



Faculty/Staff Guide to the Majors and Graduate Programs Fair

EVENT INFORMATION

Wednesday, October 16, 2019

11:00 a.m. to 3:00 p.m.

Memorial Union Black and Gold Room

DEPARTMENT/OFFICE REGISTRATION PROCESS

In early September, the Academic Advising and Career Exploration Center will email all department chairs information to register their academic department or office for the Majors and Graduate Programs Fair. Registration requires departments to identify which individuals from their department will work the day of the fair, desired number of tables and chairs, and special accommodations can be requested.

Each department also has the opportunity to register their **student departmental/academic organizations**. If departments are interested in having a table for their student organization(s), they must register the organization and provide the names of individuals that will work the day of the fair, desired number of tables and chairs and special accommodations can be requested.

Once registration has been completed by a department, an Outlook calendar invitation is sent to all individuals that are scheduled to work and to the department chair. Reminders/updates for the day of the Majors and Graduate Programs Fair will be posted to the Outlook calendar invitation as they become available.

DAY OF THE EVENT REMINDERS

Each department/program will be provided with **one table** and **two chairs**. Additional tables and chairs must be requested through the department registration process.

Department set-up will be from 10 a.m. to 11 a.m. and table teardown will begin at 3 p.m.

Faculty, staff and student ambassadors/leaders are encouraged to work your table and help promote your department. If you have student ambassadors at your table, **please make sure that they are accompanied by a faculty member at all times**. We also ask that you try and stand in front of your table as much as possible to help eliminate the distance between you and the participating students.

Majors and Graduate Programs Fair participants are encouraged to come with questions for department representatives regarding majors, minors, certificates, research opportunities and internships. We would encourage you to have copies of your department curriculums and to feel free to utilize the What Can I Do with a Major In... pdfs located at: <https://www.fhsu.edu/aace/what-can-i-do-with-a-major-in/>.

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Light refreshments will be provided to faculty/staff working the fair between noon and 3 p.m.

There will be prize drawings! All faculty/staff participating in the event will be eligible to register for donated prizes. Information on how to register for prizes will be available at the faculty/staff check-in table.

Name tags will be provided for department representatives listed on the registration form. Upon arriving at the fair, faculty and staff will check-in at the faculty/staff check-in table where they will receive their name tags and prize registration information.

Prospective high school students will be in attendance. **All prospective high school and transfer students are given a lanyard to wear during the event that displays their current institution's name and mascot.** Please take note of students wearing a lanyard, as your conversation with them may be different.

DEPARTMENT FACULTY/STAFF FEEDBACK

Faculty/staff evaluations for the fair are administered electronically. A link to the evaluation will be sent to the FHSU/Outlook email account of all faculty/staff that signed in at the faculty/staff check-in table at the fair.

COURSE ASSIGNMENT/EXTRA CREDIT

The ACE Center will provide verification for instructors wishing to add the Majors and Graduate Programs Fair to their fall curriculum as either an assignment or extra credit opportunity. If you are interested in this opportunity, please contact Nikki Brown at n_brown2@fhsu.edu or 785-628-5577 as soon as possible to make arrangements.

CLASS PRESENTATIONS

A member of the ACE Center staff would be happy to do a 15-45 minute interactive presentation for your class to help them prepare for and/or understand the benefits of attending the Majors and Graduate Programs Fair.

If you are interested in a classroom presentation, please contact Nikki Brown at n_brown2@fhsu.edu or 785-628-5577 as soon as possible to make arrangements.

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