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## Academic Advising: Your Key to Success

By Ben Williams, PhD., Director  
Advising and Counseling Services

We all know that adult students have a number of important obligations on their plates in addition to their education: jobs (often more than one), family obligations, and other interests, just to name the big ones. We also know how important academic planning is for your success. There is a lot to juggle as an adult student and I applaud your effort and desire to better yourself and your family's future by investing in your education. An academic advisor can help you to take the right courses based on your interests and goals, keeping in mind your plans for later transfer (if that is applicable), and your advisor can help you with a number of different tools and resources that will help you with managing your classes and assignments. In addition, advisors can refer you to a number of important places on campus that can help you with other issues you might be dealing with.

*"There is nothing so easy  
to learn as experience and  
nothing so hard to apply."*

*-Josh Billings*

How do I meet with my advisor?

Schedule an appointment before you register for the next quarter.

Simply stop by Aquinas Hall Room 116 or call us at 614-287-2668 to schedule an appointment with an academic advisor for your program. Depending on your need, you can schedule a half-hour or one-hour appointment. Appointments are available Monday through Thursday 8:00 a.m. to 7:00 p.m., Fridays 9:30 a.m. to 4:00 p.m., and Saturdays 9:00 a.m. to 12:30 p.m.



(Continued on page 2)

What do I need to do to be ready for my appointment?

If you prepare ahead of time for your academic advising appointment, it will make all the difference.

- If you have taken classes at any other college(s), have the official transcripts sent to Columbus State. The address is:

Records and Registration  
Columbus State Community College  
550 East Spring Street, PO Box 1609  
Columbus, OH 43216

This will give Columbus State the opportunity to officially evaluate your transfer credits from other institutions. Your advisor can then help determine how those courses will apply to your degree or certificate. Also bring an unofficial copy of those transcripts when you meet with your advisor.

- Also, bring any questions that you have about your major, requirements, where you may want to transfer, etc.

How often should I meet with my advisor?

As often as you think you need to.

As a rule of thumb, we recommend the first quarter (for sure) and then periodically as needed during your studies.

Use the resources at the college.

There are countless resources at the college to help you to be successful. You have your instructors, tutors in the departments, the Writing Lab, and many others. We at Columbus State are invested in your education, and we are here to help. Remember that academic advisors are here to help you with academic planning and with navigating the system so that you can ultimately reach your goal of completing that degree or certificate, or transferring on to that next step.

We will look forward to seeing you here in Advising & Counseling Services.

## **WINTER QUARTER IMPORTANT DATES**

*January 2 - March 17, 2007*

Registration begins.....October 23  
Fees are due for full term classes.....December 28  
New Year's Day—Campus Closed.....January 1  
Last day for 100% refund (for full term).....January 8  
Martin Luther King Day—Campus Closed.....January 15  
Spring 2007 Registration Begins.....January 29  
President's Day —Campus Closed.....February 23  
Last day to withdraw from full-term classes.....March 5  
Graduation Ceremony.....March 16



### **Career Assistance Center UPCOMING EVENTS**

#### **Resume Writing & Interviewing Skills Workshops**

Wednesday January 17, 2007	3:30pm-5:00pm
Wednesday February 7, 2007	3:30pm-5:00pm
Wednesday March 7, 2007	3:30pm-5:00pm

#### **Quarterly Career Fair**

Wednesday February 21, 2007	11:00am-2:00pm
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***Contact the Career Assistance Center @ 614-287-5279  
to get Locations for these events***

# **Successful Interviewing Tips to Get the Job You Want**

**By David Fields,  
Acloche'  
Career Assistance Coordinator**

## **WHAT EMPLOYERS ARE LOOKING FOR**

- Ability to communicate. Do you have the ability to organize your thoughts and ideas effectively and express them clearly? Can you present your ideas to others in a persuasive way?
- Intelligence. Do you have the ability to understand the job assignment, learn the details of operation, and contribute ideas to your work?
- Self-confidence. Do you demonstrate a sense of maturity that enables you to deal positively and effectively with situations and people?
- Willingness to accept responsibility. Are you someone who recognizes what needs to be done and is willing to do it?
- Initiative. Do you have the ability to identify the purpose for work and take action?
- Energy level. Do you demonstrate a forcefulness and capacity to make things move ahead and maintain your work effort at an above-average rate?
- Problem solving. Can you confront and deal with problems that may not have a standard solution?
- Flexibility. Are you capable of adapting to change and being receptive to new situations?
- Ability to handle conflict. Can you successfully contend with stressful situations and antagonism?
- Direction. Have you determined what type of position will satisfy your knowledge, skills and goals?

## **SELL YOURSELF**

- If you aren't enthusiastic about yourself, why should the employer be?
- If you don't have confidence in your abilities, why should anyone else?
- If you don't think that you are a good hire, why should the employer?
- If you don't tell the employer how you can help meet the employer's needs, how will he or she know?

