Ellis Leads Facilitation at Regional Meeting

Gathering at 6 a.m. on December 2 for the drive, the staff of Career Pathways at UACCM travelled to the regional meeting at Ozarka Community College in Melbourne. Sporting school attire at the event is a reminder of CPI’s involvement with the campuses we serve, and our staff gladly joined in this tradition.

As part of the day-long event, Director Stephanie Ellis led the facilitation for those gathered, focusing on counseling tools, tips, and techniques gleaned from Making Case Management Work by Dr. Beverly Ford.

Promoting the idea of “the counselor’s toolbox”, Ellis utilized a Power Point presentation to highlight important themes from Ford’s text. Most notably, she explained the importance of asking open questions, a way to enhance students’ self-sufficiency.

The facilitation included brief scenario skits presented by the other staff members at UACCM’s office. In addition to showcasing the staff’s acting abilities, the illustrations demonstrated concepts of working with students in both collaborative and confrontational situations.

Staff members also met in small groups with employees at other institutions with similar positions. This allowed for collaboration among the various programs, which will ultimately enhance the ways and means in which we can assist our students.

Spring Workshops Being Developed

Career Pathways staff are currently planning eight Spring workshops. Topics will range from preparing taxes and budgeting to study skills, filling out forms, and completing documentation.

Workshops will be presented by Career Pathways staff, faculty and staff at UACCM, and other resources, when possible.

Career Pathways students are required to attend one Career Pathways workshop or two UACCM activities each semester. Students opting for non-Career Pathways events must submit a paragraph explaining the activity, what was learned, and how it applies to the student’s professional development.

The Spring 2011 workshops begin with Director Stephanie Ellis’s presentation on tax preparation and FAFSA. The event will be held January 25 during X period at the Fine Arts Auditorium. See the advertisement on page 2 for more details about this event, and begin looking for fliers around campus when classes resume in January.

Inside this issue:

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- Start the Semester Strong 5
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- UACCM Fall Graduation 7
- Calendar of Events 8
I had the privilege of speaking to this group to inform them about the Career Pathways program. In turn, I left with a great deal of information about this fine organization. When I was asked to speak, I knew very little about the organization. After my research prior to the meeting and my experience there, I felt it necessary to shout from the rooftops the great things this organization does locally. Here are some quick facts:

Did you know… Kiwanis is a global organization of members of every age who are dedicated to change the world, one child, and one community at time.

Did you know…
Kiwanis International is a global organization of members of every age who are dedicated to change the world, one child, and one community at time.

Did you know…
Kiwanis sponsors the after school backpack program providing food to children of Morrilton and the surrounding elementary schools?

Did you know…
Kiwanis offers college scholarships to high school students for $500?

Did you know…
Kiwanis International member volunteers annually give more than 12 million hours and more than $107 million to help change the world for the better?

If was very gratifying to know that while Career Pathways is working with parents “…to increase self sufficiency”, Kiwanis is working with children “…helping those who cannot always help themselves” together, we are bringing both our missions full circle.

GET INVOLVED!

Kiwanis Meetings at:
The Plaza at UACCM
Morrilton, AR 72110,
Meeting time/day:
12:00 Noon, Thursdays

What do YOU know about Kiwanis International?

Stephanie Ellis
Director

Kiwanis International member volunteers annually give more than 12 million hours.

Tax Prep/FAFSA Workshop

Tuesday, January 25, 2011
During X-Period (12:05 p.m.-12:50 p.m.)

Fine Arts Auditorium

Providing referrals and resources for FREE tax prep for moderate to low income individuals. Must make under $49,000 annually to qualify, followed by FAFSA filing assistance.

Please reserve your space by emailing ellis@uaccm.edu.
With the new semester beginning, I want to remind you of the importance of proper documentation. Each office on campus requires different documentation from you. It is vital that you submit required documents in a timely manner to ensure your success on campus and in the classroom.

Career Pathways students are required to document the following information.

**Lab Time**

Documenting 3 hours of lab time per week is necessary. This helps to improve grades by documenting actual time spent in a lab on campus. Students can spend the time in the lab on a computer or studying with books. Please remember to sign in and out every time.

CP students may use any lab on campus for documented lab time. Be sure to sign in at each lab (Career Pathways, Student Success Lab, Welding Lab or Library) every time you visit, and remember to follow the computer usage policy while in the lab.

