Job Description	**Composing Professional Emails and Addressing an Ethical Dilemma** Participant will compose a professional email response to a common ethical dilemma, demonstrating sound judgment and integrity throughout their communication.
Administration Time	20 minutes
Equipment, Supplies, and Materials Required	• Computer with no internet access (must have access to a PDF viewer) • Paper and pencil for notes • The supplemental materials included in the "Job 1 – Student Materials" folder