



# CareerStreet

A Publication of the Career Development Center Macalester College

Vol. III - Issue 4 - November 7, 2005

*"The possibilities are numerous once we decide to act and not react."*  
**George Bernard Shaw (Irish literary critic, playwright and essayist, 1856-1950)**

## Did You Miss An Issue?

[See Previous Newsletters](#)



[PDF Printer Friendly Version of Newsletter](#)

## Hot Jobs



Find details on these opportunities on our web site under [Grand Avenues](#).

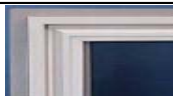
### Mathematical Statisticians Bureau of Labor Statistics Washington, DC Full Time

**Deadline: 11/19/05**  
 Economic/Community Development, Research. Developing and refining sampling frames using data analysis and computer programming: \*Developing and implementing sample designs \*Evaluating the statistical accuracy, efficiency and quality of BLS surveys and procedures \*Researching and developing techniques in estimation, analysis of variance, imputation and other topics \*Developing requirements for statistical reports and systems.

### Technical Aid Position Dyneon Oakdale, MN Full Time

**Deadline: 11/19/05**  
**JUNIOR preferred.** Part time during school year, 10-20 hrs/wk, work hours flexible. Summer work full time. Work is

## Counselor's Corner



### INTERNATIONAL STUDENT EMPLOYMENT by John Mountain Assistant Director, Employer Relationships, CDC

If you're an international student, visa sponsorship can add some complexity to your job search. In this issue, we will be talking about some information and strategies that will be critical to your success. First let's look at some general immigration/visa information:

**F1/J1 Visas** are the most common student visas. It allows students to stay in the United States while attending a College or University. However, there are some limitations on off-campus employment and internships.

**Optional Practical Training (OPT)** provides work authorization for up to 12 months. It can be used before or after graduation, but is still limited to a cumulative total of 12 months. OPT must be completed within 14 months of graduation.

**H1B Visa** is a common way for an international student without a current work visa to remain in the U.S. after their OPT expires. The H1B visa needs to be sponsored by an organization and is valid for three years. After the three years have expired, it can be renewed once for an additional three years, for a total of six years.

## Macalester at Work by Eileen Fitzpatrick, '06 CDC Student Staff



Professor Harry Waters, Jr. teaches acting, directing, and community-based theater classes in the Theater Department. Previously a guest star on a variety of television shows, recipient of a Gold Record for the song "Earth Angel," and involved in the original production of *Angels in America*, Professor Waters talked with the CDC about the exciting opportunity Macalester provides for him to turn his experience in acting and directing into a way of helping students pursue their artistic goals through civic engagement.

### CDC: How did you first get involved in theater?

**HW:** Fortunately, I knew in first grade by doing a play at my church. It was amazing to me that you could affect people by playing a character. And, I was playing a milkweed! Milky—I still have my costume somewhere. While I knew I wanted to be an actor, I also knew then that I couldn't tell anybody. I was aware that in my family's history (my parents were both from Tulsa, Oklahoma), there was no

in support of our R&D initiatives and involves helping develop test procedures for material characterization and sealing systems.

**Health and Wellness Manager**

**Pillsbury United Communities Minneapolis, MN**

**Full Time**

**Deadline: 11/22/05**

NorthPoint Health and Wellness Neighborhood Center provides services to the Hmong community members by helping them access and navigate the benefits from the health care system that is available to them while emphasizing the importance of prevention and education strategies to ensure their family's long-term health. This will include: Reaching out, Coordinating and Reporting, Researching and Documenting interpreter and translation information, Support team member projects.

**Tutor**

**Ambassador Preparatory St. Paul, MN**

**Part Time – Deadline: 11/19/05**

This is a 7-9 grade international boarding school, located in the Cathedral Hill area. Looking for education students available to tutor in reading, writing, homework and study skills. Sunday – Thursday evenings. \$15.00 per hour.



