

Pre-Professional Seminar  
Fall 2019  
Professor Grace E. Young

## **Study Guide for Final Exam**

Your final exam will be held on Friday, December 13<sup>th</sup>, 2019 from 1 p.m. to 1:50 p.m. It will consist fill-in-the-blank or short answer questions. The exam will draw on the material covered in class. A good way to review for the exam is to make sure you are familiar with the components of the class outlined below.

### Internships

- What are they
- How you get them
- When you get them
- Paperwork involved
- Timeline
- Sequence of timeline and paperwork deadlines

### Letters of Recommendation

- What are they
- How do you get them
- What documents do you provide
- Timeline

### Resumes and Cover Letters

- What are they
- Why have them
- Why include a cover letter

### Email Etiquette

- What is it

### Interviews

- How to prepare for them
- What to take with you
- What are effective interviewing techniques?
- Mistakes interviewees make
- Nonverbal communication – what is it?

### Graduation

- What documents are necessary?
- Sequence of timeline and paperwork deadlines
- Requirements for graduation