

CAREER EXPO XL
"Celebrating 40 Years"



Professional Development

Attendance Instructions for CAREER EXPO

- 1) All students attending Professional Development Seminars during CAREER EXPO XL must complete a Scantron sheet for attendance regardless of receiving credit.
- 2) On the Scantron, students must fill in their name and PID number.
- 3) Under section, students will write the hospitality course number of the class for which they would like attendance reported to their professor.
- 4) Ambassadors will distribute Scantron sheets at the beginning of each seminar, then collect Scantron sheets at the end of each seminar. Students must be ON TIME and PRESENT for the WHOLE seminar in order for their attendance to be recorded.
- 5) The CAREER EXPO Board will provide an attendance record for Hospitality Business Professors.
- 6) CAREER EXPO will maintain the official records for attendance; however please note,
Professors will be the sole determinant of whether you receive credit.

If you have questions please contact shbexpo@msu.edu
or call SIRC at 517-353-9747.
