

Career Pathways

Your Path to a Brighter Future

December 2011
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December 16 is deadline to apply for book loan

Time is running out to apply for a book loan from Career Pathways! December 16th is the deadline to request books for the spring 2012 semester.

Career Pathways students at Melbourne, Mountain View, Mammoth Spring and Ash Flat, as well as on-line students, may request books. Books will be distributed to students who submit book request forms based on availability and the order in which the requests are received.

Book request forms are available on-line and can be picked up at any Career Pathways office. To complete a request form, the student needs to list the course number and name for each book requested and attach a copy of their schedule for reference. Students should also list which campus they prefer the books to be delivered.

Award letters for those receiving books will be mailed the week before classes begin. Spring 2011 classes begin January 17, so award letters will be mailed on January 9th and 10th. Books will be distributed on the first two days of classes from the Career Pathways offices in Melbourne, Ash Flat, Mammoth Spring and Mountain View. The books are due to be returned by May 11.

A reminder to the students who borrowed books for the fall semester: The book return date is December 16th. It's important the books are returned in a timely manner so they may be loaned out to students in the spring. Failure to return the books will result in a hold being placed on the student's grades and ineligibility for future book loans.



It is not enough to take steps which may someday lead to a goal; each step must be itself a goal and a step likewise.
Johann Wolfgang von Goethe

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Career Pathways Office Locations and Hours

Career Pathways serves all four Ozarka locations: Melbourne, Mountain View, Ash Flat and Mammoth Spring.

The Melbourne office (located in the bookstore building) is open Monday through Friday from 8 a.m. to 4:30 p.m. Brandy Shell is available

daily to assist you with your CPI needs and questions.

Lindsay Galloway is available on Mondays and Kim Lovelace on Tuesdays in Mountain View to serve your needs 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.

Kim Lovelace is available in Mammoth Spring on Wednesdays and Kendra Smith on Thursdays from 10 a.m. to 3 p.m. to serve your Career Pathways needs and requests.

Letter from the Director...



I hope each semester we can have more students coming through our offices and taking advantage of what we have.

At the end of each semester, I always wonder if Career Pathways did enough for its students. I mentally review the number of students who took advantage of the gas cards, the number of students who were able to use the child care assistance and of course, the students who received text books. I also review the number of students who were eligible for these services but didn't receive anything and wonder why they didn't take advantage. Were there enough slots for students who needed child care assistance, did someone forget they were able to pick up a gas card each month, did we run out of text books in the

book loan program? Whatever the reason, I hope each semester we can have more students coming through our offices and taking advantage of what we have. If you didn't receive something you applied for or asked for, was your file with Career Pathways complete? Do we need additional documentation from you? Is your address correct so that we are able to get letters announcing your awards to you? Did you turn in your book request form early enough?

We continually look for other ways to serve our students. Do you have ideas for other services that would help you?

Have you heard a fellow student mention something he/she needs but wasn't available? We would appreciate input from our students so that we can improve what we do and meet the needs of our students. Please feel free to drop by our office, give us a call or send an email (careerpathways@ozarka.edu) with any suggestions that you may think of.

I hope you have had a great semester, earned good grades and are registered for the spring 2012 semester. Good luck on your finals!

Sincerely,
Kim Lovelace

Don't Give Up! Your Dreams are Closer Than You Think!



There may be times when you feel as if you have taken a million steps towards your dreams, and acted on your plans, only to find yourself in the same place that you began from.

At times like this, you must not give up.

You must continue on. Though you may feel lost, bewildered, and alone, continue to believe

in yourself. Do not allow discouragement and doubt to blur your vision and wash away your dreams. Visualize your way beyond the detours, standstills, and obstacles.

You will realize your dreams. You have worked hard and taken so many productive steps in a positive direction that you are bound to succeed. Whatever

the hurt of the moment may be, it will pass. Tomorrow is always a new dawn. Today, you must pause, rest, catch your breath, and then look ahead. Each step will bring you closer to your dreams. The rainbows and the love that you deserve are in sight. Happiness is just around the next turn.

