In this newsletter:

- Important Add/Drop and Waitlist Deadlines
- Internship Opportunity – American Lung Association, Immediate Opening
- New course on Career Planning


Important Add/Drop and Waitlist Deadlines

<table>
<thead>
<tr>
<th>Register in an Open Class:</th>
<th>If staying in banded tuition (12-18 credits), no change in fees</th>
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</thead>
<tbody>
<tr>
<td>If not in banded tuition (less than 12 credits) and enroll in 12+ credits, move to banded tuition rate</td>
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<tr>
<td>Waitlist:</td>
<td>Wednesday, January 11 before 5pm – Last day to waitlist for a course</td>
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<td>Dropping a Class:</td>
<td>No fees and no “W” grade assigned during the first week of classes</td>
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<td>Sunday, January 15th is the last day to register in One in an open class</td>
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<tr>
<td>Sunday, January 15: last day to drop a class in One on own and end of 100% refund period</td>
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For more information on Banded Tuition at IUPUI, visit http://www.bursar.iupui.edu/bandedtuition.asp.

Internship Opportunity – American Lung Association, Immediate Opening

The American Lung Association in Indianapolis is seeking an unpaid Program and Events Intern to work with the American Lung Association staff to implement programs and special events. To apply send a resume and cover letter of interest to Rose Gibbs at Rose.Gibbs@Lung.org. View the attachment for a more detailed description. Preference is given to students enrolling in SHRS-W 495 – Health Internship (late add fees are waived for internship related coursework).

New Course on Career Planning – 2nd 8 weeks, Spring 2017 – Add it today!

Upon successful completion of this course, students will be able to:
1. Define their knowledge, skills, abilities and values relative to their career aspirations
2. Identify the skills and values employers want
3. Research career fields in the healthcare setting
4. Perform an informational interview
5. Research compensation and cost of living
6. Write a resume, cover letter, thank you note and personal statement
7. Create a LinkedIn profile
8. Discuss the do’s and don’ts of professionalism and professional conduct
9. Research and practice interview skills
10. Define and practice networking skills
11. Create a personal development plan to meet a career goal
12. Network with employers and internship providers as guest speakers/lecturers

SHRS-W 300
Career Development for Health Care Professionals
Mondays and Wednesdays
1:30-5:45pm

COURSE#: 32484
2ND 8 WEEKS – SPRING 2017
Instructed by Tim Scully
Open to Pre-BSHS and BSHS Students or Department Consent Required