4:00 PM and 6:00 PM.** (Additional days may be added and/or changed in subsequent quarters)
- Workshops run between 60 and 90 minutes
- A 3 week advanced notice of proposed workshop date will be appreciated
- Requests will be filled on a first-come, first-served basis
- A minimum of 15 students is requested per workshop. Career Connection will send a registration link after a request has been made when needed. Workshops with less than 10 registrants may be cancelled.
- Career Connection will send workshop materials to be copied and distributed by requesting unit or department
- You will be contacted for a pre-workshop consultation to determine and agree upon learning outcomes
- Logistics about the workshop (date, time, location, equipment) will be discussed after a consultation takes place.
- To better serve students, Career Connection will meet university housing requests made by a hall as opposed to a single floor

#### Workshop Topics:

Career Connection offers the following workshops:

- Overview of Career Connection Services
- Self Exploration: Connecting with OSU majors and careers
- The Importance of Career Planning
- Decision-Making (learning how to manage stress)
- Resume and Cover Letters
- Effective Interviewing Skills
- How to Make the Most of a Job Fair
- Salary Negotiation
- Dining Etiquette
- Internship Search
- Employability Skills
- The Art of Networking
- Career Strategies for Special Populations
- Applying to Graduate School
- Life After College
- Other topics upon consultation