

“Don’t Cancel Class” Workshops

The **“Don’t Cancel Class”** workshops acknowledge that there may be occasions when professors may not be able to conduct a class due to professional obligations or illness. Rather than cancelling class, representatives from the Learning Resource Center, Internship and Career Services, Counseling and Consultation Services or Exploratory Studies would be happy to present on the following topics:

- **Time Management**
 - Completing “Personal Time Survey”
 - Discussing and sharing materials for planning and organizing
 - Sharing recommendations for efficient time planning

- **Developing Study Habits that Promote Academic Success**
 - Emphasizing skills and strategies that promote effective learning
 - Introducing and discussing “The Study Cycle” and “Intense Study Sessions”
 - Discussing the process of developing an effective study plan

- **Developing a Winning Resume**
 - Learning what employers look at when searching for resumes
 - Sharing tips that get a document noticed
 - Learning about using action words in your resume that can showcase the skills employers seek
 - Finding out what to put on a resume and the appropriate location

- **Interviewing Skills**
 - Learning how to sell a major, internship and skill set in an interview setting
 - Understanding how to handle difficult interview questions
 - Learning about ways to answer situational or behavioral types of questions

- **Choosing a Major/Career**
 - Making informed decisions about careers and majors
 - Exploring common misperceptions and myths that can prohibit effective career exploration
 - Understanding self-assessment
 - Exposing students to resources for researching majors and careers

- **Adjusting to College**
 - Understanding Butler culture (academic and social aspects)
 - Exploring issues related to separation from home, freedom and peer influences
 - Sharing tips on communication styles and healthy coping

- **Relaxation and Stress Management**
 - Understanding stress and its impact on the body
 - Learning relaxation techniques
 - Sharing helpful tips for living stress free

- **Choosing a Second Major or Minor**
 - Making informed decisions about majors and minors
 - Understanding self-assessment as it related to majors and minors
 - Introducing students to resources for researching majors and minors

We will come to your class on that day and give a presentation on one of the above topics. We can introduce ourselves and take care of anything you may need such as taking attendance or making announcements. We have found our programming to be most effective when instructors inform their students that a guest will be attending and a clear expectation for attendance is communicated.

To the extent possible, we will attempt to accommodate last minute requests due to instances of illness or emergencies.

Workshop	Contact	Email/Phone
“Time Management” or “Developing Study Habits that Promote Academic Success”	Cheri Prather	cprather@butler.edu X9308
“Developing a Winning Resume”, “Enhancing Interview Skills” or “Choosing a Major/Career”	Gary Beaulieu	gbeaulie@butler.edu X9383
“Adjusting to College” or “Relaxation and Stress Management”	Mindy Wallpe	mcwallpe@butler.edu X9385
“Choosing a Second Major or Minor”	Kathy Matthies	kmatthie@butler.edu X6945

When requesting a program, please include the following information:

- Date, time and location of the class
- Number of students enrolled
- Class number (e.g. FYS101)
- Estimated class standing of most students enrolled
- Any requests for presenter (take attendance, make announcements, etc.)
- Professor’s contact information