**On-Campus Recruiting**

To access a list of the most current on-campus employer

**Identifying organizations that sponsor H1B visas** can be a daunting task. Especially in smaller firms, there may be a lack of understanding of what an H1B visa is and the process to apply for one. It is important that you understand the terminology and basics of the work authorization process. The U.S. Citizenship and Immigration Services have a variety of H1B resources on their web site at <http://ows.doleta.gov/foreign/h-1b.asp> Take the time now to understand the immigration rules and process so you can be better informed when going through the interviewing process. Another great resource on this site is a listing of all the organizations that have sponsored H1B visas in the past few years. That information can be found at <http://www.flcdatacenter.com/CaseH1B.aspx>

Another common question is **when to communicate to the organization that you will need sponsorship for your visa**. It may not be necessary to bring it up the in your first interaction with the organization or referenced in your cover letter, but it should be discussed before your first in-person interview. It is only fair to everyone involved to be honest about your need for sponsorship and to see if that is an option for the organization. The last thing you want to do is waste their time and yours if there is no chance of sponsorship.

While you might have some additional complexities to your job search, you can still make it a success by doing your research and understanding the visa application process, so you are prepared to answer any questions or concerns an organization might have. Make an appointment today with a career counselor to discuss additional strategies to make your job search a success. Call 696-6729 to make an appointment today.

understanding of people wanting to do theater, especially for African Americans. The expectation was to get a teaching degree, to become a doctor or lawyer, or to go into the service. Those were the options. So later I was even sneaking out and doing theater. My family thought I was going to a summer camp and I was actually going to a theater camp. I knew that it was the one place where I felt comfortable.

**CDC: So you always thought that your career would be theater-related?**

**HW:** I didn't know what the career part meant, but I knew that performing and working in the arts was something that made sense to me. I didn't want to have to explain it to anyone else though. The people that I met when I was doing it just understood. I didn't have to explain to them why they were there. To observe people coming to the theater and enjoying an event, or sharing an understanding of a new story was always so fulfilling.

**CDC: You have also appeared in film and television. What kept you focused on theater and, specifically, community-based theater?**

**HW:** I was really fortunate when I was living in LA, in that I got to be a guest star on practically everybody's show. It was great. Not that I had a name, but I was always working. I was what they call a journeyman actor. What fed me in between was teaching kids in the black community in Los Angeles in a group called Crossroads Theater. I was able to teach literally pre-school kids to old people while in that company. I knew that the stories that I was learning about and hearing in the community were fulfilling me a lot more than just a job. I was sustained by about eight people whom I would work with using poetry, original writing, improv, and creating our own work to then take into the community. It gave

presentations, information tables, resume deadlines and interview dates go to:

<http://www.macalester.edu/cdc/recruitcurrent.pdf>

## Upcoming CDC Events

### DAY OF MEDICINE

**Saturday, November 12**

8:45 AM-3:15 PM

University of St. Thomas,  
Owens Science Hall  
(Applications and \$20 payment must be received in the CDC by 11/4/05.)

## Internship Info



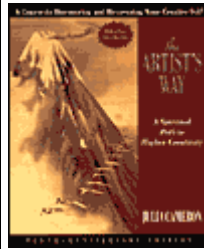
### "SUMMER 2006 LIVE. LEARN. INTERN"

Applications are now being accepted for the **Summer 2006 "Live. Learn. Intern."** Institutes in Washington, DC!

Sponsored by The Fund for American Studies in partnership with Georgetown University, these dynamic programs combine **substantive internships**, courses for academic credit, and career development activities. The practical experience gained by interning thirty hours a week while taking courses at Georgetown University will give students **the edge** in both job placements and graduate school admissions.

- **Internships** – Competitive placements

## The Bookshelf



**"The Artist's Way" - by Julia Cameron with Mark Bryan, G. P. Putnam's Sons, New York, NY 1992.**

*The Artist's Way* is the seminal book on the subject of creativity. An international bestseller, millions of readers have found it to be an invaluable guide to living the artist's life. Still as vital today-or perhaps even more so-than it was when it was first published one decade ago, it is a powerfully provocative and inspiring work.

*The Artist's Way* is an empowering book for aspiring and working artists whether they be writers, poets, actors, painters, musicians and creative people in all walks of life. With the basic principle that creative expression is the natural direction of life, Julia Cameron and Mark Bryan lead the reader through a comprehensive program to recover your creativity from a variety of blocks, including limiting beliefs, fear, self-sabotage, jealousy, guilt, addictions, and other inhibiting forces, replacing them with artistic confidence and productivity.

*The Artist's Way* links creativity to spirituality by showing in nondenominational terms how to tap into the higher power that connects human creativity with the creative energies of the universe, and guides you through a variety of highly effective exercises and activities that spur imagination and capture new ideas. Whatever your spiritual orientation, *The Artist's Way* will resonate in your creative mind with truth, wisdom, and inspiration.