**Campus Activities**

Being involved on campus not only builds character, but also helps students become more active. CP students **must** attend one Career Pathways sponsored workshop per semester or two campus activities.

Sign-in sheets will be available at all workshops to document attendance. Career Pathways offers at least one workshop per month.

If a student chooses to attend two campus related activities, the student must submit a description of the events attended. The description must be at least three paragraphs long for each event, and must be turned in to the CP office in a timely manner.

**Change in Information**

It is vital to have accurate and updated contact information. If a CP student has any change in information, it must be reported as soon as possible to the Career Pathways office. We must be able to contact you as needed, and without current information, you could miss out on important notifications.

Please notify Career Pathways with any changes in the following information:

- **Address/Phone Number changes**
- **Class Schedule/Major** (Notify **BEFORE** changing schedule or major)
- **Change of Household or Verification Information**

As always, good luck and welcome back. Career Pathways wishes you a Happy New Year and a wonderful Spring semester!

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**Reminder about Documentation & FAFSA**

Denise Wells
Administrative Specialist

**Staying Informed with Career Pathways**

The Career Pathways office at UACCM provides students with numerous opportunities to keep current with upcoming deadlines and dates. Here are three tips to help you stay on top of upcoming dates and deadlines.

1. **Check your UACCM email frequently.** Deadlines, upcoming events, and more posted here. The Responsibility Agreement you signed requires that you check your UACCM email twice weekly.

2. **Check our bulletin board.** Located outside the Career Pathways office, we post fliers and calendars for all events and deadlines.

3. **Visit our lab.** In the lab window, we post fliers and current happenings with Career Pathways, as well as our annual calendar of events. We are in the process of obtaining additional bulletin boards for the Computer Lab. Please check there frequently for more information.
Filling out Forms

How often do you have to fill out forms? These days, there is a form to fill out for practically anything, from credit cards to colleges, banks to (most important) jobs! Filling out these sort of forms accurately is vitally important to the process of getting what you want such as a credit card, college acceptance, a savings account, or a great job.

Many people don’t realize it, but this common first step to an application process can either “make or break” you. If you do not fill out the initial form correctly, it will more than likely be placed directly in the trash can, ruining your chances of getting what you want.

What are some things you can do to ensure this doesn’t happen?

- **Take your time with the application.** Sometimes they can be pretty lengthy. Make sure that you fill everything out and put your information in the correct sections.
- **Provide everything the application asks for.** Whether it be a cover letter, transcript, bank statement, or a background check, you must include what is necessary for the application in order to be considered for what you’re applying for.
- **Have correct grammar and spelling.** This form can be a “first impression” of you, so you want to appear smart and knowledgeable.
- **Make sure that the information you are providing is correct to the best of your knowledge.** The last thing you want to happen is for someone to presume you are intentionally giving false information. So be sure you get the right information, even if you have to do a little digging. *Never* lie on an application.

- **Ask questions!** Sometimes applications can be tricky or intimidating. Ask questions if you need to in order to make sure you are doing it right.

  If you follow these simple instructions, you will get past the first step of the application process with flying colors, ensuring you will get to the second step of the process and ultimately get what you want!

### Tips for Completing Electronic Forms

With the waves of technology continuing at a fast pace, it’s important to know and understand how to fill out electronic forms. Many job applications are now done online, so it’s important that you do them right. Here are a few simple tips:

- Fill out every section of the form, if applicable. Don’t get lazy!
- If the question doesn’t apply to you, put “N/A” for “not applicable”. This way the person reviewing the form knows it was intentionally left blank.
- Always use proper grammar and spelling (hint: don’t forget capitalization!).
- Fill in the *right thing*. For example, don’t put your “state” where your “city” belongs.
- Make sure your information is correct. Some info, such as a phone number, is vital for the person reviewing your form. However, sensitive information, such as your Social Security number or education, can have serious consequences if it is incorrect.
- For longer portions on electronic forms, fill out the info on a Word document and then copy and paste the information into the form. That way you don’t lose any information in case you have technological problems.

Congratulations to Brittany Vanderpool for earning her Masters Degree! Dec. 18, 2010
Starting the Semester off Right

With classes starting again on January 12, this is the perfect time to begin making your game plan for your spring semester success! Here are a few tips that can help you in your pursuit of success.

