

Milwaukee University Graduate School Cooperative
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10 BASIC CAREER CLUB INSTRUCTIONS

Each student must send Chris Crawley, Darron Suttle, Larry Green and Aaron Mendez an email with either an attached Word document or email body text containing their understanding of the following 10 Career Club Instructions. Change the 2nd person pronouns (you, your, etc) to 1st person pronouns (I, me, my, etc.)

1. You understand that your participation in the Career Club is aimed at helping you learn the skills and concepts **YOU** need to help **YOU** find **YOUR** own job.
2. You understand that you must bring a pen and paper to each Career Club meeting to take notes.
3. Your immediate job goal is:
4. Your long-term career goal is:
5. You have reviewed the entire list of MUGS Co-op Career Curriculum learning objectives. Highlight or underline the objective you think is most important in each unit. Remember, this curriculum is self-paced. The faster you get through it, the faster you will be prepared to get your first or your next job.
6. You have reviewed the entire **Student Section** of the MUGS Co-op website (www.mugsinfo.com) with particular focus on understanding the 5 Phases of creating the Personal Development Plan (PDP).
7. You will come to the each subsequent MUGS Co-op Career Club meeting ready to perform your 30-second commercial (elevator pitch) and report on what you have done to move yourself toward immediate employment and the career of your choice.
8. You will come to the Career Club dressed for possible job interviews and application completion sessions to which MUGS Co-op may be able to send you. You may also be asked to report on the job preparation work you completed since the last Career Club.
9. You have created a gmail (yahoo or hotmail is also acceptable) account that reads MUGSLastnameFirstname@gmail.com or other professional format.
10. You have sent Mr. Crawley, Mr. Suttle, or Mr. Green an email (cc: your Career Club Adult Liaison) from your professional email account with confirmation of your understanding of the ten items contained in these instructions.