TUSCULUM COLLEGE
ESTABLISHED 1794

Professionalism Form

By signing below, I, _____, acknowledge that I have completed an orientation with the Director of Career Services to discuss the following topics of professionalism in the workplace:

__ 1. Professional Dress & Appearance

__ 2. Table Manners-Brief Introduction

__ 3. Elevator Speech

__ 4. Social Media Blunders

__ 5. Professional Email Etiquette

__ 6. Professional Behavior in Social Situations

__ 7. Find a Mentor / Be a Mentor

__ 8. Networking on the Job

__ 9. First Day on the Job

__ 10. Last Day on the Job

__ 11. Dealing with Disappointment on the Job

_____	_____
Student Signature	Director of Career Services Signature
Date: __/__/__	Date: __/__/__

File Date: 12/5/14