

Memo

To: ECS 3390 Students

From: Dr. Janet Johnson

Date: September 2, 2023

Re: **Professional Development Memo**

Introduction

One of the learning outcomes of this course is to develop your professional skills and network with potential employers and mentors.

Assignment

To achieve this outcome, you are required to participate in **two** professional development activities on campus, such as a career fair, a workshop, a guest lecture, or a mentoring session.

You can find a list of ECS Cubed and ECS Career Center Activities here: [ECS Career Services Events](#)

After attending the activity, you will write a memo to your instructor summarizing what you learned and how it relates to your career goals. The memo should be 1-2 pages and should follow the standard memo format.

You will submit the memo to elearning.

Each memo is worth 50 points each.