

Presentation Request Form

1. To request a presentation for your class, student organization or other event, please fill out the form below.
2. Please allow two (2) weeks advance notice for speaker requests when possible.
3. A representative from Career Services will contact you within three (3) business days of receiving this request.
4. **ATTENTION! If you need confirmation before three (3) business days, please complete this form AND call Career Services at 936.294.1713.**

Requester Name: _____

Requester Title: _____

Academic Department/Student Organization: _____

Best Contact Phone #: _____

Best Contact E-mail (include full e-mail address): _____

Is this request for a University 1301 class?

Yes No

If yes, will this presentation include a career assessment group interpretation?

Yes No

Presentation Topics

A list of presentation topics can be found below. Customized or unlisted topics may also be available.

- Overview of Services
- What can I do with a major in?
- Preparing for graduate/professional school
- Using JOBS for KATS
- The online job search
- Acing the interview
- Benefits and salaries
- The first year professional
- Custom topics – enter in field below
- Choosing a major
- Creating resumes and cover letters
- Internships and job shadowing
- The job search process
- Networking
- Professional image
- Dining etiquette
- How to work a job fair

Desired/Custom Topics (Please Rank):

Requested Date: _____

Requested Time: _____

Alternate Date: _____

Alternate Time: _____

Length of Presentation (in minutes): _____

Expected Number in Attendance: _____

Location (Building and Room #): _____

Student Classification: *

Freshman

Sophomore

Junior

Senior

Graduate

Other (explain) _____

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Additional Comments:

Successful submission of this form is not a presentation confirmation. A confirmation email will arrive from a Career Services staff member shortly.