



# 221 Main Connection

News from Advising, Career, Counseling and Disability Services



January ~ May 2019

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Spring 2019

## Setting SMARTER Goals in 2019

Welcome to the spring semester, and Happy New Year! This is the time of year many of us create New Year Resolutions or goals we would like to achieve for the year, unfortunately many of us state our resolutions but never follow through on them, and give up too easily. This often occurs for many reasons: we either lose motivation, become discouraged or we just really have no clue on how to go about meeting the goal. We all know some people who seem to achieve whatever they set out, personally, professionally or academically. How do they do it? I am going to let you in on the secret of how to successfully set and meet your goals this year. The formula to success is to create **SMARTER** goals. A goal without a plan is really just a wish...

### (S) SPECIFIC

Be **SPECIFIC**- Write out a clear and concise goal. You are more likely to achieve a specific goal than a general goal. If the goal isn't specific, you will likely get lost in the process and are more likely not follow through. Specific goals should answer the 5 W Questions: Who, What, Where, When and Why?

**Who:** Who is involved in your goal? **What:** What do I want to accomplish? **Where:** Identify the location to complete the goal. **When:** Establish a timeframe. **Why:** Specific reasons and purpose for the goals.

Example of a specific goal: I'm going to earn my associate's degree in Psychology by May 2020, and transfer to Millersville.

Example of a non- specific/ general goal: I'm going to earn my associates and take general education courses.

### (M) MEASURABLE

Make it **MEASURABLE**: Determine a criteria for measuring your progress. This can answer questions such as: *How much? How many? How will I know when it's accomplished?* This will allow to keep track of your progress.

For example: If you want to graduate from HACC by Spring 2020, you will need to learn your academic requirements to determine how many credits you are required to complete, and how many semesters it will take you to complete. You may want to schedule an appointment with your academic advisor to develop a plan. Be aware of prerequisites and course sequence. Determine how many hours a week you will set aside to study and complete your assignments.

Example: In order for me to transfer to Millersville in 2 years, I will need to take 15- 16 credits a semester Fall/Spring this year, and 15-16 credits next Fall/ Spring. Though, 15- 16 credits may not be realistic for me when I am taking math. So this spring while I'm enrolled in math, I will take 12 credits so I have more time to focus and meet with a tutor weekly. I will be sure to take 3 credits over the summer so I meet my transfer goals of transferring to Millersville for fall 2020.

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## Setting SMARTER Goals in 2019 (continued)

### **(A)** ATTAINABLE

Make sure your goal is **ATTAINABLE**: What steps are required of you to take in order for you to reach your goal? Set forth a goal that you know that you will be able to obtain.

Don't set yourself up for failure by setting an unrealistic goal for yourself. Make sure your goal is challenging but achievable. Don't try to take on more than you can handle. The first thing to determine is to learn what is required of you to achieve a goal and then come up with a realistic plan on how you will achieve your goal.

Example: My goal is to get accepted to HACC's Nursing program, I work full time during the day. I will meet with my advisor each semester to stay on track. I plan to take 2 classes per semester and maintain my 3.0 GPA, and study for the TEAS.

### **(R)** RELEVANT

Make sure your goal is **RELEVANT** to your life and will get you closer to what you want out of life. Your goals should align with your core values. When your goal is relevant and meaningful, you are more likely going to stick to it. Your goal should propel you to the person you want to be in the future.

### **(T)** TIME-BOUND

A goal should include a set time-frame. If you don't have a time-frame, it's possible to lose motivation. You should be able to measure your progress in increments.

**Final steps:**

### **(E)** EVALUATE and **(R)** RE-ADJUST

You should continuously **EVALUATE** your progress along the way. How are you progressing towards your goal? What's working for you? What isn't working for you? What changes can you make to meet your goal?

**RE-ADJUST** - This is one of the most important steps. Don't quit! Our goals don't always happen as planned and often need to be adjusted. What factors are within your control? What is outside your control? Some examples would be changing your major, or changing the timeframe to complete your degree. Setting and meeting goals is about progress, not perfection!

Counseling, Advising and Career Services are available to help you clarify and develop your goals! Schedule an appointment with your advisor to discuss further. If you are completely undecided on your career and academic goals, schedule an appointment with Career Services, we are here to help you!

