

## PRESENTATION REQUEST POLICIES

- If you would like a member of the Career Center to make an in-person or virtual presentation please complete the online form. We will contact you to confirm the request. Please note, requests will only be granted to groups that are affiliated with Missouri State University.
- Career Center presentation hours are from 8:00 a.m. (start time) to 9:00 p.m. (end time), Monday through Thursday, and 8:00 a.m.–7:00 p.m. Friday.
- We can only accommodate a maximum of 2 presentations per course section/organization, per semester. If you teach more than one section, please submit a separate request for each section.
- Due to the amount of content that is typically covered in a presentation for a particular topic, we may only be able to cover one topic depending on the allotted time for the presentation. If you would like to request a presentation that encompasses more than one topic, please contact our office and we would be happy to discuss possible options for fulfilling your request.
- The duration indicated for each presentation topic is the typical minimum/maximum time it takes to cover the material in a robust and effective manner. If you would prefer a shorter or longer presentation time than what is suggested, please contact our office and we would be happy to discuss possible options for fulfilling your request.
- A minimum of two weeks' notice is suggested in order to process a presentation request.
- A minimum of 10 expected attendees is preferred in order to receive approval for a non-class (student organization) presentation.
- The Career Center reserves the right to cancel or modify the delivery of requested material for presentation requests in the following situations: a) outside of Career Center business hours, b) do not meet minimum participation requirements, and c) Career Center staff/GA is not available for the requested non-work hours presentation.
- If a synchronous presentation does not work for you or your request does not fall within our guidelines, but you would still like your students to learn about Career Center resources, please contact the Career Center at [CareerCenter@MissouriState.edu](mailto:CareerCenter@MissouriState.edu) or 417-836-5636 to learn about our options.

## CLASS ASSIGNMENT REQUEST POLICIES

- If you are interested in partnering with the Career Center to assist your students in their career development through an assigned activity please complete the online form. We will contact you to confirm the request.
- If your course section or group has more than 30 students, contact the Career Center at [CareerCenter@MissouriState.edu](mailto:CareerCenter@MissouriState.edu).
- If you have more than one class or group section for this assignment, complete a separate form for each section.
- Due to student appointment volume, class/program assigned mock interviews are limited to a 30-minute appointment. Because of this, we are unable to conduct both a mock interview with feedback and a resume/cover letter or personal statement review in one appointment.
- For all class/program assigned resume/cover letter reviews, students will need to visit our drop-in hours or have their resume reviewed via Handshake submission. All other assignment requirements including mock interviews (except Big Interview), assessments, Handshake/Linked profile reviews and personal statements will require an appointment.
- Note that this form is a request for the Career Center to accommodate a class/program assignment. All requests will be reviewed and confirmed via email. Our goal is to support faculty and programs to the best of our ability; however, peak times during the semester may require that adjustments be made to an assignment due date or parameters prior to a confirmation.
- If you have any questions, contact us at [CareerCenter@missouristate.edu](mailto:CareerCenter@missouristate.edu) or 417-836-5636.