Make study time family time! Set up a time each night that is “family homework time”. All the kids— and you— study at the same time. Got a little one? Give him or her coloring pages, so that even the youngest can participate!

You can even have your kids help you study. Ask children to help in making flash cards for building vocabulary. You can write the definition, but let them copy the word. This will help your child with spelling, and will help you remember information. As a bonus, any time your child sees you study, it’s a great way to encourage them to study, too!

Set goals. It’s a small thing, but it makes a big difference. Keep a steady eye on your hope for this term. Want straight As? You know you have to spend extra time hitting the books, but you can do it! Keep your big goals in view by taping a list on the bathroom mirror or refrigerator. Keep a list of this week’s goals in your calendar, as well.

Plan ahead for tests and activities. Most instructors provide your test dates in the course outline. If you know you have a test coming up, try to schedule time each night to review, rather than cramming all at once. You’ll retain more information, and give yourself time to ask questions.

With activities, plan around your life! Try a big monthly calendar, and write in all test dates, due dates, nights out, and appointments as soon as you know them. On off nights, you can plan extra study time.

Get your idea lists going. Taking a writing or public speaking class? Start gathering ideas before your first project is due. Keep a list in the back of your planner, and when you hear a news story or have a thought, write it down! It’s much easier than waiting, and you have time to develop ideas as you go.

Schedule nights off and time away. Yes, you do need a night off, every now and again! Be sure to arrange time to watch your favorite show, go to dinner with a friend, or make a phone call. Find a balance between your study time and your time away, and you will succeed!

Hopefully, these ideas can get you off to a great start this semester. We have more resources available at Career Pathways. If we can help in any way, let us know!

Getting engaged in class readings

The time will come when your class’s textbook gets dry. Try this strategy for staying focused on what’s being presented.

- Place a check mark (✔) next to information that confirms what you already know.
- Use a minus sign (−) if information differs from things you already know or thought you knew.
- Put a plus sign (+) next to new information.
- Write a question mark (?) next to information that confuses you or something you’d like to learn more about.

This little trick may help you keep your attention, and can set you up to be a superstar in the classroom!

Source:
In loving memory of

Talena Coffman,
mother, daughter, friend, and UACCM student
You will be missed.
CSSF Brittany Vanderpool’s Student Workshop Major Success

December 1 held the last chance of the fall term for students to attend a Career Pathways workshop. Brittany Vanderpool, Career Support Service Facilitator, presented “The Triple Threat of Interviewing,” which coupled a November 2010 Star-Gazer article.

The workshop was held in the Fine Arts Auditorium with more than 50 attendees. Key topics included academics, appearance, and attitude. Vanderpool explained that students developing these areas can create a powerful impression with potential employers.

When it comes to Academics, Vanderpool suggests, keep in mind that employers do look at grades. Students should maintain a solid GPA and a strong level of completion, with limited withdrawals from courses.

Vanderpool points out that students should strive to present their best self, dressing one step above the expectation for the job. While body art might be acceptable in daily living, she argued, interviewees are wise to mask or cover it during interviews and while learning the company’s culture.

Vanderpool encouraged students to maintain a positive outlook, stating that interviewees should find good things to say about the company, and to learn about the company as much as possible before interviewing.

For more information on upcoming workshops, see “Spring Workshops Being Developed,” on page 1.
### January 2011

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### CP Computer Lab Availability

**SPRING SCHEDULE:** Mon-Fri 8:00 a.m.-4:30 p.m.  
A weekly schedule will be posted on the lab door and the wall outside the Career Pathways office suite. If the Career Pathways office is closed, the lab will also be closed.

**Additional UACC computer labs:**
- **Business Technology Center Student Success Lab** (Mon-Wed 7:30 a.m.-6:00 p.m; Thurs-Fri 7:30 a.m.-4:30 p.m.)
- **Kirk Building 114** (Mon-Fri 7:30 a.m.-4:30 p.m.)
- **Library Complex 105** (Mon-Fri 7:30 a.m.-4:30 p.m., classes pending)
- **Library Center** (Mon-Thur 7:30 a.m.-6:30 p.m.; Fri 7:30 a.m.-4:30 p.m.)
- Wi-Fi is available in many buildings around campus!

Consult your local library for more computer resources. Libraries in Morrilton, Conway, Russellville, and Clinton have additional hours, including Saturdays.