*(This book can be found in the Kagin Resource Center, Humanities Section of the CDC resource library.)*

us a sense of having a full meal. That's the best way I can describe it. It was really satisfying, not like having a little snack which is what the gigs were doing. Those community things fed the work that you had to do when you got paid lots of money to have four lines. It gave you some experience that you were able to bring to projects. I was always telling my students to go and work in the communities, and even if you fail you will have learned something more amazing.

### CDC: What attracted you to working in college theater?

**HW:** In 1999, I got called to direct a production of *Angels in America* at Sonoma College. I had done the original production of *Angels in America* many years ago when it was being created, and before it went to Broadway and won all the Pulitzers. So I went to Sonoma and it was fascinating. I had been working professionally and was used to actors being so jaded, but all of a sudden I was surrounded by students for whom this was the most important thing that they were doing. They were also so willing to do whatever it took to make the show work. On top of that, we were doing a show in a theater department that was split about the show. In spite of this, I saw how the department came together to support the production because it was important to them to support their students. To me that was so invigorating that I had to be a part of that. My enthusiasm, coupled with the students' enthusiasm, was so important in making that production memorable. To be able to give students an experience from the crew, to the ushers, to the people on stage, is so important to me because those are the things that keep this craft alive. I thought it was so important to be able to just talk to all of the students. I am always amazed at how much I can see the students grow after they have had an experience. They are able to own something of it.

- with top sites in DC
- **Classes** – Up to 9 transferable credits from Georgetown University
- **Housing** – Furnished on-campus apartments in the heart of DC
- **Scholarships** – Over half of all students receive full or partial funding
- **Networking** – Numerous opportunities for professional growth
- **Leadership Development** - Leadership and career building activities
- **Site Briefings** – Students hear from national leaders at places such as The White House, State Department, House of Representatives, and the Federal Reserve.

Four eight-week programs are offered in the following subject areas:

- **Politics and Economics**
- **Journalism**
- **Business and Government Affairs**
- **Nonprofit and Community Service**

Applications are accepted on a rolling basis until March 31, 2006. Students completing their application by the **Early Deadline of January 15, 2006** will receive a **5% discount** on their tuition balance. **Over \$500,000 in scholarship funding is awarded annually** and preference is given to those who apply early.

For more information and to begin an online application,

## First Year Focus

### EXPLORE THE POSSIBILITIES

You may find yourself with more time to think about career development issues such as major choice. The time between now and the end of fall semester will fly by, but we would like to give you a list of activities to help you start or continue the process of career exploration.

- 1.) Make an appointment with a career counselor to orient you to our services, and work on the very crucial step of self-assessment through personality and interest inventories.
- 2.) Read about options in potential majors. There is an almost infinite amount of information online and the CDC has many general occupational books you may peruse.
- 3.) Talk with upper-class students and faculty about different majors and corresponding occupations.
- 4.) Attend workshops sponsored by the CDC.
- 5.) Design your first working draft of your resume and write a cover letter.
- 6.) Begin to think about part-time and summer job options as well as internships.
- 7.) Work on building employment skills through on and off campus jobs or volunteer experiences.

## Sophomore Syllabus

### DECISIONS...DECISIONS....

Next to your choice of a college, your choice of a major will be one of the more important decisions to make at this point in your life. It's a challenge to identify a major that will suit your abilities, interests, and goals as you

## CDC: How did you find your way to Macalester?

**HW:** My ex-wife moved here for a job at the Guthrie, so I (and the kids) came here for Thanksgiving in 1999 and stayed because it felt good. It was a different world. I went to grad school in Madison in their new directing MFA program. I met Peter Rachleff (in the History Department) at a reading at Alchemy Theater. We became friends. Then during my third year at Madison, Beth Cleary needed someone to cover a class here in the Theater Department for a semester. They called, and I said I would love to. I started teaching, and it was the most wonderful group of students. They're all seniors now, but to me those are still my babes. I had six international students in that class. The array of experiences offered in this nice, small, liberal arts college was another big attraction. To come to a campus where you can get to know your students, so that you can really help them with their work, was fascinating. It was such an opportunity here at Macalester to really make a difference. To me, teaching theater, acting and directing, or conducting research in theater history and theory, was a way to affect the change that the students can make. Part of me feels that I got to do all my stuff. I was able to do a couple of TV series, I was in a movie, I got a Gold Record, I sang with the President, I got to go to Europe. So, now I just want the students to get better. I know some ways to do this, so trust me. The students also teach me about who they are, so it's really us coming together. Macalester presented itself as an opportunity where I could really grow. I talk to my friends who are still in the business, and I say I cannot have even dreamed of anything that could be as good as this. I have a great department, I love the people I work with, I love my students. It also allows me to work in the community, so I'm still working with other groups, and making connections between Macalester students and those groups.

