What is the “Professional in Residence” Program?
The “Professional in Residence” program is an opportunity for Columbia University students to learn about industries directly from career professionals in the field. Students will meet one on one with a professional for 20 minutes to learn more about the trends, possible career paths, and gain insider information for their future career plans.

The Center for Career Education seeks to partner with students, alumni, and employers through the Professional in Residence Program. In order to maximize opportunities for Columbia students and preserve the integrity of this program, we have developed the set of policies below and ask for your cooperation. Failure to comply will result in the loss of LionSHARE provides.

1. Prepare for an active discussion
   Have questions prepared for the Professional. You can meet with a counselor in advance if you would like to discuss possible questions.
   Sample questions include:
   - Explain what has been your biggest challenge related to your job, industry, work culture, career search, etc? Any advice?
   - Did you make use of a mentor and/or any networking groups to help serve as a guide through your career development process? Can you recommend any associations, or professional social media sites in this industry?
   - How does/did your college experience impact your career choice and success today?

2. Submit your resume in advance
   This is highly encouraged. It allows the professional to know more about you and provide concrete tips. You can e-mail a resume directly to Lisa Dicce AT LEAST 48 hours prior to your appointment (lad2161@columbia.edu).

3. Policy on cancellations/no shows/late arrivals
   The “Professionals” commit time and resources by deciding to voluntarily meet with Columbia students. When you cancel after registering for a 20 minute appointment with insufficient time for the empty slot to be filled by those on the waiting list, you are damaging your own reputation, adversely affecting other Columbia students and wasting the time of professionals, who may then decide not to return to Columbia to offer suggestions and advice.

   If you register for the Professional in Residence Program and need to cancel, you are required to give CCE AT LEAST 48 business hours notice. Any student who fails to give this notice, does not show up, or is late to arrive, will be immediately suspended from LionSHARE. You can be reinstated only after the following actions are taken:

   1. You have met with Lisa Dicce and a determination is made that there was an acceptable reason for canceling/not showing up
   2. You write a signed letter of apology to the Professional, which can be given/ emailed to Lisa Dicce for delivery.

4. Eligibility
   The Professional in Residence Program is only available to students of Columbia College, The Fu Foundation School of Engineering and Applied Science, The School of General Studies, The Graduate School of Arts and Sciences, The School of the Arts, The Graduate School of Architecture, Planning and Preservation and The School of Continuing Education.

Have Questions, Concerns, or Suggestions?
At any point before, during, or after your appointment feel free to reach out to Lisa Dicce, Assistant Director, Programming (lad2161@columbia.edu).