

**CASE WESTERN RESERVE UNIVERSITY  
EAST CLEVELAND PUBLIC SCHOOL DISTRICT  
PROVOST SCHOLARS  
University Seminar  
Session Eight  
Thursday, January 30, 2014  
2:30pm-5:00pm  
Spartan Room, 3<sup>rd</sup> Floor  
Thwing Center**

**Building an Academic and Career Plan**

**Purpose**

The purpose of this University Seminar is to introduce the Provost Scholars to career planning by developing an academic and career portfolio. Their portfolios will also consist of a basic résumé which will organize their courses, experience and grades into a coherent format that can be easily understood by future employers or schools. Also joining the seminar is Xinyi Xu. Ms. Xu is a current undergraduate student in the Bolton School of Nursing who is also minoring in business. She will share her experiences about living in two cultures, China and the United States, and how she is currently developing and shaping her goals to become a nurse and manager in the healthcare field.

**Objectives**

**Provost Scholars will:**

- (1) Increase their cultural proficiency by hearing from guest speaker Ms. Xinyi Xu.
- (2) Deliberate on future career goals by developing on an academic and career portfolio.
- (3) Learn the basics of a résumé by first organizing their personal and academic experiences and then translating their experiences into a formatted résumé.

**Agenda**

- Special Guest, Xinyi Xu
- Develop Provost Scholars' Academic and Career Portfolios
- Study the basics of a résumé
- Revisiting last week's big word: Quid Pro Quo

**Materials Needed**

- Flip chart, paper and markers
- Round Table and Chairs

**Faculty**

- Faye Gary
- Dennis Harris
- Katrice Williams, Master's Student, Program Manager

**Word of the Week: Quid Pro Quo**

**Concierge and Matre'D**

- Provost Scholars Leonardo Armstrong and Brianna Moore  
**Heavy hors d'oeuvres will be served**