students should visit the website at [www.dcinternships.org](http://www.dcinternships.org) or contact Mary Connell, Georgetown Institutes Coordinator, at [mconnell@tfas.org](mailto:mconnell@tfas.org) 1-800-741-6964.

## Journalism Competition

### FELIX MORLEY JOURNALISM COMPETITION

In honor of Pulitzer Prize winning journalist, Felix Morley, the [Institute for Humane Studies](http://www.instituteforhumane.com) awards **\$5,000** in cash prizes to outstanding writers whose work best communicates an appreciation of the ideas of liberty. The competition is open to young writers (25 years of age or younger as of 12/1/05) and **all** full-time students.

Articles published 7/1/04 through 12/1/05 are eligible for consideration. For additional details or to apply online, please visit the [contest website](http://www.theihs.org/morley) at: [www.TheIHS.org/morley](http://www.TheIHS.org/morley).

**Deadline: 12/1/05**



### Beyond the Piggy Bank

The Career Development Center and Financial Aid Office have teamed up to provide you with information on managing your personal finances. We hope you find the information useful. This newsletter's topic is:

#### ["Tips on Using Prepaid Phone Cards"](#)

complete your education and develop career plans.

If you're finding it a challenge to narrow down your interests to a single major, or if you just aren't sure which major is for you, begin by thinking about yourself—who you are, what you're good at, what you like to do, and where you want to be in 10 years.

**Look at yourself.** Before you start to worry too much about what's out there in the world of business or psychology or biology, start in your own back yard. Take some time to jot down a few important things about yourself. Do you like to work with numbers or with words? With others or alone? With abstract ideas or solid objects? You can use the answers to these questions to begin to define possible major areas.

- What interests you the most? What subjects do you like to study? What subjects do you do best in? Why? What subjects do you do worst in? Why? What has been your greatest accomplishment so far in school? Do you like to read? Do you read for pleasure? Do you retain what you read? Are you reasonably comfortable working with numbers? Do you like math?
- Can you express your thoughts clearly in writing?

**Identify your abilities.** In general, it's best to major in an area that you enjoy studying and where you have the ability to do well.

- What subjects are you good at? What subjects do you struggle with?
- What comes easily to you?

If you major in a subject that you are interested in learning, you'll feel more motivated to study. And the

**CDC: Among some of Macalester's focuses such as internationalism and social justice, how do you think theater can fit in?**

**HW:** The dilemma we have here is that no one sees that that's what we do all of the time. All of our plays are intrinsically international, because we're talking across cultural lines, across language barriers in some cases, and across racial barriers. There are so many different conversations that happen here. As far as Macalester's goals, especially regarding diversity and civic engagement, those are some of the things that I am very focused on. I work with the Playwright Center, Pillsbury House Theater, Penumbra Theater and the Alchemy Theater. I take my students to those places as part of a pure theater outreach program. Somehow students tend to find themselves back in those locations, often doing volunteer work, or acting, or with paid positions. The pillars that we talk about here are a part of what we do on a daily basis. It's really interesting how we have to give credence to the work that we do. When you look at it and take down the filter that says it's just entertainment, you can see that the types of stories that we tell on stage, and the types of interactions that we have with community artists are such a part of what Macalester is about. So, of course we do all that stuff, but we have to blow our horn about it. It's hard to get attention way over here on the southwest corner of the campus.

**CDC: Do you have any advice for seniors who would like to pursue theater as a career?**

**HW:** Mostly, you have to want to do this more than anybody else wants it for you, because if you really want to do this you will find a way. Secondly, I can give you some leads, and I can give you some advice. First, you have to do something for your craft every single day, Monday through Sunday. This may mean reading a play, or

## Suggestion Box



### MOTIVATION IS YOUR CHOICE

Tom Golisano, the billionaire businessman who founded Paychex Inc, built a business around an interesting philosophy regarding motivation. "Hire motivated people and don't de-motivate them!"

