

Career Pathways

Your Path to a Brighter Future

August 2011
Volume 1, Issue 11

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College Terminology Guide for New Students

People who work for colleges sometimes throw around words you've never heard. This can create confusion when you think they mean something entirely different from their intention. Here's a helpful guide:

Academic Advisor/Counselor - This person will help you select the correct courses, review the course requirements in the field you have selected to pursue and help you with any academic problems you may encounter.

Alumni - people who have graduated from the institution.

Application/Admission - Application is the process by which a prospective student submits the required forms and credentials to his/her chosen institution. Admission is the status granted to an applicant who meets the prescribed entrance requirements of the institution.

Associate Degree - The Associate Degree is granted upon completion of a program of approximately two years of college work. Associate of Arts and Associate of Science degrees are conferred upon students who successfully complete programs designed for transfer to a senior college. The Associate Degree requires

completion of a minimum of 60 credit hours, with a cumulative GPA of 2.0 (a "C" average).

Associate of Applied Science Degree - This degree is conferred upon students who successfully complete a program designed to lead the individual directly into employment in a specific career. The Applied Science degree has the same requirements as those stated above for the Associate Degree.

Course Numbers - All courses are identified by numbers usually containing 3 or 4 digits, for example English Composition I might be 1013. The first digit indicates the class year in which the subject is usually taken and the last digit indicates the number of credit hours the course carries. A course number beginning with a "0" indicates that it does not carry credit hours applicable to a degree.

Credit Hours - Courses taken in college are measured in terms of credit hours. To earn one credit hour, a student must attend a class for one classroom hour per week for the whole semester. Classes are usually offered in 1 - 4 credit hour increments, and sometimes larger amounts.

Continued on Page 2



The best way
out is always
through.
Robert Frost

CPI Locations & Times to Serve You in August

Career Pathways serves the main campus in Melbourne as well as all the satellite sites of Ozarka College in Mountain View, Ash Flat and Mammoth Spring.

The fall hours for the Melbourne office are Monday through Friday from 8:00 a.m. to 4:30 p.m.

Charlotte Knox will assist you daily with your Career Pathways questions and needs.

The Mountain View office is open for business Mondays and Tuesdays from 9 a.m. to 3 p.m. each day.

The Ash Flat office is open Tuesdays and Wednesdays

for business from 9 a.m. to 3 p.m.

The Mammoth Spring office is open Wednesdays and Thursdays from 9 a.m. to 3 p.m.

Appointments are not necessary... just drop by. We look forward to serving you this fall!

Your Career Pathways Staff

- Kim Lovelace, CPI Director 368-2038
- Tracy Cone, Counselor 368-2042
- Charlotte Knox, Intake Specialist 368-2041
- Kendra Smith, Counselor 368-2043

College Terminology Guide for New Students – Cont'd from Page 1

Education

Fundamental Foundation,
Development, growth or
new invention,
For any country, state or
nation,
IT is essential to get GOOD
EDUCATION.

Education is priority,
To live in today's society.
Education is the key,
To set us tension free,

Importance of Education,
For new generation,
Lowers Financial
Frustration,
Give life protection.

School and college,
A place for Knowledge,
To avoid skill shortage,
Need education in village.

Education is the light of
child's mind
It makes him literate and
disciplined,
Problems of any Kind,
Education gives a way to
find.

Education is power,
To build success tower.
Education is in abundance,
Provide life's insurance.

Education is a treasure,
Ones cannot significantly
measure,
Relieves earning pressure,
Makes bright future

Education is the path to
successes door,
Education is the growth
floor.
Education sets the motion,
In life for us to function.

To change ones fate,
This needs no debate,
You have a future to
create,
Never leave it too late.

Let's break the monotony,
Let's set the economy,
Let's all of us give call,
Education for all...

Divyesh J. Shah

Curriculum - A curriculum is composed of those classes prescribed or outlined by an institution for completion of a program of study leading to a degree or certificate.

Degree Requirements - Those requirements prescribed by institutions for completion of a program of study are generally termed degree requirements. Requirements may include a minimum number of hours, required GPA, prerequisite and elective courses within the degree area.

Degrees - Degrees are rewards for the successful completion of a prescribed program of study.
Enrollment - This is the procedure by which students choose classes each semester. It also includes the assessment and collection of fees.

Faculty - The faculty is composed of all persons who teach classes for colleges.

FAFSA -Free Application for Federal Student Aid. The almost universal application for financial aid, including loans, grants, college work-study and other federal and state programs.

Final Exams (Finals) - These exams are usually given during the last week of classes each semester. Final exams are given on specified dates and are usually listed in each semester's class schedule.

Financial Aid - Aid is made available from grants, scholarships, loans, and part-time employment from federal, state, institutional, and private sources. Awards from these programs may be combined in an "award package" to meet the cost of education. The types and amounts of aid awarded are determined by financial need, available funds, student classification, academic performance, and sometimes the timeliness of application.

Full-Time/Part-Time Enrollment - A full-time student is enrolled in 12 or more credit hours in a semester (full-time status for a Summer term is usually 6 credit hours). A part-time student is enrolled in less than 12 credit hours in a semester (less than 6 in a Summer term).

Letter Grades/Grade Point Averages (GPA) - Most colleges use both letter grades and GPAs in determining students' grades.

Grades at most colleges are figured using the following method: As are worth 4 points Bs are worth 3 points Cs are worth 2 points Ds are worth 1 point Fs are worth 0 points.

Mid-Term Exams (Midterms) - During the middle of each semester, instructors may give mid-term exams that test students on the material covered during the first half of the semester.

Non-Credit Courses - These are classes or courses that do not meet the requirements for a certificate of a degree at a given institution. Non-credit courses may serve one of several purposes: to explore new fields of study, increase proficiency in a particular profession, develop potential or enrich life experiences through cultural and/or recreational studies.

