City Tech 101

Winter 2024
Prof. Jessica DeCoux
jdecoux@citytech.cuny.edu

#YellowJacketLife: The Buzz on Getting Involved

Session 6
Wednesday, January 17
Prof. DeCoux

Today's Topics

- ★ Where College Happens, pt. 5
- ★ Why Participate?
- ★ Co-curriculars @City Tech
- ★ Extracurriculars @City Tech
- ★ Asking Effective Questions
- ★ Effective Communication
- ★ Self Advocacy
- ★ Setting Effective Goals
- ★ Beginning of Semester Action Plan

Where does college happen?

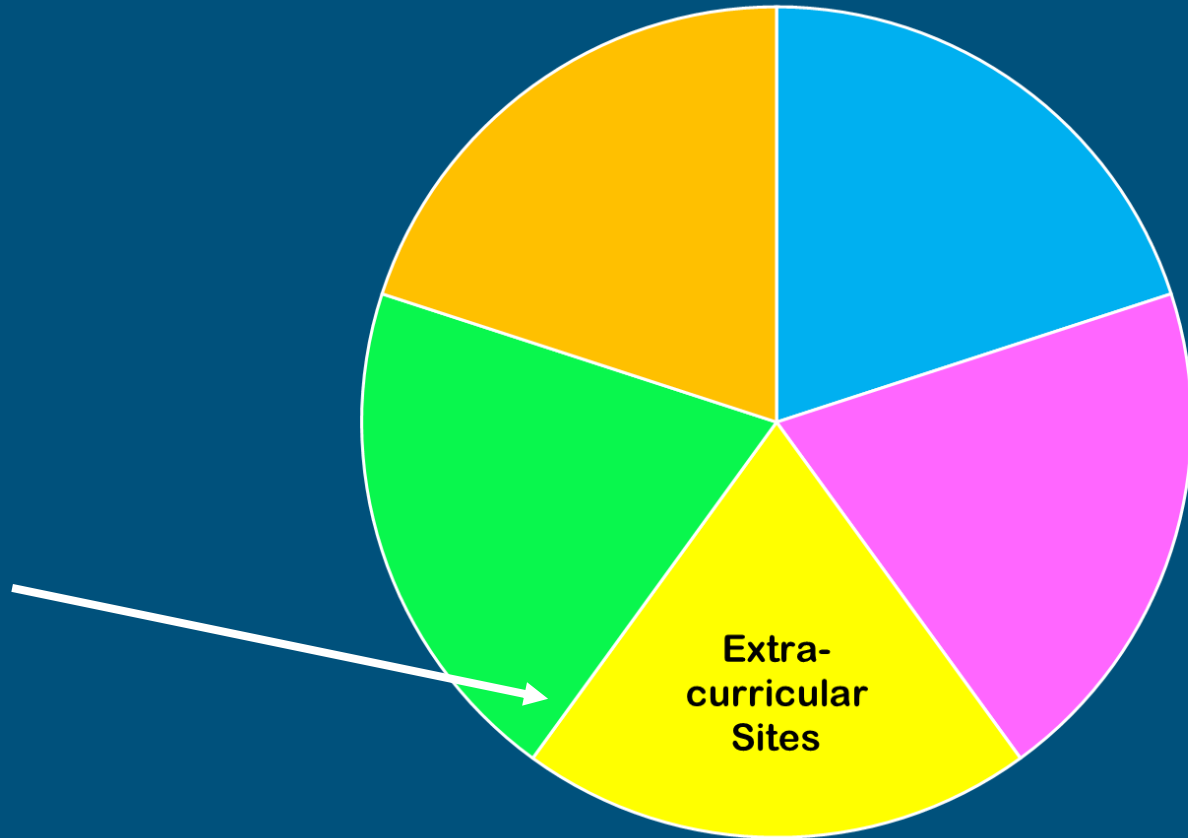# College happens in lots of places

The Classroom

Study Spaces

Inside Your Head

Support Services

Extra-curricular Sites
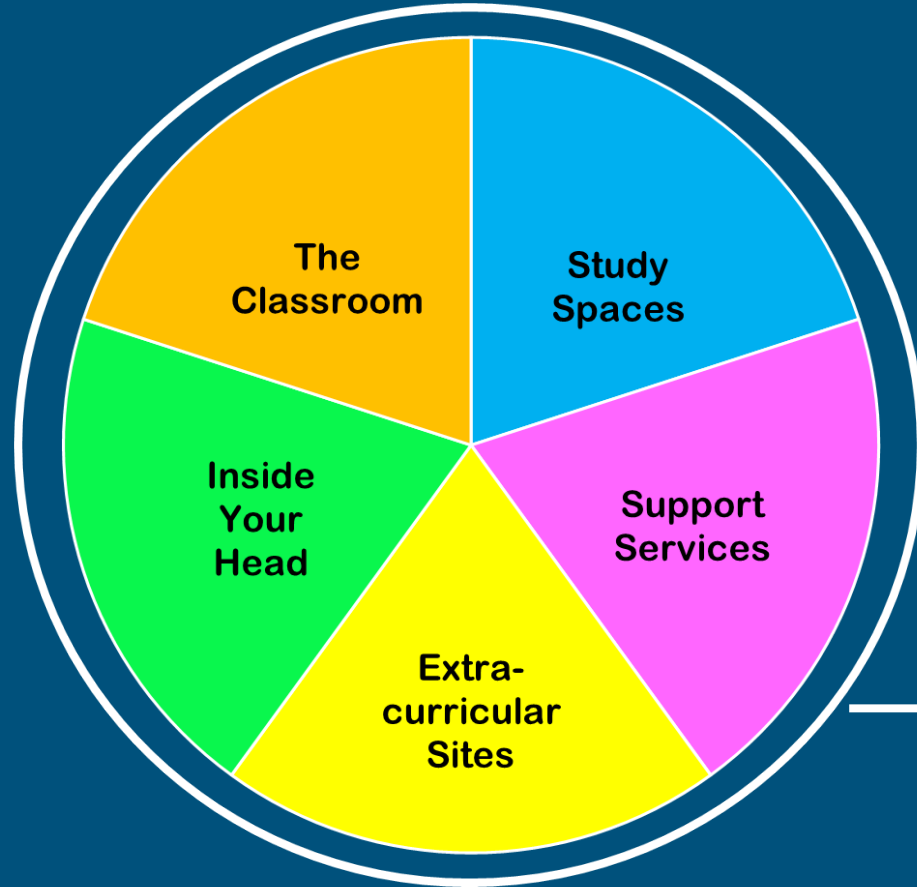
These are all necessary parts of college!

Today we are focused on…

Extra-curricular Sites
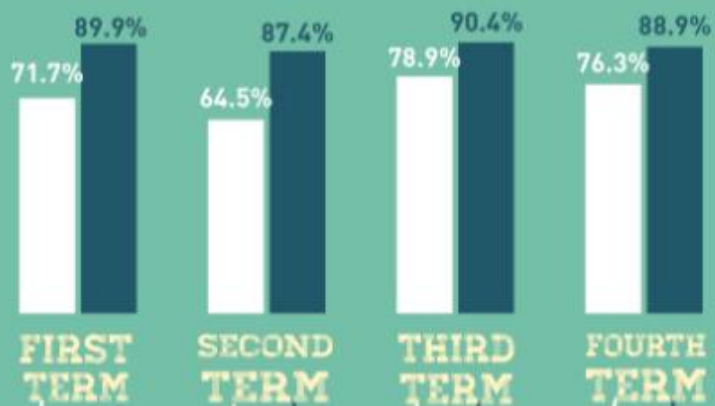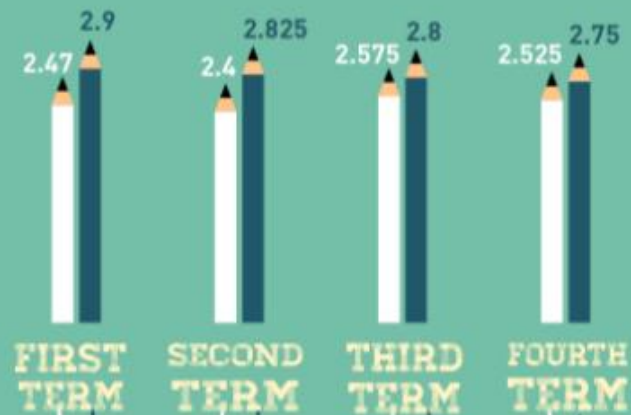
Why Participate?

