

**Howard University School of Business
Requirements For Receipt Of Alternate Pin
Senior, Junior & Sophomore Professional Skills Requirements**

INSTRUCTIONS:

- ❖ All students will need an Alternate Pin in order to register for classes
- ❖ Seniors are required to attend four (4) professional skills modules during the fall semester
 - Attendance cards must be turned in at the end of each session
- ❖ Post your resume on NACELink
 - Seniors by September 12, 2008
 - Juniors and Sophomores October 3, 2008
 - In order to receive your pin for spring registration this requirement must be met

Center for Professional Development Professional Skills Modules – Fall 2008

REQUIREMENTS	DATE	MODULE	TIME	LOCATION
Required for Seniors, Juniors & Sophomores	Friday, August 29, 2008 or Friday, September 5, 2008	Interview Skills/Resume Development Review (Mr. Harold Gray) Mock Interviews to follow second hour of each session (Host Company)	10:00am-12:00 12:00-2:00pm	SB Auditorium
Required for Juniors & Sophomores	Friday, September 12, 2008	Credit Workshop (PNC)	10:00am-12:00 12:00-2:00pm	SB Auditorium
Required for Seniors	Monday, September 22, 2008	Second Interviews & Salary Negotiations	5:00pm - 6:30pm	SB Auditorium
Required for Seniors/Juniors	Friday, October 10, 2008	Transitioning to Corporate America	10:00am-12:00 12:00-2:00pm	SB Auditorium
Required for Sophomores and Juniors	Friday, October 24, 2008	Ethics Workshop	10:00am-12:00 12:00-2:00pm	SB Auditorium
Required for Sophomores	Monday, Nov. 3, 2008	Business Publication Readings	5:00pm – 6:30pm	SB Auditorium
Seniors	Monday, Nov. 10, 2008	Diversity Workshop	5:00pm – 6:30pm	SB Auditorium