**To schedule an appointment with Counseling and Advising call 717-358-2988**

**To schedule an appointment with Career Services call 717-358-2290**



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2019 SMARTER GOALS

# Bucknell Community College Scholars Program

## An AMAZING Transfer Scholarship Opportunity!

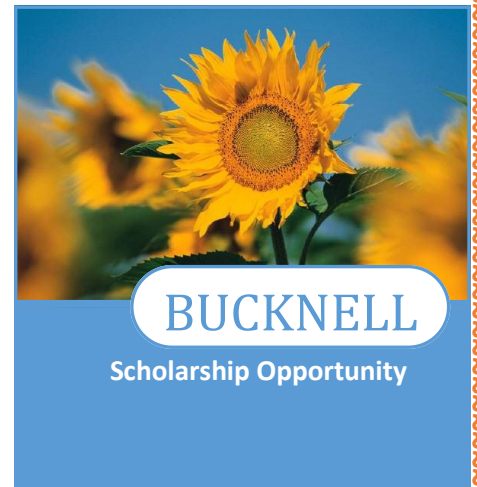
HACC is looking to select six students to receive an opportunity to earn a **FULL-TUITION SCHOLARSHIP** to Bucknell University and additional aid for the cost of room and board.

This scholarship opportunity includes a required Summer 2019 six-week in residence program at Bucknell University where selected students will complete two Bucknell University courses and participate in extra-curricular opportunities. Upon completion of the summer program, students will return to HACC to complete their associate's degree and apply to transfer on with a scholarship to Bucknell University as early as Fall 2020.

### Bucknell is looking for students who:

- show potential to succeed in a bachelor's degree program at Bucknell
- have a GPA of about 3.5 or higher
- will have completed at least 12 community college – level credits as of January 15, 2019
- demonstrate leadership abilities and problem-solving skills
- have a low to moderate income\* financial status

*( \*Defined as Adjusted Gross Income below \$60,000 for families or below \$30,000 for independent students.)*



### If accepted, you'll come to Bucknell for a six – week summer program and:

- live on Bucknell's campus
- take two courses
- receive a stipend
- participate in campus orientation, team – building, research, technology, and writing activities

### **ALL expenses paid!**

### **Next, return to HACC to complete your associate's degree, and...**

If you decide you want to obtain a bachelor's degree from Bucknell, you can apply for admission to begin classes in the fall or spring after you complete your associate's degree.

For more information regarding this AMAZING scholarship opportunity and application process, contact Jennifer Alleman at 717-358-2973 or email – [jlallema@hacc.edu](mailto:jlallema@hacc.edu). If you are on campus, you can also stop by the Counseling & Advising Office, Room 221, Main Building. More information is available on Bucknell's website: [www.bucknell.eduCommunityCollegeScholars](http://www.bucknell.eduCommunityCollegeScholars).

Inquire about the day trip to Bucknell University on February 8th!

**The application deadline is February 25, 2019 (no later than 4:30pm) so Act Quickly!**

## Make this *YOUR* year.....19 reasons to visit Career Services in 2019!

You may not be aware of all the services/resources available to you through Career Services. So, make this the year that you connect.

1. Complete an interest inventory to learn more about your interests and uncover occupations that may relate to your results. This will be especially helpful if you are “undecided” in your choice of major. We can even assist you in selecting your semester’s classes.
2. Learn to identify your skills. The average mature adult develops hundreds of skills, but most individuals are unable to identify five skills; let alone market these to an employer.
3. Uncover your personality traits by completing a personality assessment and learn how your results may lend itself well to certain career fields.
4. Explore the “world of work” by completing a career research technique like informational interviewing. Learn how to approach employers, how to request an informational interview, as well as, receive guidance on questions you may wish to ask. Discover how this very valuable networking tool has far more benefits than just assisting with narrowing down a career path.
5. Receive guidance on how to arrange a job shadowing opportunity. What an excellent way to learn more about the fields you may wish to pursue by observing professionals directly.
6. Examine career opportunities for your major, as well as, uncover career growth opportunities related to pursuing additional training/education.
7. Plan to attend the numerous career services workshops offered throughout the semester. Many instructors even offer extra credit in their classes for you attending these workshops. Topics in the past have revolved around career exploration and job searching. For the most updated offerings, please log onto the HACC homepage and click on “Current Student” “Career Services” and “events”.
8. Discover the many benefits of volunteering, and how to obtain an opportunity.
9. Consider interning in your major, either for credit or purely for “work experience”. Internships here at HACC can be arranged for either credit or non-credit. Learn the difference between the two, how to prepare for, and uncover the many internship opportunities that exist.
10. Schedule a career event into your semester’s plans. These events are wonderful opportunities to develop professionally and connect with individuals already working in various fields. You never know what you may learn or who you may meet and connect with that could aid you in getting closer to your career goals. Plus, there are often prize raffles or “give-aways” and free FOOD!
11. Discover what “professionalism” really means to employers and learn ways on how you can develop professionally while enrolled as a college student.
12. Network with family, friends and professors and establish your very own professional “Linked-In account”. Networking is by far the most effective way to secure employment. Uncover tips on how to network successfully.
13. Develop a resume that best showcases your education, skills, and experience to employers. There are three resume formats, but not one format works for everyone. Ascertain the resume basics and then learn how to write a resume and cover letter specific for each position for which you are applying.