This philosophy applies to college students as well as employees. College students shouldn't allow themselves to become de-motivated!

Assume for a moment that you are a college student looking for ways to develop or maintain high levels of motivation. In order to get a handle on your motivation you **MUST** understand that motivation is **YOUR** choice! Every day you make a decision whether to be highly motivated or not. If you aren't conscious of this decision, you need to be. Lack of awareness allows negative influences a chance to drain you of your motivation.

De-motivators include:

- Lack of sleep
- Lack of a plan, to-do list, goals
- Unmotivated friends
- Lack of preparation or training
- Lack of support from friends or you need a confidant at school
- Depressive illness
- Lack of confidence
- Procrastination, Do it now!
- Lack of accountability

Success in school and life will depend on your ability to stay energized and engaged. Take control of your motivation through focus and discipline. Eliminate and control the de-

more you study, the better your grades are likely to be—especially if you have some ability in the subject as well.

Many employers look carefully at grades when they recruit on college campuses, so the higher your grades, the more competitive you may be. If you plan to pursue a graduate degree, you'll want your undergraduate grades to represent the best work you're capable of doing.

**Imagine your future.** Use your answers to these questions to define your personal and professional goals.

- What do you want to be doing 10 years after college? Where do you want to live? What income do you want to have? What will be most important in your life?
- What do you secretly want to do?

Once you have an idea where you'd like to head, think again about possible majors that correspond to your interests and abilities. Which ones can you eliminate? Which ones look promising? Here is a good online resource for this process:

[U.S. Labor Department's Occupational Outlook Handbook](#)

## Junior Jumpstart

### EXPAND YOUR RESOURCES

You hear alot about researching, networking, etc. as a part of deciding what you want to do for a career. Here's another tool for you - reading journals and magazines! This is a broad-brush technique, providing little tidbits and clues that you can respond to or track. How does it work? It's simple. Here are a couple of examples.

*Fast Company Magazine* - edgy, hip, looking at business (and the business

sending out pictures and resumes, or contacting people about jobs in your profession. There is always something that you can do. Actors on one hand are perceived as being the laziest people in the world because of always waiting for the next audition. However, on the other hand you are always creating life, creating stories, creating work on a daily basis. If you are spending your time always trying to find a new way to read a story, work on accents, take a dance class, explore new museums, or do research in history, you are finding more stories and that is how you are continually enriching your craft. We have to have all the information in order to create characters. We have to know how a three-dimensional character walks into a room. We have to know the sound of the voice of a woman who is in pain because she's lost her child. We need to know what it's like to land on the shores of another country and experience discrimination. All of those things are a part of who we all are. We do human conditions on stage. We also have to have an awareness of how we incorporate this in our bodies and in our relationships with other people. It's that interaction on stage, whether it is a solo piece or an ensemble piece, that really changes the world and really affects people. You have to have that awareness every single day.



## Web Watch

For a complete listing of helpful sites related to career information and resources for [Dramatic Arts and Dance majors](#), visit the CDC web site at:

<http://www.macalester.edu/cdc/majordance.html>

## Featured Article

### BE A GREAT LISTENER!

*Obstacles to listening:*

motivating factors in your world! Become familiar with them. It is the wise student who makes use of the resources necessary to insure personal, social and intellectual growth.

(Source: CampusBlues.com)

## Featured Fellowship



### Carnegie Endowment for International Peace 2006-2007 Junior Fellows Program

This program will provide an opportunity for 8-10 students who desire careers in international affairs to have a substantive one-year working experience in Washington, D.C. Junior Fellows provide research assistance to Associates working on Carnegie Endowment projects.

All applicants (no more than two) must be nominated by the college. Applicants must either be graduating seniors or students who have completed their bachelor's degree within the past academic year. [Ellen Guyer](#), Dean of Academic Programs (651) 696-6036, will coordinate the Macalester nomination process. [Check out the Carnegie website for general information on the program.](#) The College deadline has typically been in December.

For a complete list of all scholarship opportunities go to: <http://www.macalester.edu/academicprograms/scholar.html>

## What is the CDC?

of non-profits) from the perspective of trends, key players, cutting edge stuff. (CDC staff highly recommends it, by the way). In the November 2005 edition, there is an article called "Fast Cities" - "we found the top 10 emerging hubs for creative talent in the U.S. - as well as 5 around the world...Meet the home of your next big opportunity and the people making those cities cool today". It gives a snapshot of the communities - cornerstones and caveats - and an example of some creative people there. How could you use this article? Think about places you might want to move to after graduation -this could offer some new ideas. Look at the description of the people featured - what are they doing, how did they get there? Any little pieces of their experience resonate with you? If so, make a note - research that piece a little further to learn more.