Prerequisite Courses - A prerequisite course is a course taken in preparation for another course. For example, Accounting 1 is a prerequisite for Accounting 2.

Registrar - The registrar of an institution is responsible for the maintenance of all academic records and may include such duties as: maintenance of class enrollments, providing statistical information on student enrollment, student eligibility for honor rolls, certification of the eligibility of veterans, monitoring registration activities, administering probation and retention policies and verification of the completion of degree requirements for graduation.

Schedule of Classes- With the help of academic advisors, students make up their own individual class schedules for each semester they are enrolled. Courses are designated in the Class Schedule by course number, time and days the course meets, the room number, and the instructor's name.

Student Identification Card (I.D.) - A student ID is usually required in college. It is similar to a driver's license and generally includes a photograph of the student, a student ID number, the student's name, the name of the college and the semester enrolled.

Syllabus-An outline of the important information about a course. Written by the professor or instructor, it usually includes

important dates, assignments, expectations and policies specific to that course. Some are quite lengthy.

Transcript - The transcript is a permanent academic record of a student at college. It may show courses taken, grades received, academic status and honors received. Transcripts are typically not released by the college if the student owes any money to the college.

Transfer of Credits - Some students attend more than one institution during their college career. When they move or transfer from one college to another, they also transfer accumulated credit hours from the former institution to the new one. The new institution determines which courses will apply toward graduation requirements.

Tuition - Tuition is the amount paid for each credit hour of enrollment. Tuition does not include the cost of books or fees. Tuition charges vary from college to college and are dependent on such factors as resident or out-of-state status, and whether the institution is publicly or privately financed.

Tutors - A tutor is a person, generally another student, who has completed and/or demonstrated proficiency in a course or subject, and is able to provide instruction to another student. Tutors usually help students better understand course material and make better grades.

Undergraduate- An undergraduate is a student who is pursuing either a one-, two-, or four-year degree.
University - A university is composed of undergraduate, graduate, and professional colleges and offers degrees in each.

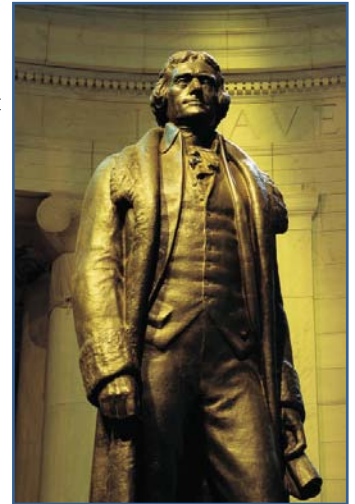
Withdrawal - Students may withdraw from courses during a semester, but there are established procedures for doing so. The college catalog and/or Class Schedule generally specifies the procedures.

Source:
collegeprep101.com

A 'Yes' Face – By Charles Swindoll

During Thomas Jefferson's presidency he and a group of travelers were crossing a river that had overflowed its banks. Each man crossed on horseback fighting for his life. A lone traveler watched the group traverse the treacherous river and then asked President Jefferson to take him across. The president agreed without hesitation, the man climbed on, and the two made it safely to the other side of the river where somebody asked him: "Why did you select the President to ask this favor?" The man was shocked, admitting he had no idea it was the President of the United States who had carried him safely across. "All I know," he said, "is that on some of your faces was written the answer 'No' and on some of them was the answer 'Yes.' His was a 'Yes' face."

"The most significant decision I make each day is my choice of an attitude. When my attitudes are right there's no barrier too high, no valley too deep, no dream too extreme and no challenge too great." - Charles Swindoll



What is Transitional Employment Assistance (TEA)?

Students filling out an application for Career Pathways often ask, "What is TEA, anyway?" While not a college-based program, TEA provides grants, job training, and help finding employment. If you are a TEA client, you are eligible for Career Pathways.

TEA Program Description

The Transitional Employment Assistance (TEA) program helps economically needy families with children under the age of 18 become more responsible for the support of their families. The TEA program is Arkansas' welfare reform program under the Federal Temporary Assistance

for Needy Families (TANF) block grant.

TEA General Program Requirements

In order to qualify for this benefit program, you must be a resident of Arkansas, either pregnant or responsible for a child under 19 years of age, a U.S. national, citizen, legal alien, or permanent resident, have low or very low income, and be either under-employed (working for very low wages), unemployed or about to become unemployed.

TEA Application Process

To request an application, send an email to your local County

Office here:
<http://www.arkansas.gov/dhs/ContactCounty.php> or
contact:

DEPARTMENT OF WORKFORCE SERVICES

Mr. Ben Baxter
Arkansas Department of
Workforce Services
296 Barnett Drive
P. O. Box 2296
Batesville, AR 72503-2296
Office: 870-793-4156
Fax: 870-793-2577

*Serving Independence,
Izard, Sharp
and Stone Counties*

"In order to qualify for this benefit program, you must be... either under-employed (working for very low wages), unemployed or about to become unemployed."

September Gas Card Distribution Dates

Gas cards will not be distributed in August. September gas cards will be distributed **September 12th – 16th** on the Melbourne campus, **September 12th & 13th** at the Mountain View site, **September 13th & 14th** at the Ash Flat site and **September 14th & 15th** in Mammoth Spring. To receive a gas card, CPI

students must submit an attendance sheet, employment verification form and a receipt for the last gas purchase. A MapQuest must also be on file confirming at least 15 miles travelled per week to school. The food activity for September will be breakfast foods on the

following dates:

Melbourne – Sept. 19
Mtn. View – Sept. 20
Ash Flat – Sept. 21
Mammoth Spring – Sept. 22

Food activities are optional and will be provided at each location free of charge. Students simply sign their name to indicate they have participated.



