

In concert with the rest of the University of Tennessee at Chattanooga community, the Center for Career and Leadership Development wishes to thank each student, staff, and faculty member for their engagement in responding to this present challenge. We will continue to focus on our students and remain dedicated to our mission to provide the best educational experience possible in spite of the hardships and difficulties we are facing. The information below describes how we will contribute and stand ready to support our students' success:

- **Large-Scale Programs/Events**

All large-scale programs, where a group of 25 or more will be gathered, are cancelled. These large-scale programs include three remaining Career Fairs (Teacher Recruitment Day, Public Service Careers Event, and the Summer Part-Time [On and Off Campus] Job Fair) and a collaborative effort, the Community Poverty Simulation.

- **Moc LEAD**

Moc LEAD participants (semester 1 & 2) will be given alternate assignments or virtual content delivery during the suspension of face-to-face instruction.

- **Leadership Coaching**

Four unique 45-minute leadership coaching sessions are available to students and alumni via telephone or, in some cases, by Zoom video conferencing. More information about these select opportunities can be found at [Leadership Coaching Services](#). Schedule your individual session with Daniel Grzesik at daniel-grzesik@utc.edu. We invite you to explore your strengths and preferences and to walk away with a plan of action!

- **Resume Critiques and Professional Document Development**

Students and Alumni are encouraged to share their resumes or their questions about their resumes with Center personnel via e-mail to our centralized e-mail account (career@utc.edu) where a staff member will share a notification of receipt and help to frame expectations for returned feedback.

- **Job and Internships Searching**

All UTC students are encouraged to utilize Handshake to explore jobs and internships. Handshake is accessed at <http://utc.joinhandshake.com> Should students need assistance in accessing their Handshake account, please e-mail Rob Liddell at (robert-liddell@utc.edu).

- **Mock Interview Services**

Students seeking a mock interview to prepare for an upcoming professional encounter or as a part of a class requirement should e-mail Donna Cooper at (donna-cooper@utc.edu) where she will share a notification of receipt and work to schedule a mock interview over telephone or, in some cases, by Zoom video conferencing.

- **Career Counseling/Job Search Appointments**

Students seeking a career counseling or job search appointment should e-mail Donna Cooper at (donna-cooper@utc.edu) where she will share a notification of receipt and work to schedule an agreeable time to meet over telephone or, in some cases, by Zoom video conferencing.

- **Ongoing information**

UTC community members are encouraged to visit (<http://blog.utc.edu/coronavirus>) to stay informed and up to date on how the University of Tennessee at Chattanooga is responding to this unprecedented challenge.

- **Center Office Hours**

At this time, we are not anticipating changes to our office hours (Monday – Friday, 8 a.m. until 5 p.m. EST). If the University directs the Center to change our hours of operation, notification will be provided.