*Minnesota Giving Forum* - The "Newspaper of Minnesota Grantmaking", the *Giving Forum* is a quarterly newspaper published by the Minnesota Council on Foundations. The CDC receives the print version and it is available in the magazine racks in Kagin. The on-line version is available at [www.mcf.org](http://www.mcf.org). The focus of the publication is to provide readers in the nonprofit community with a wide range of news and information on Minnesota grantmaking. It publishes original in-depth articles that explore current giving issues, educate readers on philanthropy and report on grantmaking research. It also reports on the people, organizations and events making news in Minnesota grantmaking. Instant networking sources! The Summer 2005 publication featured an article on "Black Philanthropy" - looking at traditions and future directions/needs. How can you use this publication? See who is funding what. What are the types of programs being funded - maybe those programs that are receiving funding will be hiring interns and new college grads. Look for gaps - could you apply for a CSO initiative

It isn't enough to just hear what someone is saying. Mistakes on exams, interviews and personal relationships come from poor listening skills. Think about what goes through your mind as you hear someone speak. Wondering what you will say next, how long will this take, what you are having for lunch are only a few of the distractions that pop into a person's head.

### - Focus!

People are easily distracted by nature. Develop the habit of "catching" yourself when your thoughts wander. This will require discipline, attention and practice. Create an environment with fewer distractions. Turn off the television or radio. Move physically to an isolated or private spot.

Focus and concentration aren't the only issues. Our natural impulse is to filter information through our own experiences. This is a big problem! No two people possess identical perspectives. Therefore all information is subject to interpretation. These biases can be the foundation for minor communication problems or larger social issues.

Additionally, sometimes you might hear something that turns you off, stops you from maintaining your interest in the conversation. This happens all the time. Unfortunately, if you stop listening, you might miss interesting information or common ground that you were unaware of.

### - Stop talking!

The primary obstacle to listening is TALKING! If you interrupt, ramble on, or dominate a social interaction you will disrupt any chance of really knowing what is on someone's mind. It doesn't take long for someone to disengage from a conversation if they aren't allowed to express themselves.

### *Listening strategies:*

Great listening skills need to be developed! You will need to make a commitment to learn how to become a great listener, it doesn't happen by accident.

The [Career Development Center](#) is here to assist students in planning, articulating and applying their educational experience to meet their future goals. The office is located on the first floor in Kagin Commons, and offers [individual counseling sessions](#) with a career counselor, an extensive [career resource library](#), [job/internship listings](#) and opportunities from around the globe. The CDC resource library features: Information about Fellowships, [Internships](#) and [Job Postings](#); information on Companies and [Government Opportunities](#); pamphlets and materials on [resume](#) and [cover letter](#) writing; books on etiquette, [interviewing](#), [grad school](#) and the [job search process](#); and an extensive [alumni directory](#), sorted by career.

**Hours: 8 a.m.-4:30 p.m.  
Monday through Friday  
(Daily Drop-ins: 2-4 p.m.)**

**Macalester College  
Career Development Center  
Kagin Commons  
1600 Grand Avenue  
Saint Paul, MN 55105  
(651) 696-6384  
Fax: 651-696-6131  
E-mail:  
[cdc@macalester.edu](mailto:cdc@macalester.edu)  
[www.macalester.edu/cdc](http://www.macalester.edu/cdc)**

grant to get something started?

Thinking about grad school? While reading professional journals for a paper or class, track where the authors of the papers that engage your interest are located. Their home university may be one you want to check out - you know that at least one faculty member is doing research in an area of your interest.

These are just a few examples of some ways you can use newspapers, magazines and journals to expand your resource pool of ideas of things you might like to do, places you might want to live and/or study at, etc. Keep a list of things that you read -talk about them with your advisor or a career counselor. You never know where it might lead you!

## Senior S.L.A.M.

### STEPS TO TRANSITION

Seniors - it won't be long before you graduate and transition, sooner or later, to the work place. Although there is no standard formula for success, here are eight steps to promote your successful transition to the world of work as written in *The Black Collegian*/ (4/05, pp13-15).

