

Career Pathways

Your Path to a Brighter Future

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Inside this issue:

Time to Get Back to the Books	2
Salary Increase: Funny Workplace Correspondence	2
Achieve Career Success with 5Ds	3
July Gas Card Distribution	3
Career Pathways Overview	4
A Non-Traditional Student's Guide to College	4

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

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 summer hours for the Melbourne office are Monday through Thursday from 7:00 a.m. to 5:30 p.m. Charlotte Knox will assist

you daily with your Career Pathways questions and needs.

The Mountain View office is open for business Mondays by Kim Lovelace from 9 a.m. to 4 p.m. each day.

The Ash Flat office is open for business by Tracy Cone from 9 a.m. to 4 p.m.

The Mammoth Spring office is open Thursdays by Kendra Smith from 9 a.m. to 4 p.m.

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

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



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\$anding 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 NOnothing 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

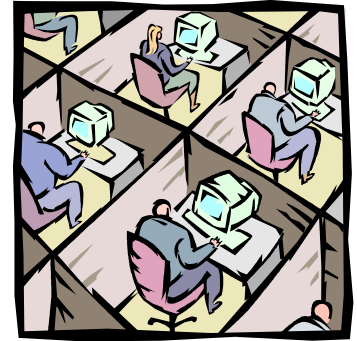
vocabulary. Good enough just isn't good enough for them.

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!



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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!

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.