Career Pathways
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Melbourne, AR 72556-9984

careerpathways@ozarka.edu

www.ozarka.edu/blogs/career
pathways

Career Pathways is a state-funded program that can assist eligible students with the academic and financial obstacles that they may face while going to school. CPI offers the following services:

Tutoring
Counseling
Academic Advising
Kuder Interest Inventory
Career Readiness Certificates
Resume Building
Interview Skill Building
Job Search Assistance
Tuition & Fee Assistance
Gas Cards
Childcare Assistance
Book Loan Library

Your Path to a Brighter Future



Our website is full of useful information, handy references and current (printable) documentation. Visit us at www.ozarka.edu/blogs/careerpathways or visit Ozarka.edu and go to the Student pull-down menu and select Career Pathways. E-mail us your questions (and job updates) at careerpathways@ozarka.edu. We're always glad to hear from you!

Tips for Non-Traditional Students – By Tawan Perry, campustalkblog.com

Are you a non-traditional student going back to school after a number of years? Are you a non-traditional student starting school for the first time? Wherever you are in your collegiate journey, here are some tips that can help you get off to a successful start in your college experience.

Tip #1

The first step to becoming successful in any college environment is to become familiar with the resources that your institution has to offer. (*For instance: **Career Pathways** helps parents go back to school and prepare for a high-demand job. **TRIO** assists first-generation college students who plan to transfer to a four-year college.) The best way to do this is to attend orientation, read the school catalog and

meet with your adviser. Remember, it's all about getting connected.

Tip #2

If you are struggling with academic deficiencies then I suggest taking advantage of your campus tutoring program. *The Student Success Center can provide you with a list of tutors by subject and schedule. By utilizing a tutor and other campus resources, you will greatly increase your chances of staying on top of things.

Tip #3

Don't be afraid to ask for help. One of the most common challenges for most of non-traditional students is asking for help. Asking for help has nothing to do with being weak, but has everything to do with getting connected and staying connected. Consider this, if

you never admit to anyone that you need help, those in a position to help you will never know. Also, when you fail to ask for help, you are giving off a signal that says, "I've already mastered this." Ask for help, not because you are weak but because you want to remain strong. And don't stop asking for help until you get it.

No matter your age or ability. No matter where you are in your journey, you can be successful in college. With hard work and learning how to get connected and stay connected, you will achieve your goals and graduate in no time.

**Ozarka-specific additions were made to this article by Kendra Smith.*

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Summer time!

A perfect summer day is when the sun is shining, the breeze is blowing, the birds are singing, and the lawnmower is broken.

~John Dent

Summer, oh how I love summer! The grass is green, the air is warm, the outside activities are endless. It is a time to relax and take a breather from the all the busyness of the school year. In the Career Pathways office, we get caught up on filing, updating folders, cleaning and decluttering. Textbooks are checked in and inventoried and then checked back out for the summer semesters. We also begin the process of preparing for Fall by getting headcounts of

students who will be in the program and what they have requested. Gas cards are restocked, new textbooks are bought and catalogued, contacts are made to students who have graduated, handbooks are printed, book bags are stuffed...you get the picture, right?

So, whether you are spending your time at home, taking a vacation or taking classes, my hope is that you have time to rest and refresh and that you are having a wonderful summer. I am looking forward to seeing you again when classes start.

*Sincerely,
Kim Lovelace
Career Pathways Director*



If you do not hope, you will not find what is beyond your hopes.
St. Clement of Alexandra

CPI Locations & Times to Serve You in July

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you daily with your Career Pathways questions and needs.

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Appointments are not necessary... just drop by. We look forward to serving you this summer!

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It's Almost Time to Get Back to the Books...

The Career Pathways Initiative (CPI) Book Loan Library is currently taking book loan requests for the fall 2011 semester. Books awarded to students are checked out for the length of the course and are to be returned after final exams.

Students needing to borrow books for fall must complete a book loan request form. A copy of the semester schedule must be attached to the request. The form can be picked up at any Career Pathways office. It can also be accessed and printed from our website by going to Ozarka.edu/Students/Career Pathways/Book Loan Library. Completed requests may be turned in to a CPI office or mailed.

The Book Loan Library operates on a first-come, first-serve basis, so

students who have submitted their requests earliest have the best chance of receiving books.

Award letters are mailed a week prior to the date classes begin, listing the book(s) awarded and the details and terms for pick-up and return. Based on the "Campus Preferred for Delivery" on the book loan request form, students will be able to pick up their book(s) from their choice of our four locations: Melbourne, Ash Flat, Mountain View or Mammoth Spring.

Students who withdraw from the class for which they have borrowed a book must return that book immediately. Otherwise, the borrowed books are due back upon completion of the final exam for that course. Books must be returned

in good condition and by the due date listed on the award letter in order to be eligible for future book loans.

Students must have completed their Career Pathways application process in order to be considered for book loans. A complete application, current year's taxes (the first two pages of the 1040), copy of Arkansas driver's license and a letter from DHS stating any services received is the documentation necessary to complete a file and be eligible for services for one year.

Questions about the book loan program or Career Pathways can be directed to Kendra Smith at 870-368-2043 or ksmith@ozarka.edu.

"Students who have submitted their requests earliest have the best chance of receiving books."

Salary Increase – Funny Workplace Correspondence

One day an employee sends a letter to his boss to increase his salary...

Dear Bo\$\$

In thi\$ life, we all need \$ome thing mo\$t de\$perately. I think you \$hould be under\$tanding of the need\$ of u\$ worker\$ who have given \$o much \$upport including \$weat and \$ervice to your company.

I am \$ure you will gue\$\$ what I mean and re\$pond \$oon

Your\$ Sincerely,
Norman \$oh

The next day, the employee received this letter of reply:

Dear NOrman,

I kNOw you have been working very hard. NOwadays, NOthing much has changed. You must have NOticed that our company is NOt doing NOticeably well as yet.

NOw the newspaper are saying the world's leading econOMists are NOt sure if the United States may go into aNOther recession. After the NOVember presidential elections things may turn bad.

