

TUSCULUM UNIVERSITY
PIONEER CERTIFIED PROFESSIONALISM FORM

By signing below, I _____, acknowledge that I have completed an orientation with the career services staff of Tusculum University 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
Date: ___/___/___

Career Services Director Signature
Date: ___/___/___

Revised Date: 8/22/2018