- 1.) Know your geography.** Get to know your community as soon as possible. Creating a new network of friends and colleagues in the community will serve to enrich the quality of the life you lead.
- 2.) Manage your finances.** What can you do to manage your finances successfully? First, develop your budget. Second, pay bills on time and minimize your use of credit cards. Third, avoid the temptation to overspend; if you stay within budget, you may be able to set aside money for future purchases. Fourth, pay back undergraduate loans to reduce debt, now and for the future. If you have the option, consolidate your loans at reduced interest. Finally, start early to save for retirement.
- 3.) Commit to continued learning.** New learning is an

### **- Keep an open mind!**

Even the world's most successful people can learn something from everyone. Recognize that your reference points are biased by nature. Gain new reference points from the eyes of others.

### **- Ask questions!**

Most people struggle to provide information in a clear concise manner. They may have valuable information and need a little help delivering it. Use questions to help clarify statements. Keep asking for a better explanation or more information. Don't be afraid to use non-verbal questioning as someone is speaking. In other words, look "puzzled" or hesitant while they are speaking and more often than not they will respond with better clarification.

### **- Provide feedback!**

When a person is done speaking, summarize the important points as you heard them. This process will help to gain agreement and most importantly help to identify any disconnects. So often two people will come away from a conversation after hearing the same words with a completely different interpretation of the conversation. The simple process of re-stating key points is critical.

### **- Observe/watch!**

Use your intuition and senses to assess the situation better. Body language is as important as the spoken word in communication. If the words are inconsistent with the expression on their face or their posture you may have a problem! Use body language to help determine the "true" status of the conversation.

(Source: CampusBlues.com)

## Grad School Notes

### BALANCING ACT

The most successful students (and other people too) have relatively

essential element of the workplace. First, apply your talents to develop knowledge and expertise as applied to your professional role. Second, become familiar with the structure, culture, and procedures of your organization - consult supervisors and colleagues for their perspectives. Third, be open to new assignments. Fourth, strive to be friendly and positive, even in the face of stress - your attitude and actions contribute directly to your success.

**4.) Develop your talents in the workplace.** The world of work offers an extraordinary opportunity for you to develop your talents - be aware and be purposeful!

**5.) Apply your creativity.** Here we are thinking of creativity broadly to include the capacity to think logically, analytically, and systematically, with new and creative perspectives on ways to understand and derive solutions to problems.

**6.) Apply your values.** Understand the mission of your organization and reflect on your own values as a person. Make sure they are congruent - this will help with the short-term and long-term match for you with that organization.

**7.) Develop your knowledge of information technology.** Your knowledge of the fundamentals of information technology will only se)  
**Develop your resume.** Don't put it away just because you have a job.

It's an essential tool by which to communicate and market your experience, education and skills. It also helps to remind you of your success and accomplishments. So keep it up to date!

balanced lives. They take time out for family, relationships, physical fitness, health, sleep, and self-development. Granted, graduate school may prove to be one of the busiest times in your life, and it may be tempting to leave things off of your schedule that don't appear to contribute to your program. But consider this: as soon as you ignore a vital aspect of your life, it will likely create a larger problem and take up more time. Don't fail to nurture your relationships, your health, and yourself while you're in school.

The key to successful time management lies in efficient planning and disciplined follow-through. In order to create an effective time management plan, you must understand what you want (Master Plan) and devise a way to get there (Goals). You must also develop the ability to identify and carry out tasks (To-Do Lists), and avoid common barriers to effective time use, such as procrastination. The better acquainted you become with the process, the better you will understand your needs, your strengths, and the best times and ways for you to complete important goals. Continuous monitoring of short-term and long-term goals, assessing them for effectiveness and compatibility, is the best way to schedule yourself for success.

**Time Management Tips:**

- 1.) Get up early. Plan your daily activity each morning.
- 2.) Post daily, weekly, and yearly goals in visible places. Check off items as you complete them.
- 3.) Stay on schedule; reassess and adjust goals to maximize time.
- 4.) Avoid time killers: misguided work, procrastination, and excessive socialization.
- 5.) Schedule regular meetings with your advisor; solicit feedback regarding your progress.
- 6.) Stay healthy, exercise, and get regular sleep (it will actually give you more energy and focus).
- 7.) Don't ignore personal needs and

relationships.

Check in with yourself to assure your  
time management strategy is effective  
and working for you.

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