I have NOthing more to add NOW. You kNOW what I mean.

Yours truly,
Tom NORris, Manager



Achieve Career Success with 5Ds?

<http://www.career-success-for-newbies.com/achieve-career-success.html>

You would probably ask, is it possible to achieve career success with 5Ds? Yes, it is possible.

These 5Ds I am referring to stands for **Dependability, Determination, Delight, Detailed and Devoted**. Not only will they increase your chances of achieving career success, they will also increase your motivation at work.

Throughout my working experience, I have had the chance of observing bosses, colleagues and staff members perform their tasks. And I noticed a pattern that exists with people who achieve career success in the level relevant to them.

They carried with these 5 traits when tackling their work.

1. DEPENDABILITY Dependability means taking first person responsibility when you are given a job to do. You never blame someone for your work that is not done right. It means you take the initiative to see the job is done to the best of your ability. You take great pride in the work assigned to you.

When you are dependable, you become a competitive advantage for your organization. You are seen as someone worthy of more important assignments and hence increase your chances of achieving career success.

2. DETERMINED Being determined

means having the stamina to see things through regardless of how tough they are. If you are to achieve career success, having determination is one critical factor. It not only ensures that you complete your work at hand no matter how tough, it also ensures that you achieve your long-term career goals.

A determined person is usually fueled by a keen sense of duty and passion for the work. When you do your work with passion, the quality will shine through and people will notice it.

3. DELIGHT Be a delight to work with in your workplace. No one likes to work with a grouch. Having a pleasing disposition, smile, never say die, being positive regardless of how huge the challenge, is part of being delightful at work. A delight at work carries with them a positive attitude. It is the positive energy that they rub off on you that makes you want to work with them. It is a real and sincere feeling.

When you carry with you a smile and a positive attitude at work, you are known as a delight. You will notice that colleagues wish for you to achieve career success. You can see them wish positive things for you.

4. DETAILED A detailed worker never lets work that is haphazard leave their hands. A detailed person slogs to ensure that everything that is supposed to work is looked into. They are the people that take that extra precaution and the initiative to make sure things become near perfect. Just enough is not in their

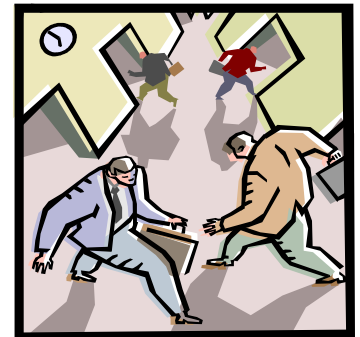
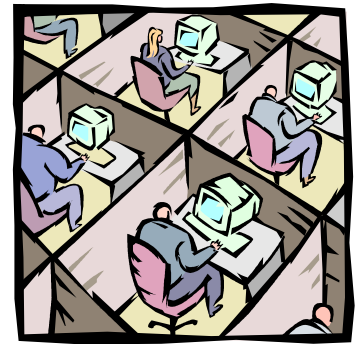
vocabulary. Good enough just isn't good enough for them.

For the detailed, only the best is good enough. When you are a detailed person your bosses trust you with jobs that need multitasking. They know you can be relied on to make sure everything little aspect is looked into. Such tasks increase your chance to achieve career success.

5. DEVOTED A devoted worker is an enthusiastic worker. When you become an enthusiastic worker, you are focused on the tasks at hand. You also become focused on the bigger goals of the organization. Due to this you are not as vulnerable to the 'disturbing ghosts' in your organization that is always causing disruption by being a complainer and spreading negative energy.

In order to achieve career success, it is important for you to cultivate these 5Ds. They help increase your chances of achieving career success. Besides, these qualities will also increase your work motivation.

Long Yun Siang or Long, as he is popularly known runs <http://career-success-for-newbies.com> with his wife Dorena as their way of paying it forward. Their website – based on their real life experiences - provides tips, tools and advise for newbies pursuing career success.



"When you carry with you a smile and a positive attitude at work, you are known as a delight."

July Gas Card Distribution Dates

July gas cards will be distributed **July 25-28** on the Melbourne campus, **July 26th** at the Mountain View and Ash Flat sites and **July 28th** in Mammoth Spring.

To receive a gas card, CPI students must submit an attendance sheet, employment verification form and a receipt for last

month's gas purchase (if applicable). A MapQuest must also be on file confirming mileage to school. A minimum of 15 miles per week is required to be eligible for gas card assistance. Students will not be receiving blank forms to submit in August, as no gas cards will be distributed until September.

Students who turn in their documentation and receive a gas card will be provided a stamped envelope to return their receipt to Career Pathways. *Please write your name on the receipt!*

There will be no food activity for July.

Have a wonderful summer!



Career Pathways
P.O. Box 10
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careerpathways@ozarka.edu

www.ozarka.edu/blogs/careerpathways

Career Pathways is a state-funded program that can assist eligible students with the academic and financial obstacles that they may face while going to school. CPI offers the following services:

Tutoring
Counseling
Academic Advising
Kuder Interest Inventory
Career Readiness Certificates
Resume Building
Interview Skill Building
Job Search Assistance
Tuition & Fee Assistance
Gas Cards
Childcare Assistance
Book Loan Library

Your Path to a Brighter Future



Our website is full of useful information, handy references and current (printable) documentation. Visit us at www.ozarka.edu/blogs/careerpathways or visit Ozarka.edu and go to the Student pull-down menu and select Career Pathways. E-mail us your questions (and job updates) at careerpathways@ozarka.edu. We're always glad to hear from you!

A Non-Traditional Student's Guide to College –

<http://bruteforcestudyguide.com/NonTraditionalStudent.html>

More and more students over traditional age are returning to college expecting to sharpen skills, learn new skills, or simply add a degree to help retain or obtain a job. These students are often quite worried about the college experience, some of them not having attended at all when they were younger and feeling they don't know what to expect.

