

**CAREER PREPARATION  
AND PROFESSIONALISM  
CRSS 3100  
2012**

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**LECTURE TOPICS**

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**Introduction**  
**Success Defined**  
**Personality-typing**  
**Mission Statement and Goals**  
**Telephone Etiquette**  
**Voice Mail Etiquette**  
**Cell Phone Etiquette**  
**E-mail Etiquette**  
**Resumes Do and Don'ts**  
**Dining Etiquette**  
**Dress for Success**  
**Active Listening**  
**Interview Do and Don'ts**  
**Professional Presence (public speaking, tipping, shaking hands, etc.)**

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**INSTRUCTOR:**     **Dr. Keith J. Karnok**  
                          **Room 4115A, Miller Plant Sciences Building**  
                          **542-0931 (office), e-mail: crss3100@uga.edu**  
                          **(contact via e-mail is preferred)**

**TEXTBOOK:**       **None. PowerPoint lectures and reading**  
                          **assignments can be found at**  
                          **[http://mulch.cropsoil.uga.edu/~kjkarnok/courses/course\\_auth.html](http://mulch.cropsoil.uga.edu/~kjkarnok/courses/course_auth.html)**  
                          **username:crss3100, password: career**

**ATTENDANCE:**   **Attendance is mandatory. Only one unexcused absences**  
                          **permitted. Two or more absences will result in a letter grade**  
                          **reduction in final grade.**

**GRADING:**       **Two quizzes (50%) and assignments (50%). Quizzes are**  
                          ***Cumulative*. No make-up exams will be permitted.**