~ Vicki Silvers ~

Goal Setting Makes a Difference — Source: <http://www.goal-setting-for-success.com>

Do you know what makes one life different from another? The answer is goal setting.

There is a famous Harvard business school story. They evaluated a group of students in college, and then re-evaluated them again 10 years later. The study found out that the students who had been the most successful in life weren't the ones

who had achieved the highest grades. They were the ones who had specific goals, 10 years ago.

You can see the big difference between successful people and unsuccessful people. Successful people have their goals in mind. They know where they want to go and finally they get there. So you need to start with a

target, a destination, a goal.

You may ask: "How to achieve goals? It is easier said than done." You are right. Many people fail not because they don't have goals; they fail because they haven't achieved their goals, giving up during the journey. There is a long road from goal to success.



5 items for a job interview thank you letter –

Source: <http://www.cpacareercoach.com/job-interview-thank-you-letter>

Most people do not realize how important the thank you letter after a job interview actually is. The thank you letter is a crucial element to the hiring process. Here are **5 items** that need to be included into a **job interview thank you letter**.

1. You must actually send one – National averages say that 95% of candidates that interview do not even send a thank you.

2. You should send one to everyone you met – Try your best to get the

correct spelling and titles of everyone you interviewed with. You never know in a team who has influence and pull over the others so you want to show each an equal amount of respect and attention.

3. You must send it within 24 hours – in other words, don't delay! Either email or postal mail is fine because both have their advantages. If the hiring process is moving quickly then go with email.

4. You must express your interest and then reinforce why – Tell them EXACTLY why you are interested in the position.

Use a specific example from the job interview as to why you have a high interest level in the position.

5. You must personalize the note – You have to make the note original. Also, don't be afraid to include something personal that you enjoyed learning during the interview. This will make you come across as genuine and likable.

Including these items in your next job interview thank you letter could land you the job.

"The thank you letter is a crucial element to the hiring process."

December Gas Card Distribution and Food Activity

Special dates to remember in December are gas card distribution dates and our monthly food activity.

December gas cards will be distributed **Dec. 5th through 9th** on the Melbourne campus, **Dec. 5th and 6th** at the Mountain View site, **Dec. 6th and 7th** at the Ash Flat site and **Dec. 7th and 8th** 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. They must also have a MapQuest on file confirming mileage to school. Students who receive a gas card will also

receive blank forms to submit the following month.

The food activity for November will be **Candy Bars!** This snack will be available:

Dec. 5 – Melbourne

Dec. 6 – Mtn. View

Dec. 7 – Ash Flat

Dec. 8 – Mammoth Spring



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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 myOzarka 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!

Starting a New Semester Strongly

What are the basics that you'll need to make sure you start off as strongly as possible?

Get a time management system. Managing your time just may be your biggest challenge while in college. Find something that works for you and use it from day one.

Take a reasonable course load. If you absolutely must carry a heavy course, make sure that you've cut down on your other commitments so that you don't put too many unreasonable expectations on yourself.

Have your books purchased -- or at least on their way. Not having your books the first week of class can put you behind everyone else before you

even had the chance to start.

Get your finances in order. You may be rocking your classes, but if your financial situation is a mess, you won't be able to finish the semester. Make sure your finances are in order when you start a new semester *and* that they'll still be that way as you head toward finals week.

Have your "life" logistics worked out. These are different for every college student, but having the basics -- like your housing situation and your transportation -- worked out in advance is critical to making it through the semester in a stress-free way.

Set up healthy outlets for fun and to relieve stress.

You don't need to have a Ph.D. to know that college is stressful. Have things already in place -- like good groups of friends, exercise plans, and hobbies -- that will allow you to mentally check out and relax when things get intense.

Get information on where to go for help -- you know, just in case. When, and if, you find yourself juggling more than you can handle, trying to find help while under that kind of stress is nearly impossible. Learn where to go for help before your semester begins so that you can finish strong.

Source:
<http://collegelife.about.com/o/d/academiclife/a/StartaNewSemesterStrongly.htm>