Non-traditional students typically worry about being able to keep up with current technology. Papers are expected to be typewritten, and some instructors want assignments turned in electronically. All schools know that many non-traditional students have no experience with computers, so ask for help, but don't let the fear of new technology scare you away from college. Chances are that just a few classes into your freshman year will find you quite comfortable with such technological advances.

Another fear for non-traditional

students considering college is that they won't have the time to study. Certainly, time management is a big part of the college learning experience, especially for those students who have jobs. The best way to cope is to make a schedule. Write in times you expect to work, class, sleep, study and recreation. Keep in mind that study is often more effective when it is broken into several smaller sessions rather than one long marathon session. Creating a schedule can relieve some of the fear.

The biggest fear non-traditional college students seem to have is fear of failure. They are typically paying their own way and have a compelling reason for being in college. The pressure is simply greater for most non-traditional students. But much of that pressure they put on themselves. High expectations may be unreasonable for you at this point in your life; you may have to accept that a B or even a C is good enough for a test or even a final

grade. You should focus on the learning that you get from a course as long as you get a passing grade. A few lower grades on a transcript will not prevent you from getting a good job; few college students graduate with straight As, and GPA doesn't necessarily have the impact you might expect.

Explore what help is available, as well, both for study skills and content issues. With the use of the Internet today, help is available for almost every problem at all hours of the day and night. And use your campus facilities and student services such as Student Success. Don't forget the library—they can help with a lot more than just college research papers, although they are an excellent resource there.

Returning to college as a non-traditional student doesn't need to be a daunting experience. Expect it to be rewarding, and then make it so.

Career Pathways

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June 2011
Volume 1, Issue 9

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Career Pathways Announces Graduates

The staff of Career Pathways is pleased to have been a part of our students' successful completion of numerous Certificates and Associate Degree programs.

Ron Helm, Vice President of Student Services, had this to say of the Career Pathways program and its preparation of students for academic and career success, "The Ozarka College Career Pathways staff assists eligible students in locating the Highway of Success. The eligible student is given directions to overcome the barriers, road blocks, and detours that often discourage success. The student may be place-bound and need assistance with tuition, fees, books,

child care, rising fuel costs, counseling, resumes, and other services. Confidence building is a critical and essential element to the student's survival at Ozarka College. The Career Pathways team will enable the student to reach for the dream that is just around the next curve and to visualize the possibilities that lie ahead."

The possibilities are rich and diverse for those who walked across the John E. Miller Auditorium stage May 12. We would like to acknowledge the following students it has been our pleasure to serve:

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We are what we repeatedly do. Excellence, therefore, is not an act but a habit. Aristotle

CPI Locations & Times to Serve You in June

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Career Pathways Announces Graduates – Cont'd from pg. 1



May 12th Ozarka Commencement



Always Be a Student

Keep on learning,
Graduate,
Though your
graduation's done;
Your whole life's an
education
That has only just
begun.
Your degree is the first
big step,
For knowledge is the
special key
To winning what you
want in life
And being who you
want to be.
If you'll always be a
student,
You'll find the secrets to
success
And travel on the golden
road
To peace and happiness.

By Joanna Fuchs

Heidi Amerson - AA
Donna S. Arnold - TC-LPN
Carito Jo Baird – TC/AAS
Amy Barnes - AA
Lisa Berdeja - TC-LPN
Emily Bettis – CP
Bobbi Brabon - AA
Robert Brewer - AAS
Crystal Brokaw – AAS
John Burchett - TC
Everett Burns – AA
Melissa Campbell - AA
Andrea Carlton - TC-LPN
Phillip Casey – TC/AAS
Kayla Christy - TC-LPN
Tara Churchwell – CP
Naomi Clingan - TC-LPN
Jackie Coggins - TC-LPN
Whitney Cooper – AAS
Melvine Dillehay – CP/TC
Michelle Erickson – AAS
Robin Eldried – CP
Paula Farlie – CP/AAS
Kendra Fennell – CP
Janice Falk – CP/AAS
Audra Fletcher – AAS
Lisa Jean Frey - AA
Wanda Freeman – TC-LPN
Lisa Furr - TC-LPN
Rachel Gaskins - AAT
Ashley Gatewood – CP
Amanda Gay – CP
Kagni Gillihan – AAS
Amy Goad – TC-LPN
Amy Gooch - AA
Angela Goodman – AAT
Courtney Goodwin - TC-LPN
Garry Goodson - TC-LPN
Yvette Grisham - TC-LPN

Elizabeth Hale – CP
Alicia Havron - TC-LPN
Sheryln Homod – CP/AA
Patricia Horton – CP
Dawn Huffmaster - AA
Shawnda Hunter – AA
Leilani Jackson – AAS
Edith Jensen - TC-LPN
Krystal Kerwin – CP
Mary Kirby – AA/AAT
Christine Kodrich - AA
Danielle Kuk - TC-LPN
Kimberly Langford - TC-LPN
Carrie LeJeune - AA
Brandy Love - TC-LPN
Kathy Lovenstein – CP/AAS
Roman Mabes – TC/AAS
Nicole Mann – CP/AAS
Rhonda Martin – CP
Gerri Martinez - AA
Carmaleta McMurray – AAT
Misty McRee - TC-LPN
Christopher Medley - AAS
Shirley Miller – AA
Jessica Moody - CP
Sarah Morehead - TC-LPN
Darcee Morris - AA
Teresa Mulderig - TC-LPN
Holly Mullins - TC-LPN
Karen Mullins – AAT
Thomas Musgrove - TC
Amber Muston - TC-LPN
Christina Needle - AAS
Brian Neel - AA
Trista Nichols - TC-LPN
Melissa O'Dell – CP
Ashley Ortgiesen – AAS
Lindsay Parrish - TC-LPN
Christina Patton - TC-LPN