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## Make this *YOUR* year.....19 reasons to visit Career Services in 2019! (continued)

14. Learn how to develop an “elevator pitch” that best highlights your skills and experience and does in such a way to grab an employer’s attention. This “elevator pitch” can be used as you market yourself at job fairs, on the cover letter, communicating over the phone, or at the time of the interview as you answer questions like, “Tell me about yourself” and “Why should I hire you?”
15. Prepare for your next interview by considering completing a “mock interview” with the Career Services staff. We are happy to help you prepare by practicing some of the most common interview questions, as well as, questions directly related to the field for which you are pursuing.
16. Plan to attend the **19<sup>th</sup> annual spring job fair on Wednesday, March 20<sup>th</sup> 10:00am-1:00pm**. Numerous employers will be on hand to discuss both part and full-time employment opportunities, as well as internship opportunities that exist. Opportunities have been obtained by past HACC students who attended this annual event.
17. Learn how to navigate tools to ascertain relevant labor market and salary information in developing your professional plan.
18. Create an overall effective job search strategy well before the time of graduation which includes understanding your “personal brand”. Job searching becomes in many cases a “full-time job”, so we want you to be prepared and will help to make certain the time you spend is done wisely. You’ll want to include the use of tools like HACC’s job posting service, College Central Network to search for employment opportunities.
19. Come for the approachable and informative staff! We are here and anxious to assist you.

Career Services is located in Main 221. Please stop by, email [careerlancaster@hacc.edu](mailto:careerlancaster@hacc.edu) or call 717-358-290 to arrange an appointment or to find out more about the services/resources available to you.

**Let us help you Explore, Discover, and Connect!!!**

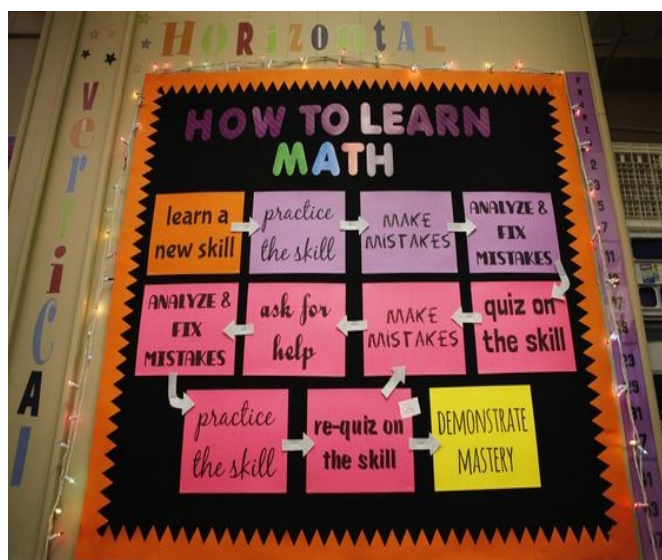
## ON MATH LEARNING--

DrJoyinMath ([jgtien@hacc.edu](mailto:jgtien@hacc.edu))

Any type of learning is a process -- it involves a balancing act, it involves giving up some time from something to devote to another, it involves commitment. Yes, it may involve cutting down on your online or social media presence (like Facebook or twitter or Instagram). After all, if learning matters to you, you will do what it takes.

Learning involves a determined focus on what you need to do. It can be perplexing, especially when the subject matter involves math or the actual course you need to take IS math. MATH – a four-letter word that has caused many to change their career path... especially when they have math anxiety. Yikes! But, if you are open to learning and acknowledging you need help, give math a try as your new year’s resolution. If you have not done so, talk to us (your advisor or counselor in Main 221) about your options or discuss a plan of action, instead of avoiding the pursuit of math learning altogether.

