Thank you for inviting us into your classroom. In order to effectively tailor the presentation to meet the needs of your students, we ask that you take a moment to provide the following information.

- Professor’s Name:
- Presentation Topic(s) Requested: (see page below for listing of potential topics)
- Department:
- Course Name and Number:
- Class Level: (Fr, So, Jr, Sr, Grad)
- Class Size:
- Suggested Dates for Presentation:
- Class Meeting Time:
- Location of Class:
- Is there a specific staff member you would like to deliver the presentation?

*You will receive a phone call to verify the presentation has been scheduled, and to coordinate any further details that will aid in the planning of this presentation.
**Partner with the Career Center & GAMP**

The Gonzaga University Career Center & GAMP would appreciate the opportunity to partner with you and your students on career-related presentations and workshops. We are happy to customize our presentation to meet the needs and questions of your students, as well as complement the subject content and the amount of classroom time available.

We offer a variety of resources to benefit your students. Choose from the following menu of topics:

- Overview of our programs and services
- Developing a résumé and cover letter
- Networking: relationship building and GAMP mentors
- Locating and preparing for internships
- What can I do with a major in...?
- Job search strategies
- Interview preparation
- Maximizing success at career fairs and treks
- Customizing your own presentation

**Classroom Services Available:**

- **Schedule a Guest Speaker**
  - Simply fill out the “Presentation Request Form” to schedule a classroom presentation or workshop on a range of career-related topics. Our student peer mentor group, the **Career Center Representatives**, is also available to present.

- **Don’t Cancel Class Program**
  - If you are planning to be absent at any time during the school year, consider inviting the Career Center & GAMP office to deliver a career-related presentation or workshop. We can come to your classroom, or you can send your students to our office.

- **Bring Alumni or Employers to Class**
  - Call the Career Center & GAMP office to schedule an employer or alum to speak to your class. This is a valuable opportunity for your students to learn directly from professionals who are working in their chosen major or field.

- **Incorporate Our Materials into Your Course**
  - Feel free to integrate our career-related materials into your course. To access electronic versions of our resources, visit: [http://www.gonzaga.edu/Student-Life/Career-Center-and-GAMP/Students/Resources-Services.asp](http://www.gonzaga.edu/Student-Life/Career-Center-and-GAMP/Students/Resources-Services.asp), or call or stop by our office for hard copy materials. We are happy to consult with you on making the most of these resources.

- **Get Connected to ZagTrax**
  - Did you know that as a faculty member you have access to ZagTrax? Register at zagtrax.net to connect with internships, jobs, our calendar of events, and many other offerings available to your students.

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To schedule a presentation, call 313-4234, or email careercenter&gamp@gonzaga.edu