Adam Peek - AA
Cynthia Perez – TC-LPN
Paula Pierce – CP
Sarah Pierson - TC-LPN
Stephanie Pittman - TC-LPN
Andrea Prondzinski – AAS
Carrie Ragland – AAT
Tammy Ragle - AAS
Christina Raker - AA
Dawn Ramsey – CP
Bernice Reed - TC-LPN
Tabatha Reilly - CP
Jessica Robinson - CP
Casey Rutledge - AAS
Nicole Sawyer - TC-LPN
Carla Schreiber - AA
Brandy Shell – AA
Alicia Sinclair - TC-LPN
Jennifer Slifer – AAS
Marie Smith - TC-LPN
Norman Smith - CP
Suzanna Smith – CP
Gladys Sparacio – AAS
Laura Stair - TC-LPN
Rebecca Stamm - AA
Brandon Stanley - TC-LPN
Rita Sullivan - TC-LPN
Pamela Teague – CP
Christa Thielman - TC-LPN
Kim Thunberg - TC-LPN
Ashlei Tyson - TC-LPN
Rebecca Vandervort – AAT
Kayla Walters - AA
Valerie Ann Wells - AAS
Jennifer Wess - TC-LPN
Emily Wheelis - TC-LPN
Kristy White - TC-LPN
Robert Whitlow - AA
Margaret Whittle - TC-LPN
Hazel Wilcox – AA
Brenda Wiley - TC-LPN
Bambie Williams – CP
Francis Wright - TC-LPN
Stephanie Younger - AAS

AA = Associate of Arts
AAT = Associate of Arts in Teaching
AAS = Associate of Applied Science
TC = Technical Certificate
LPN = Licensed Practical Nursing
CP = Certificate of Proficiency

How Do You Talk to Yourself? – Author Unknown

A man and his small son were out walking through the mountains and at one point, the little boy slipped 20-30 yards down the mountain side. Finally he was able to grab onto a tree branch and hold on, then he screamed out, "Help me!" This voice boomed back, "Help me!" He looked kind of confused and yelled, "Who are you?" The voice boomed back, "Who are you?" The small boy was aggravated and said, "You are a fool!" The voice came back, "You are a fool!"

He said, "You are a coward!" The voice yelled back, "You are a coward!"

Just about that time, his father got to him. The small boy asked his dad, "Who is that?" His dad laughed and said, "Son, that's called an echo but really its called life. See, let me show you something son." The dad hollered out, "You are a winner!" The voice boomed back, "You are a winner!" "You are talented!" It came back, "You are talented!" The dad yelled, "You've got

what it takes!" The voice rang out, "You've got what it takes!"

The dad said, "Son, that's how life is. Whatever you send out always comes back to you. The question is, what are you sending out about yourself? Start sending out I am strong, I am talented, and I am the best. I'll make it, I am creative, I am healthy, I am prosperous and I am victorious. What you send out is going to come back to you. Don't dare go through life being against yourself."



Personality & the Workplace – http://EzineArticles.com/?expert=Michael_Roberts_Jr

When it comes to communication in the workplace, a lot rides on how your personality meshes with those of your co-workers. Good communication skills will help you not only in your professional life, but in your personal life as well. Communication is an essential part of our everyday lives. But to be an effective communicator, first you need to understand that not all people are created the same. In fact, every single person will probably react

differently to you or your requests. This has nothing to do with you, and everything to do with their individual personality traits. There are all kinds of people in this world. Some people are wired tighter than others, and prone to snap easily if they feel pressured. Understanding this makes communicating with these people easier. Offer them choices in a relaxing manner, but never let them feel as if you are breathing down their neck, pressuring them to move faster than they are able.

The opposite is true of those at the other end of the personality spectrum: those who are so relaxed it is hard to rile them into action. These types of people may need an extra push just to get them working at their peak capabilities. It is important to always make yourself absolutely clear in what you are saying. Speak directly, frankly, honestly, and sincerely. Others may only want to please, but if you aren't clear with what you want it is difficult for them to achieve.

"You need to understand that not all people are created the same."

June Gas Card Distribution Dates

June gas cards will be distributed **June 27-30** on the Melbourne campus, **June 27th** at the Mountain View site, **June 28th** at the Ash Flat site and **June 30th** in Mammoth Spring.

To receive a gas card, CPI students must submit an attendance sheet, employment verification

form and a receipt for last month's gas purchase. A MapQuest must also be on file confirming mileage to school. Students will not be receiving blank forms to submit in June, as no gas cards will be distributed this summer.

Students who turn in their documentation and

receive a gas card will be provided a stamped envelope to return their receipt to Career Pathways. *Please write your name on the receipt!*

There will be no food activity for June.

Have a wonderful summer!



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careerpathways@ozarka.edu

www.ozarka.edu/blogs/career
pathways

Career Pathways is a state-funded program that can assist eligible students with the academic and financial obstacles that they may face while going to school. CPI offers the following services:

Tutoring
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Academic Advising
Kuder Interest Inventory
Career Readiness Certificates
Resume Building
Interview Skill Building
Job Search Assistance
Tuition & Fee Assistance
Gas Cards
Childcare Assistance
Book Loan Library

Your Path to a Brighter Future



Our website is full of useful information, handy references and current (printable) documentation. Visit us at www.ozarka.edu/blogs/careerpathways or visit Ozarka.edu and go to the Student pull-down menu and select Career Pathways. E-mail us your questions (and job updates) at careerpathways@ozarka.edu. We're always glad to hear from you!

Surviving Summer College Classes – By Lauren Joffe, New York University

Take advantage of smaller class sizes offered over the summer. Not only will you have a chance to bond with your professor more so than usual, but you will also get one-on-one teaching that just might boost that GPA.

Elective courses that book up during the year are now at your disposal. Yes, summer school offers many of the same classes over the summer to entice students to return. If you're taking summer classes to get ahead, now's your chance to take that elective you just can't live without.