One thing to keep in mind if/when you are ready to take on math: it takes time, it takes perseverance, it takes a lot of practice, but IT CAN BE DONE. Have you heard the story of a tourist in New York City trying to find Carnegie Hall? He approaches a street musician and asks: How do you get to Carnegie Hall? The answer: Practice, practice, practice. Above is one teacher’s flowchart on “how to learn math” <https://www.pinterest.com/pin/221239400420992644/>





## First Impressions, Lasting Impact...Preparing for HACC's Spring Job Fair!

Soon we will be holding our *nineteenth annual spring job fair* at the HACC-Lancaster campus. On **Wednesday, March 20<sup>th</sup> 10:00 a.m. to 1:00 p.m. in East 203** we will be hosting **more than 50 employers**. If you are planning to attend the event, here are a few things to consider.

Job fairs are a great way for you to explore potential employment opportunities and make connections face to face with recruiters who make the hiring decisions. Whether you plan to attend our upcoming spring job fair just to gather information about potential employers or are prepared for that on-the-spot interview, you need to prepare yourself to stand out in a favorable way. Keep in mind that employers may potentially be talking with hundreds of job seekers. In order to be kept in the employer pool and not be screened out, you'll want to keep a few things in mind before, during and after the event to make it successful for you.

Before the job fair, you should do a little research of your own.

**Find out what businesses will be attending.** The more information you gather before hand, the more successful the job fair is going to be for you. Spend some time doing research on the companies' websites learning a bit about them, as well as, what types of positions may be available. For the upcoming Lancaster Campus spring job fair, you'll be able to locate this information online at <http://www.hacc.edu/Students/CareerServices/CareerEvents/index.cfm>

**Write down a list of questions** you'd like to ask the company representatives at the job fair. This will help you learn more about the company and the types of people and skills they are looking for.

**Develop multiple versions of your resume**, especially if you are someone who can market yourself to more than one type of job title. It is also important to proofread your resume; perhaps have someone else look at it too to be certain it is free of errors. Keep your resume concise, one page maximum and easy to read. Make certain you have listed your most updated contact information. Consider using your HAWKMail email address.

At the job fair, you need to be prepared to make that great first impression.

**Dress the part.** Just like any job interview, first impressions are key at a job fair too. You have to look the part.

How you represent yourself sends an immediate message to employers about how serious you are in your job search.

Your general appearance will be the first things noticed – make certain you look professional. Leave the jeans, t-shirts and sneakers at home and although it may not be necessary to dress in a suit, you want to make certain you lean on the conservative side by dressing in business casual.

**Maintain eye contact and offer a firm handshake.** Showing interest and good manners is important regardless of what position you are interested in applying. Remember that every meeting is an opportunity.

**Communicate with the employers.** Don't just drop off your resume and keep moving on to the next table. You will want to take the time to ask questions and make an impression. If you have done your research, you won't have to waste time by asking the recruiter what the company does. Instead, you can focus in on questions related to the open positions and your potential fit. Remember to speak clearly and do not interrupt. Bear in mind that employers want to hire individuals who are enthusiastic and genuinely interested in their company. Be prepared to talk about your skills and qualifications as it relates to the position, and plan to include your educational goals while here at HACC. Once you have delivered your message, answered questions, and established your interest in the position, is it time to thank the recruiter, get a business card and state you will follow-up.

After the job fair, be certain to follow-up with a thank you letter.

**Send a follow-up letter or email to the recruiters** for the position(s) where you have genuine interest and saw a fit with your skills and experience. This is not only polite, but following up in this way will ensure that the employer remembers you and makes another good impression. In the letter or email you will want to mention your interest in the company and the position and why this job is such a great fit. Be certain to express your appreciation to the recruiter for their time at the event too.

**One more follow-up** may be needed after sending your letter or email if you have not heard from the employer. Ask about the status of the position and next steps.

Job searching can be a frustrating and tiresome process. Keeping the momentum going can be a challenge. However, until you have accepted a new job offer you should continue to pursue all leads. Each connection you made and each discussion you have had is an opportunity to move you forward. Always remember that your next career opportunity may be right around the corner! Please consult the Career Services staff (RM 221; 717-358-2290) with your job fair questions or for your career development needs. We are looking forward to assisting you.