## **MOST COMMON INTERVIEWING MISTAKES**

- Lack of preparation
- Poor personal appearance
- Inability to express ideas clearly
- Lack of planning for an interview – goals
- Failure to sell work experience
- Failure to look an interviewer in the eye
- A "limp-fish" handshake
- Late to the interview
- Asking poor questions or no questions
- Indefinite response to questions – rambling
- Overbearing know-it-all
- Speaking critical of past employers
- Not researching company

### **SAMPLE QUESTIONS AN EMPLOYER MAY ASK YOU**

- What are your long-term goals?
- Why should I hire you?
- How do you determine or evaluate success?
- In what ways do you think you can make a contribution to our company?
- Describe the relationship that should exist between a supervisor and the employees.
- In what kind of work environment are you most comfortable?
- What two or three things are the most important to you in your job?
- Are you willing to travel?
- What have you learned from your mistakes?
- Do you prefer working with others or alone?
- What jobs have you held? How were they obtained and why did you leave?
- How well do you work under pressure?
- What qualities should a successful manager possess?

### **SAMPLE QUESTION YOU SHOULD ASK AN EMPLOYER**

- Could you describe a typical first day with your company?
- How is an employee evaluated?
- What is the retention rate of people in the position for which I am interviewing?
- What are the company's plans for future growth?
- What makes your firm different from its competitors?
- How would you describe your company's personality and management style?
- What assurance about employment stability can I expect?
- What do you like about working for your company? What don't you like?

### **SUBJECTS TO AVOID BRINGING UP IN THE INTERVIEW**

- Salary – at least in the beginning
- Problems with a former employer
- Psychological problems
- Financial problems
- Drinking problems
- Physical problems
- Racial or religious matters
- Age
- Disabilities
- Arrest record
- Lawsuits
- Grievances of any kind
- Divorce/domestic problems
- Automobile accident(s) / traffic violations

### **DO YOUR HOMEWORK**

*If you are familiar with the company then an interviewer will assume that you are interested in the company! Be prepared with the following information:*

- *The name of the company*
- *Department in which you are interviewing*
- *Location (s)*
- *Size of company*
- *Major product lines*
- *Major competitors*
- *New products*
- *Career possibilities*
- *Dress code*

# ***Winter Wonderland***



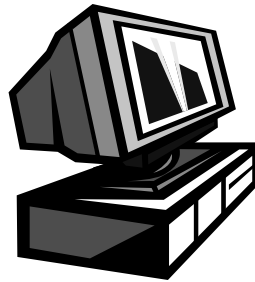
***Wednesday, February 7th,  
10:00 am—2:00 pm  
Nestor Hall Lounges  
Entertainment and Refreshments  
...and more!  
Join in the Fun!!***

"When you make a mistake, don't look back at it long. Take the reason of the thing into your mind and then look forward. Mistakes are lessons of wisdom. The past cannot be changed. The future is yet in your power."

- Hugh White

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## HELPFUL WEBSITES



<http://www.adultstudent.com> - Success stories, developing goals, note taking, financial aid resources, and concentration.

<http://oh.transfer.org> - Course Applicability System (CAS). A web based advising tool to assist transfer students. Provides up-to-date information about course equivalencies , and applicability of courses toward degree completion.

<http://www.collegesource.org> - Free college searches and over 14,000 catalogs online.

<http://www.fafsa.ed.gov> - Internet access for filing FAFSA (Free Application for Federal Student Aid).

<http://www.how-to-study.com/testanxiety.htm>— What is Test Anxiety? How do I know if I have Test Anxiety? What can I do About Test Anxiety?

<http://www.iwaynet.net/~40plusoh/> - Forty Plus of Central Ohio is a non-profit, member operated, job search training organization for experienced professionals of all ages who are currently seeking better career opportunities. The website includes information on classes on resumes, interviewing, networking, etc.

<http://ohioline.osu.edu> - Resources for family, home, children, community, food, etc.

<http://www.olin.org> - The Ohio Learning Network. A consortium of Ohio colleges and universities offering distance learning courses including OhioLEARNS, an online catalog of courses offered at a distance by Ohio colleges/universities.

<http://online.onetcenter.org>—Occupational Information Network. Search for occupations and match skills to occupations.

<http://www.twu.edu/o-sl/counseling/SelfHelp048.html>—How to reduce and control test anxiety.

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# COLUMBUS STATE COMMUNITY COLLEGE

"You gain strength, courage, and confidence by every experience in which you really stop to look fear in the face. You are able to say to yourself, "*I have lived through this horror. I can take the next thing that comes along.*" You must do the thing you think you cannot do.

- Eleanor Roosevelt

The **Adult Learner Connection** is a creation of Advising and Counseling Services / Laura Huston-Hoburg, Counselor at Columbus State Community College. For more information please call 287-5023, or stop by Aquinas Hall, room 116.