

Homework Assignment

DUE AT START OF LAB SESSION on THURSDAY, OCTOBER 9, 2003.

Task

Talk to a professional recruiter at the Career Fair, then prepare a written report on your findings.

Research Procedure

What you need to do is visit the Career Fair on Friday, October 3, 2003. It is held in the Student Union from 9AM - 3PM. You need to talk with one industry representative to find out what the employer does, what type of graduates they hire, what sort of skills they look for, etc. You might ask whether they hire summer employees, interns, or only full-time employees. You might also try to find out some details about the company, where they are located, are they publicly traded on the stock market, and so forth. See if you can find out what the future employment prospects might be.

Keep in mind that the main reason the employers are on campus is to talk to seniors who are about to graduate, so only take a reasonable amount of their time. Also, you may find that the major companies are very busy, so don't be afraid to talk to a representative from a smaller company.

Report Preparation

You need to prepare a written report (about one page) giving the name of the person you spoke with, their title, the name of the employer, and explain the information you found out about the company and its employment needs. Make your report brief but keep it interesting and informative! The report should be prepared in a formal fashion (word processor, spell checked, and neatly printed) using the suggestions in the textbook (pp. 61-74) for technical writing.

This is an **INDIVIDUAL** assignment. Refer to the course syllabus regarding class conduct policies.

The reports are due at the **START** of your lab section on Thursday, October 9, 2003. As always, no late submissions are accepted.