Tackle tough classes while you don't have a crazy course load. Says Duke University senior Troy Wickett, "I did summer school in the first session last summer. I'm an econ major and wanted to finish my math requirement because it's a really time-consuming class. I didn't

want it to bring my grades down while I took other hard classes."

Take solid notes Summer class times typically last several hours, so it's easier to be tempted to give in to that midclass snooze. However, taking good notes will help you stay on task.

Retaking a class because you didn't do so hot the first time around? Studying off of or working to revise your old notes might help you zero in on what you misunderstood or failed to retain the last time around. This can help you reflect on poor performance and approach the class with a leg up.

Get an "A" for attendance Since instructors have to jam the same amount of info into an abbreviated time frame, missing out on just one lecture can mean sacrificing the equivalent of two

weeks' worth of notes.

Says New York University professor Eugene Secunda, "Summer classes are far more demanding than regular semester classes. Because of the shorter duration of the semester, it is necessary to intensify the program. This puts a much greater demand on students to focus and attend every session."

Kill two birds ... Sure, you're still in study mode -- but don't forget to carve out some time to relax. No need to stash those swim trunks away for the entire sunny season. You *can* be productive while lolling poolside. Instead of tossing a trashy paperback in your beach bag, bring along class readings or light assignments. Crack down during the week, but save the easy stuff for the lounge chair.

Career Pathways

Your Path to a Brighter Future

May 2011
Volume 1, Issue 8

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A Request from the CPI Director

Dear Career Pathways Student,

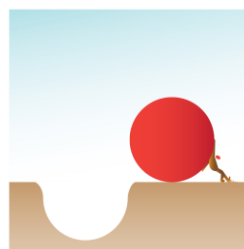
This semester is quickly drawing to a close with only a few more days left. As I work to close out this year, I am also preparing already for next year. One of my duties as director is to report to the Arkansas Department of Higher Education on the activities and progress of our students to show that our students achieve success every year!

I am so proud of each of you and the accomplishments you have made. I would like to invite you to be a part of my reporting by allowing you to tell state Career Pathways leaders about your impression of the Career Pathways program at Ozarka College.

You may want to include information on what you have received from Career Pathways and how it has affected your college experience as well as suggestions for improvements to the Career Pathways program as a whole and locally.

If you would like to participate, please send your response to me at klovelace@ozarka.edu by May 30, 2011. I will copy and paste your response into my reporting document in June. Thank you for being a part of Career Pathways this year. As always, please let me know if you have any questions or concerns.

Sincerely,
Kim Lovelace
Career Pathways Director



The difference between a successful person and others is not a lack of strength, not a lack of knowledge, but rather a lack in will.

Vince Lombardi

CPI Locations & Times to Serve You in May

Career Pathways serves the main campus in Melbourne as well as all the satellite sites of Ozarka in Mountain View, Ash Flat and Mammoth Spring.

The Melbourne office is open Monday through Friday from 8:00 a.m. to 4:30 p.m. Charlotte Knox will assist you daily with

your Career Pathways questions and needs.

The Mountain View office is open for business Mondays and Tuesdays by Kim Lovelace from 9 a.m. to 3 p.m. each day.

The Ash Flat office is open for business Tuesdays and Wednesdays by Kendra

Smith from 8 a.m. to 3 p.m.

The Mammoth Spring office is open Wednesdays by Kim Lovelace and Thursdays by Kendra Smith from 10 a.m. to 2 p.m.

We look forward to serving you!

Your Career Pathways Staff

- Kim Lovelace, CPI Director 368-2038
- Tracy Cone, Counselor 368-2042
- Charlotte Knox, Intake Specialist 368-2041
- Kendra Smith, Counselor 368-2043

Ozarka Graduation to be held May 12



"We recognize the tremendous sacrifices students make in their daily lives to attain the goal of a college degree or certificate."

The 2011 Ozarka graduation ceremonies will be held in the John E. Miller Auditorium at 7 p.m. on Thursday, May 12.

Of particular interest to Career Pathways students will be the keynote speaker, Senator Shane Broadway. Broadway, in addition to being the interim director for the Arkansas Department of Higher Education, is a member of the Governor's Workforce Cabinet.

Cabinet members are appointed by the governor, and commissioned with creating 21st century jobs and skilled workers for those jobs. Broadway has focused on ways to bring jobs to the state of Arkansas. He was also instrumental in bringing about the legislation that created the GO! Opportunities Grant and the Workforce Improvement Grant – the

first in the nation established for non-traditional students.

A press release about Broadway quotes him as saying, *"The world would be a better place if everyone valued education as the key to moving our state and nation forward. Arkansas must stay on track and increase the number of degree-holders in the state and those with valuable workforce credentials to compete for jobs in the new economy."*

The commencement ceremony on May 12th will honor students who have worked hard to attain a degree or certificate from Ozarka College. Associates degrees awarded are in the following disciplines: Arts, Applied Science and Science. A variety of certificates and technical certificates will also be awarded to students who have completed those programs.

The staff of Career Pathways looks forward to this time of year, as we see our students reap the fruits of their labor. We recognize the tremendous sacrifices students make in their daily lives to attain the goal of a college degree or certificate. Education is that critical middle step that transitions a person from just working a job to cultivating a career.

Career Pathways is committed to our students' success, and we maintain contact with students after the degree is attained. We offer the following services to our graduating students:

Job Search Assistance
Resume Building
Interview Skills Building

Please do not hesitate to call or come by the CPI office to inquire about these job-related services. We care about your success!

