

***MEIS CENTER
CALENDAR OF EVENTS
SPRING 2019***

ACCOUNTING GUEST SPEAKER: CLYDE KERSEY

Recommended for everyone

Presented by: Clyde Kersey

- Clyde Kersey will be speaking about how state funding works for capital projects. Clyde served most of his legislative career on the House Ways and Means Committee and worked to support several projects at ISU including Federal Hall, the Student Rec Center, and Norman Hall.

Before coming to the event:

- Research Clyde Kersey on LinkedIn
- Come prepared with questions

For admission to the event you must bring:

- **Printed** questions
- Student ID

During the workshop you are expected to:

- Actively listen and participate in discussion

Dates Presented:

- Thursday, February 21st 2:00 PM – 3:15 PM, FD 301

ANALYTICS: HOW TO EXCEL

Recommended for sophomores, juniors, & seniors

Presented by: Kelly Wilkinson

Before coming to the event:

- Watch this video before session: <https://www.youtube.com/watch?v=tdilkRC4YVw>
- Come to session with two job descriptions that require data analysis
- Hint: look for other words such as Excel, BI, Tableau. You need to know what these words are.

For admission to the event you must bring:

- Student ID
- Laptop

During the workshop you are expected to:

- The difference between data, information, and knowledge
- About the environment of analytics and its core
- The importance of clean data
- About technology and big data
- How this information will affect your career

Dates Presented:

- Tuesday, January 29th 3:30 PM – 4:20 PM, FD 133
- Thursday, February 28th 11:30 AM – 12:20 PM, FD 133
- Wednesday, March 20th 1:00 PM – 1:50 PM, FD 133

CAREER OPPORTUNITY FAIR

Recommended for **everyone**

Presented by: Career Center

Before coming to the event:

- To be prepared for the Career Fair, look over the list of employers, on the Career Center website, and decide who you're going to talk to ahead of time

For admission to the event you must bring:

- Student ID

During the Career Fair you are expected to:

- Network with employers in a professional setting

Date:

- Wednesday, February 20th 10:00AM - 2:00PM, HMSU

CAREER READY RESUMES

Recommended for juniors and seniors

Presented by: Kyle Harris

Before coming to the event:

- Watch Career Ready Resume video here or Meis Center website
- Find an entry-level job or internship description for a position in your field and bring with you to workshop
- Create a polished job specific resume based on the video and the ISU Resume Rubric and bring with you to workshop (You are encouraged to have this printed off as it will be passed around)

For admission to the event you must bring:

- Laptop
- Student ID
- Resume
- Job description specific to your career interest

During the workshop you are expected to:

- Work with the workshop facilitator to improve your resume
- Participate and make edits resulting in a completed resume before you can leave the workshop
- Peer edit resumes utilizing the ISU Resume Rubric
- Participation during the event is required and at the discretion of the facilitator

Dates Presented:

- Tuesday, February 5th 2:00 PM – 2:50 PM, FD 133
- Monday, February 18th 5:00 PM – 5:50 PM, FD 133
- Thursday, March 7th 9:30 AM – 10:20 AM, FD 133
- Monday, April 15th 2:00 PM – 2:50 PM, FD 133

ELEVATOR PITCH COMPETITION

Recommended for everyone

Before coming to the event:

- Attend one of the Perfect Your Elevator Pitch workshops
- Have your elevator pitch ready prior to competition date

For admission to Meis event you must bring:

- Student ID

Due date:

- Friday, March 22- online submission due. Contact Dr. David Fleming for more details

Competition date:

- Friday, April 12, 12:00pm, FD 223 for students selected to compete

ETHICS CONFERENCE KEYNOTE SPEAKERS

Recommended for everyone

Presented by: Networks Professional Development Program

Before coming to the event:

- Check Meis website for panelist list
- Research panelists on LinkedIn
- Come prepared with questions for panelists

For admission to the event you must bring:

- **Printed** questions
- Student ID

During the workshop you are expected to:

Actively listen and participate in discussion

Dates Presented:

- Monday, March 4th 11:30am-12:45pm, HUMS- Julie Kratz “Men as Allies: How Allies Partner for Equality
- Monday, March 4th 5:30pm-6:45pm, HUMS- Jeff Belskus- “The Ethical Treatment of Professional Athletes”

FINANCIAL LITERACY

Recommended for everyone

Presented by: Dr. Blake Rayfield

Before coming to the event:

- Know your monthly income and expenses (i.e. utilities, rent, payments)
- Know the amount you owe in student loans if you have them
- Make a rough list of where your money is going
- Have a list of at least 3 questions about financial literacy/budgeting/etc to ask during the workshop

For admission to Meis event you must bring:

- **Printed** financial info and questions
- Laptop
- Student ID

During the workshop you are expected to:

- Work with the workshop facilitator to complete the budget worksheet
- Gain a greater understanding of loans and repayment, credit cards and interest rates, and the importance of a personal budget
- Participate and make changes to improve your personal budget and help other students improve theirs as well
- Participation during the event is required and at the discretion of the facilitator

Dates Presented:

- Monday, February 11th 2:00 PM – 2:50 PM, FD 133
- Wednesday, February 13th 9:00 AM – 9:50 AM, FD 133
- Monday, March 18th 2:00 PM – 2:50 PM, FD 133
- Wednesday, March 20th 10:00 AM – 10:50 AM, FD 133

GROWTH MINDSET

Recommended for freshmen & sophomores

Presented by: Kelly Wilkinson

Before coming to the event:

- Watch video: https://www.ted.com/talks/carol_dweck_the_power_of_believing_that_you_can_improve
- What is your not yet. . . . be ready to describe it.

For admission to the event you must bring:

- Student ID
- Laptop

During the workshop you are expected to:

- What is growth mindset and so?
- How to use the growth mindset academically and transition it to the work place
- The important role of lifelong learning

Dates Presented:

- Wednesday, January 30th 10:00 AM – 10:50 AM, FD 133
- Monday, February 4th 12:00 PM – 12:50 PM, FD 133
- Tuesday, March 5th 3:30 PM – 4:20 PM, FD 133
- Monday, April 1st 5:00 PM – 5:50 PM, FD 133

HOW TO MAKE THE MOST OF YOUR SUMMER

Recommended for sophomores and juniors

Presented by: Kaitlin Diel

Before coming to the event:

- Create a list of 1 book you'd like to read, 1 place to volunteer including contact information, 3 summer goals you'd like to achieve

For admission to the event you must bring:

- Laptop
- Printed list of goals, books, and volunteer opportunities

- Student ID

During the workshop you are expected to:

- Complete the make the most of your summer worksheet
- Discuss plans and ideas with the group
- Participation during the event is required and at the discretion of the facilitator

Dates Presented:

- Tuesday, April 2nd 5:00 PM – 5:50 PM, FD 133
- Monday, April 8th 12:00 PM – 12:50 PM, FD 133
- Wednesday, April 17th 10:00 AM – 10:50 AM, FD 133
- Tuesday, April 23rd 1:00 PM – 1:50 PM, FD 133

INTERNSHIP SEARCH STRATEGIES

Recommended for sophomores, juniors and seniors

Presented by: Kyle Harris

Before coming to the event:

- Watch Conducting a Successful Job/Internship Search on the Meis Center website
- Find an entry-level job or internship description for a position in your field

For admission to the event you must bring:

- Laptop
- Job description specific to your career interest
- Student ID

During the workshop you are expected to:

- Discuss your choice of job description and reasoning behind the choice
- Write up 3 desired locations, 3 industries of interest, and resources you plan on using to find said jobs/internships
- Participation during the event is required and at the discretion of the facilitator

Dates Presented:

- Monday, March 4th 5:00 PM – 5:50 PM, FD 133
- Monday, March 11th 2:00 PM – 2:50 PM, FD 133
- Thursday, April 4th 11:00 AM – 11:50 AM, FD 133
- Thursday, April 18th 9:30 AM – 10:20 AM, FD 133

JOB SEARCH STRATEGIES

Recommended for seniors

Presented by: Kyle Harris

Before coming to the event:

- Watch Conducting a Successful Job Search video
- Find an entry-level job or internship description for a position in your field and bring it with you

For admission to the event you must bring:

- Laptop
- Job description specific to your career interest
- Student ID

During the workshop you are expected to:

- Discuss your choice of job description and reasoning behind the choice
- Write up 3 desired locations, 3 industries of interest, and resources you plan on using to find said jobs/internships
- Participation during the event is required and at the discretion of the facilitator

Dates Presented:

- Thursday, February 7th 9:30 AM – 9:20 AM, FD 133
- Monday, March 11th 5:00 PM – 5:50 PM, FD 133
- Monday, April 1st 2:00 PM – 2:50 PM, FD 133

- Monday, April 15th 3:00 PM – 3:50 PM, FD 133

MARKETING YOURSELF

Recommended for juniors and seniors

Presented by Ms. Sara Williams

Before coming to the event:

- Find an article about a product that failed, or wasn't successful when it went to market

For admission to the event you must bring:

- Printed article
- Laptop
- Student ID

During the workshop students are expected to:

- Understand that you are a product and businesses are the potential clients
- Learn how to create a product that companies will want to hire/buy
- Identify your weaknesses and how to turn them into strengths
- Go through the first steps to creating a marketing plan for yourself
- Create a SWOT analysis during the workshop

Dates Presented:

- Monday, February 4th 1:00 PM – 1:50 PM, FD 133
- Tuesday, February 5th 3:30 PM – 4:20 PM, FD 133
- Monday, February 25th 5:00 PM – 5:50 PM, FD 133
- Thursday, April 18th 11:00 AM – 11:50 AM, FD 133

NEGOTIATING YOUR FIRST JOB

Recommended for seniors

Presented by: David Fleming

Before coming to the event:

- Make a list of the items you are expecting in the compensation package for your first job and rank them from most to least important.

For admission to the event you must bring:

- List of items
- Laptop
- Student ID

During the workshop you are expected to:

- Understand the importance of negotiating compensation terms for their first career oriented job
- Understand the trade-offs in the compensation negotiation
- Identify the key facets of compensation that matter most to them and those they are willing to forgo

Dates Presented:

- Tuesday, January 29th 12:30 PM – 1:20 PM, FD 133
- Tuesday, February 5th 5:00 PM – 5:50 PM, FD 133
- Monday, February 11th 3:30 PM – 4:20 PM, FD 133
- Wednesday, March 6th 10:00 AM – 10:50 AM, FD 133

NETWORKING IN A CROWD OF STRANGERS

Recommended for freshmen and sophomores

Presented by: Sara Williams

Before coming to the event:

- Students are required to bring a **printed brief biography** of a business professional that they personally feel is truly successful in business and be prepared to explain why.

For admission to the event you must bring:

- Student ID

- Laptop
- Printed biography

During the workshop you are expected to:

- Learn how to network with professionals
- Learn how to carry on a conversation and ask appropriate question
- Learn how to work the room

Dates Presented:

- Thursday, January 31st 12:30 PM – 1:20 PM, FD 133
- Tuesday, February 5th 12:30 PM – 1:20 PM, FD 133
- Monday, April 15th 1:00 PM – 1:50 PM, FD 133
- Thursday, April 18th 12:30 PM – 1:20 PM, FD 133

PERFECT YOUR ELEVATOR PITCH

Recommended for everyone

Presented by: David Fleming

Before coming to the event:

- Watch video on giving elevator pitch
- Take quiz
- Make video of your pitch

For admission to the event you must bring:

- Laptop
- Student ID
- Video Pitch

During the workshop you are expected to:

- Understand what goes in an elevator pitch
- How to structure your pitch
- Keys that make a great elevator pitch

After Workshop:

- Post updated video to ISU Elevator Pitch Competition website

Dates Presented:

- Tuesday, March 5th 5:00 PM – 5:50 PM, FD 133
- Wednesday, March 13th 12:00 PM – 12:50 PM, FD 133
- Monday, March 18th 3:30 PM – 4:20 PM, FD 133
- Thursday, March 21st 10:00 AM – 12:00 PM, FD 133

PREPARING POWERPOINTS

Recommended for freshmen and sophomores

Presented by: David Fleming

Before coming to the event:

- Watch video on PowerPoint design
- Take quiz
- Make PowerPoint presentation for one of your class presentations

For admission to the event you must bring:

- PowerPoint presentation
- Laptop
- Student ID

During the workshop you are expected to:

- Understand what makes good PowerPoint Presentations
- How to effectively use PowerPoints
- How to design useful slides

Dates Presented:

- Tuesday, March 12th 2:00 PM – 2:50 PM, FD 133
- Monday, April 8th 3:30 PM – 4:20 PM, FD 133
- Tuesday, April 9th 5:00 PM – 5:50 PM, FD 133
- Wednesday, April 10th 12:30 PM – 1:20 PM, FD 133

PERSONAL BRANDING WORKSHOP

Recommended for everyone

Presented by: Chip Helm

Before coming to the event:

- Make a list of elements that are important to crafting your personal brand

For admission to the event you must bring:

- Printed copy of list
- Student ID

During the workshop you are expected to:

- Actively participate in the conversation
- Learn what a personal brand is
- Learn how to maintain your brand and why it is important to a successful career
- How to recover your brand if it's damaged

Dates Presented:

- Tuesday, February 19th 11:00 AM -11:50 PM, FD 223
- Tuesday, February 19th 1:00 PM -1:50 PM, FD 223

PROFESSIONAL COMMUNICATION – EMAIL, F2F AND BEYOND

Recommended for freshmen, sophomores and juniors

Presented by: Sara Williams

Before coming to the event:

- Students are required to **pretend to write an email to their professor**, asking about their current grade in the class. They don't have to actually send the email, but they need to create it as if they are going to send it. Make sure to include the subject line.