## Pre-Health Professions-A Transfer Major for Health Careers

Are you one of the students who I talked with at New Student Orientation that had a difficult time finding the correct major from our list of choices? Maybe you could not find the specific one you had in mind because it requires a bachelor's degree or higher. The most appropriate major for you could be pre-health professions. It is actually considered a transfer degree and will help you reach your career goals. Besides choosing pre-health professions as your major initially, students may start with an associate degree health career and switch to this one as their goals change. Additionally students who have bachelor's degrees in a non-health career major may select it at HACC, so they can complete their math and science requirements. Note: There are some health careers, e.g., nurse anesthetist, nurse practitioner, and midwife, where this major would not be appropriate if the student is not an RN. The recommended path would be to begin with our RN associate degree.

What courses are included in this degree? For the complete list, you should look on our website, but let me tell you some of the highlights. The degree requires the typical general education courses such as English Composition (ENGL 101, and 102), Effective Speech (COMM 101); General Psychology (PSYC 101), and Introduction to Sociology (SOC 201) to fulfill Social and Behavioral Sciences requirement. Let's look at the more specific ones...This includes Introduction to Allied Health (AHM 140) and Medical Terminology (BIOL 105) which are good introductory courses for anyone who will be working in healthcare. College Algebra (MATH 103) is required due to the importance of math in our chemistry and physics classes. The program electives require 15 credits from a list of biology, chemistry, math and physics classes. This gives you flexibility to choose the ones that you will need for your individual career and chosen institution where you will be transferring.

You can start with the pre-health professions major to pursue the following careers and can see which degrees would be required for a few of them. A bachelor's degree is required to be a medical laboratory scientist. A master's degree is the minimum level of education for physician assistant and speech language pathologist. Occupational therapists, physical therapists, and pharmacists will all need doctoral degrees. Even more education is required to become a dentist, physician and veterinarian.

What is the best way to find out more information about health careers that require a bachelor's degree or more? The first way would be to look at our advising checksheet for pre-health professions: <http://www.hacc.edu/ProgramsandCourses/Pre-Health-Professions-3150.cfm>. There is a lot of helpful information here to get you started for the following areas: (*pre-medicine/dentistry, pre-physical therapy, pre-pharmacy, pre-veterinary medicine, pre-physician assistant and pre-speech-language pathology*). Next, I would recommend a website called Explore Health Careers which is a good resource for these careers: <https://explorehealthcareers.org/>.

A third recommendation is to talk with college representatives about health career programs which their colleges may offer. A good opportunity to do this would be at our Transfer Fair on March 13th (*see back page for details*). This will help when you are choosing the 15 credits of program electives to complete our degree for pre-health professions. Of course, you can always contact us in Counseling and Advising (Main 221) to ask more questions about whether this could be the right choice for you.



**Career Services presents: ESCAPE ROOM! Escape the “Undecided” Room:**

This will be a really fun event that was designed with students in mind who are unsure about their major and/or career choice. You’ll look for clues, solve a puzzle pertaining to your interests, personality, values, and skills and will use this to escape the room (and create a career action plan).

**Refreshments and prizes will be available!**

**Tuesday, February 26<sup>th</sup> ~ Main 227 at 1:00pm, 2:30pm, and 5:00pm**

**Wednesday, February 27<sup>th</sup> ~ Main 227 at 2:30pm and 5:00pm**

**Reservations are required. Reserve your spot today! Main Rm 221 or call 717-358-2290**



**Career Services ~ Drop-in Days-Main Rm 221**

We offer a variety of services on a drop-in basis. Check out our drop-in services (dates/times listed above): Cover letter review, Resume review, Interviewing tips, Career-related questions, LinkedIn Profile reviews, etc.

Friday	Feb 1 <sup>st</sup>	10am-Noon
Friday	Mar 1 <sup>st</sup>	10am-Noon
Friday	Apr 5 <sup>th</sup>	10am-Noon
Friday	May 3 <sup>rd</sup>	10am-Noon



**JOB FAIR ~ MARCH 20TH**

**Wednesday March 20th, 2019**

**10:00 AM ~ 1:00PM**

**East 203**

**Contact HACC Lancaster Career Services for more information. Main Rm 221 ~ 717-358-2290**

**PLANNING TO TRANSFER AFTER GRADUATION AT HACC?**

**Wednesday, March 13<sup>th</sup>, 2019**

**is HACC's Lancaster Campus**

**Spring Transfer Day!**

**Join us in East Building, Room 203**

**10 AM – 1 PM**

If you are a student interested in transferring to earn your bachelor's degree, then mark your calendar now to meet with representatives from over 40 colleges and universities.

You do not want to miss this opportunity!

For more information, stop by the Counseling & Advising Office, Room 221 Main Building or call 717-358-2988