The Will to Win – A Motivational Poem by Berton Braley



If you want a thing bad enough
 To go out and fight for it,
 Work day and night for it,
 Give up your time and your
 peace and
 your sleep for it

If only desire of it
 Makes you quite mad
 enough
 Never to tire of it,
 Makes you hold all other
 things tawdry
 and cheap for it

If life seems all empty and
 useless without it
 And all that you scheme
 and you dream is about it,

If gladly you'll sweat for it,
 Fret for it, Plan for it,
 Lose all your terror and
 fear of failure for it,

If you'll simply go after that
 thing that you want.
 With all your capacity,
 Strength and sagacity,
 Faith, hope and confidence,
 stern pertinacity,

If neither cold poverty,
 famished and gaunt,
 Nor sickness nor pain
 Of body or brain
 Can turn you away from
 the thing that you want,

If dogged and grim you
 besiege and beset it,
 You'll get it!



Life is a Do-it-Yourself Project – Author Unknown

An elderly carpenter was ready to retire. He told his employer, a building contractor, of his plans to leave the house building business.

His employer was sorry to see his good worker go and asked if he could build just one more house as a personal favor. The carpenter agreed, but it was easy to see that his heart was no longer in his work. He had lost his enthusiasm and had resorted to shoddy workmanship and used inferior materials. It was an unfortunate way to end his career.

When the carpenter finished his

work, the contractor handed the front-door key to the carpenter. "This is your house," he said, "my gift to you."

What a shock! What a shame! If he had only known he was building his own house, he would have done it all so differently. Now he had to live in the home he had built none too well.

So it is with us. We build our lives in a distracted way, reacting rather than acting, willing to put up less than the best. At important points we do not give the job our best effort. Then with a shock we look at the

situation we have created and find that we are now living in the house we have built for ourselves. If we had realized, we would have done it differently.

Think of yourself as the carpenter. Think about your house. Each day you hammer a nail, place a board, or erect a wall. Build wisely. It is the only life you will ever build. Even if you live it for only one day more, that day deserves to be lived graciously and with dignity.

The plaque on the wall says, "Life is a do-it-yourself project." Who could say it more clearly?



Looking for a Summer Job? – by Alison Doyle. Source: about.com

Looking for a summer job? Here are some time-saving tips to help you find a summer job fast.

References Ready. Have a list of a few references ready to give to interviewers. Baby-sitting and volunteer references are fine, if you haven't worked before.

Hit the Road. Interested in working at a local tourist attraction, a retail store in town or a restaurant? One of the best ways to find this type of summer job is by applying in person. So, plan on spending some time visiting potential job sites and filling out applications.

Check the Newspaper. Don't

forget to check the Help Wanted ads in your newspaper and in small local "shoppers".

Networking Works. Networking isn't just for full-time employment. Tell everyone you know you are looking for a summer job, you never know who might be able to help you out.

Dress Appropriately. Make sure you dress appropriately, are ready to complete an application, and are prepared for an on-the-spot interview:

>Dress should be neat and tidy. Business casual (khakis and a collared shirt) is usually appropriate.

>Make sure your hair and fingernails are well groomed.

>Wear moderate shoes.

>Bring the information you need to complete an application, along with a pen and pad of paper for notes.

Don't Wait. Summer jobs often get filled fast, so getting going on your job search! On the other hand, college students often leave their summer job early to go back to school. So, if you have gotten a late start on your summer, you still may be able to find a job for the latter part of the season.

"Summer jobs often get filled fast, so get going on your job search!"

May Gas Card Distribution Dates

May gas cards will be distributed **May 2-6th** on the Melbourne campus, **May 2nd & 3rd** at the Mountain View site, **May 3rd & 4th** at the Ash Flat site and **May 4th & 5th** in Mammoth Spring.

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employment verification form and a receipt for last month's gas purchase. A MapQuest must also be on file confirming mileage to school. Students will not be receiving blank forms to submit in June, as no gas cards will be distributed this summer.

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There will be no food activity for May.

Have a wonderful summer!



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Career Readiness Certificates
Resume Building
Interview Skill Building
Job Search Assistance
Tuition & Fee Assistance
Gas Cards
Childcare Assistance
Book Loan Library

Your Path to a Brighter Future



Our website is full of useful information, handy references and current (printable) documentation. Visit us at www.ozarka.edu/blogs/careerpathways or visit Ozarka.edu and go to the Student pull-down menu and select Career Pathways. E-mail us your questions (and job updates) at careerpathways@ozarka.edu. We're always glad to hear from you!

Preparing for Final Exams – <http://web.mit.edu/uap/learning/tips/finalsprep.html>

Preparing for final exams differs from studying for regular tests. For finals you need to shift perspective from a local/subject view (preparing for relatively short tests on limited material) to a global/term view (preparing for several large, comprehensive tests that occur at the same time). You may also have a final project or research paper that threatens to absorb all of your time.

The challenge is to decide how and where to concentrate your energy. Here are a few guidelines.

Assess your level of knowledge in each subject. If your exam grades are high, you should be able to spend relatively less time getting ready for the final in that subject. Conversely, if you're struggling to pass tests and homework, you'll need to reserve extra time to master the

material in time to pass the final. In either case, stop by your instructor's office to get another opinion on your standing in the subject. Sometimes perception doesn't match reality.

Revisit your schedule. Can you cut back on extracurricular activities in the last weeks of the term to free up more study time? Will work or another activity reduce your hours? Is there an hour between classes that you haven't been using for study?

Plan your time. Block specific hours in your planner to study for each subject's exam, separate from your regular study time. Limit these to two or three hours at a time; marathon study sessions become unproductive. Add review sessions to your planner. Be sure to keep some time for breaks and stress relief, too; you'll need them even more

at this time of term.

Use a study group. If you haven't been meeting with a group through the term, try to join or form one now. Groups can cover more ground by dividing up the material: each member presents a review of one or two topics to the whole group.

Don't redo your work. You don't need to read the textbook or other sources all over again. By this time you should have clear, organized notes to help you review the main points. Review the problems that gave you trouble the first time.

Practice, practice, practice. Find new problems to test your knowledge. These may be in your textbook, online, or on a practice test offered by your instructor.