For admission to the event you must bring:

- Printed copy of email
- Laptop
- Student ID

During the workshop you are expected to:

- The appropriate way to use email
- Professional phone etiquette
- The importance of nonverbal communication
- When texting and/or social media communication is appropriate

Dates Presented:

- Thursday, January 31st 2:00 PM – 2:50 PM, FD 133
- Monday, February 4th 3:30 PM – 4:20 PM, FD 133
- Tuesday, February 26th 1:00 PM – 1:50 PM, FD 133
- Wednesday, February 27th 9:00 AM – 9:50 AM, FD 133

SALARY VS. BENEFITS

Recommended for **juniors and seniors- cannot currently be enrolled in Dr. Park's Employee Benefits course**

Presented by: Dr. Jin Park

Before coming to the event:

- If you've accepted a position: bring your benefits package to the workshop
- If you've NOT accepted a position bring in the benefits information for a job you're interested in

- If you aren't successful with that, you can bring in the ISU employee benefits information located on ISU HR website
- Make a list of the benefits you expect to get with your first job
- Answer the following question: When a job offers a choice between a signing bonus or paying off your student loan debt under certain conditions, which would you choose?

For admission to Meis event you must bring:

- **Printed** benefit information, list of expected benefits, and answer to the question above
- Laptop
- Student ID

Students will learn:

- How to understand basic benefit questions
- The questions you need to ask during the hiring process
- How to weigh employee benefits vs salary
- Participation during the event is required and at the discretion of the facilitator

Dates Presented:

- Monday, January 28th 12:00 PM – 12:50 PM, FD 133
- Wednesday, February 27th 11:00 AM – 11:50 AM, FD 133
- Thursday, March 14th 11:00 AM – 11:50 AM, FD 133
- Tuesday, April 16th 3:00 PM – 3:50 PM, FD 133

SALES PANEL

Recommended for everyone

Guest Speaker: Industry Professionals

Before coming to the event:

- Check Meis website for panelist list
- Research panelists on LinkedIn
- Come prepared with questions for panelists

For admission to the event you must bring:

- **Printed** questions
- Student ID

During the workshop you are expected to:

- Actively listen and participate in discussion

Dates Presented:

- Wednesday, February 20th 2:00 PM – 2:50 PM, FD 223

SALES DINNER

Recommended for everyone

Before coming to the event:

- Email Dr. Fleming to let him know you are interested in attending. He will give you more information about this event.

For admission to Meis event you must bring:

- Student ID
- Business attire required
- RSVP required

Dates Presented:

- Tuesday, February 19th 5:30 PM, Terre Haute Brewing Company

SUCCESSFUL INTERVIEW STRATEGIES

Recommended for **sophomores, juniors, and seniors**

Presented by: Kyle Harris

Before coming to the Meis Center you must:

- Watch Strategies for Interview Success video.

- Find an entry-level job or internship description for a position in your field and bring with you
- Have at least 3 questions that are industry specific that they would ask an employer in an interview

For admission to Meis event you must bring:

- Laptop
- Job description specific to your career interest
- Your 3 questions for an employer
- Student ID

During the workshop you are expected to:

- Practice different types of interview environments and questions
- Practice one on one or in a group
- Understand and answer behavioral interview questions utilizing the CAR method
- Know when and how to answer questions back to an employer
- Participation during the event is required and at the discretion of the facilitator

Dates Presented:

- Thursday, February 28th 9:30 AM – 10:20 AM, FD 133
- Thursday, March 7th 11:00 AM – 11:50 AM, FD 133
- Thursday, March 14th 9:30 AM – 10:20 AM, FD 133
- Monday, April 8th 5:00 PM – 5:50 PM, FD 133

TIME MANAGEMENT

Recommended for freshmen and sophomores

Presented by: Kaitlin Diel

Before coming to the event:

- Complete the 24 hour calendar worksheet located on the Meis Center website by filling in work obligations and class times
- Create a list of three goals you'd like to accomplish during the spring 2019 semester

For admission to the event you must bring:

- Laptop
- Printed list of goals and calendar with work obligations and class times
- Student ID

During the workshop you are expected to:

- Complete the 24 hour calendar
- Complete time management worksheets
- Learn how to effectively use your day to achieve your goals
- Learn tips on how to manage your time effectively
- Participation during the event is required and at the discretion of the facilitator

Dates Presented:

- Thursday, February 21st 9:30 AM – 9:50 AM, FD 133
- Wednesday, March 6th 12:00 PM – 12:50 PM, FD 133
- Wednesday, April 3rd 10:00 AM – 10:50 AM, FD 133
- Tuesday, April 22nd 5:00 PM – 5:50 PM, FD 133

WHAT DO I DO NOW? PREPPING FOR THE REAL WORLD

Recommended for juniors & seniors

Presented by: Kelly Wilkinson

Before coming to the event:

- Watch the video: <https://www.youtube.com/watch?v=oOXUSDDxLxc>
- List of your Wants & Needs

For admission to the event you must bring:

- Student ID
- Laptop

During the workshop you are expected to understand & discuss:

- How to prepare to move and live
- How to prepare mentally for a change in life
- Identify what are your fears and how do you address them.
- Thoughts on budget
- Identify your Wants and Needs
- Look at the products and services you use:
Can you live or live without.

Dates Presented:

- Thursday, February 21st 10:30 AM – 11:20 AM, FD 133
- Monday, March 18th 5:00 PM – 5:50 PM, FD 133
- Thursday, April 4th 10:00 AM – 10:50 AM, FD 133
- Wednesday, April 24th 11:00 AM – 11:50 AM, FD 133

WOMEN IN FINANCE PANEL DISCUSSION

Recommended for everyone

Presented by: Variety of financial professionals

Before coming to the event:

- Check Meis website for panelist list
- Research panelists on LinkedIn
- Come prepared with questions for panelists

For admission to the event you must bring:

- **Printed** questions
- Student ID

During the workshop you are expected to:

- Actively listen and participate in discussion

Dates Presented:

- Tuesday, April 2nd 3:30 PM – 4:20 PM, FD 223

WORKING WITH DIFFICULT PEOPLE – LEARNING TO WORK WELL WITH OTHERS

Recommended for freshman and sophomores

Presented by: Sara Williams

Before coming to the event:

- Read the article titled, “Become Successful by Understanding Peoples’ Personalities”, by Hanny Lerner on Forbes.com.
- <https://www.forbes.com/sites/hannylerner/2013/03/05/understand-peoples-personalities-and-become-successful/#4b6e3dca6701>
- Identify what personality category best matches you.

For admission to the event you must bring:

- One or two printed paragraphs explaining which one or combination of the four personalities best match your own AND explain why you think there is a match.
- You must bring this as a printed document. An electronic copy on your phone or laptop will not be accepted. You may write out your one to two paragraphs if you choose not to print them.
- Laptop and student ID

During the workshop you are expected to:

- Understand the importance of working well with others
- Learn tips to help with working with difficult people
- Identify if you are the difficult person in the group and how to work well with others

Dates Presented:

- Wednesday, January 30th 9:00 AM – 9:50 AM, FD 133
- Wednesday, February 27th 10:00 AM – 10:50 AM, FD 133
- Thursday, April 11th 9:30 AM – 10:20 AM, FD 133

- Tuesday, April 16th 12:30 PM – 1:20 PM, FD 133

WORKPLACE EXPECTATIONS

Recommended for seniors

Presented by: Kaitlin Diel

Before coming to the event:

- Watch Professionalism in the Workplace video on the Meis Center website
- Develop a list of at least 3 of your professional strengths and at least 3 of your professional weaknesses

For admission to the event you must bring:

- Laptop
- Job description specific to your career interest
- Student ID

During the workshop you are expected to:

- Learn what is expected of new graduates when entering the workforce
- Ask and answer questions about workplace expectations
- Discuss how your personal strengths and weakness will affect your transition into the workplace
- Participation during the event is required and at the discretion of the facilitator

Dates Presented:

- Wednesday, February 13th 10:00 AM – 10:50 AM, FD 133
- Monday, March 11th 12:00 PM – 12:50 PM, FD 133
- Tuesday, March 19th 5:00 PM – 5:50 PM, FD 133
- Tuesday, April 9th 12:30 PM – 1:20 PM, FD 133