Building Skills Through Participation

- Decision-Making Skills
- Interpersonal Skills
- Managerial Skills
- General Workplace Knowledge

LANDING A JOB

Your academic transcript may be what gets your foot in the door, but employers look for candidates with relevant experience when making hiring decisions. Extra-curricular activities help you gain the key skills and experiences to help you land that job.

"The biggest challenge is showing relevant experience, which employers say is one of the most important factors they look for in applications form recent college graduates. This isn't limited to professional work experience ... *school activities and volunteering also qualify as relevant experience* and can be included in your resume as well."

- Brent Rasmussen, president of CareerBuilder North America

THE LEADER OF THE ECA PAC: THE INTERN

Benefits for New Grads with Intern Experience

When it comes to landing a job, an internship is far and away **the most valuable extra-curricular to have on your resume.** According to 2010 Boston University survey and 2008 NACE survey:

31%
Higher Salary

53%
Job Offer by Graduation

75%
Preferred in Hiring

Sources

- Boston University
- California State University, Sacramento
- Careerbuilder.com
- The College Board
- Collegiate Assessment
- Elearninginfographics.com
- Graduate Management Admissions Council
- Harris Interactive
- National Association of Colleges and Employers
- National Center for Education Statistics
- Stanford University

Co-curriculars @City Tech

Co-curricular

Programs, clubs, + activities directly related to what you are studying in college

Extracurricular

Programs, clubs, + activities NOT directly related to what you are studying in college, but still relevant to your growth as a student

Co-curricular Examples

Honors Scholars Program

Emerging Scholars Program

Undergraduate Research

Academic Competitions

Internships/Externships

Clubs related to a major or department

Events related to a major or department

Study Abroad Programs

Place-based Learning

More information: http://citytech.cuny.edu/research/
http://www.citytech.cuny.edu/pdc/
https://www.citytech.cuny.edu/student-life/

Extracurriculars @City Tech

Co-curricular

Programs, clubs, + activities directly related to what you are studying in college

Extracurricular

Programs, clubs, + activities NOT directly related to what you are studying in college, but still relevant to your growth as a student

Extracurricular Examples

Affinity Clubs (ex. Bengali Students Club, Chinese Christian Fellowship)

Social Clubs (ex. E-sports Club, Step Team)

Student Government

Peer Mentoring (ex. FYP Peer Mentors, Perkins Peer Advisement)

Social Events (ex. Welcome Back Bash, De-Stress Week)

Community Events (ex. PLAN Week, Literary Arts Festival)

Volunteering (ex. Spoons Across America)

More information: https://www.citytech.cuny.edu/student-life/
https://www.citytech.cuny.edu/sga/

If you can't find what you are looking for…

Start your own club!

How To Get Involved

- [SLD website](#)
- [OpenLab](#)
- [Instagram](#)
- [Facebook](#)
- [Presence](#)

- Flyers on campus
- Club + Activities Fair
- Email Announcements
- Weekly PM Newsletter

Asking Effective Questions

"Asking Questions is a good way to find things out."

--Big Bird

Ask "Effective Questions"...

What does that mean?

Ask "Effective Questions"… What does that mean?

- Be specific
  - What do you want as an outcome?
- Be brief
  - Include only relevant information
- Be thorough
  - But don't leave out supporting information
- Be appreciative
  - You will gain an ally!

Here are some situations in which you might need to ask effective questions. Let's think about the best ways to do that!

You read a prompt for an assignment in your Biology class. One part of the instructions isn't clear to you. You want to email your professor to ask for help. What do you say?

You get feedback on an essay for a Composition class, and you need to revise the paper. You're not sure how to begin, so you go to the Writing Center. How will you ask for what you need?

You try to register for classes, and you see there is a hold on your record. You need to speak to the Registrar's Office. What will you say when you meet with someone there?

Asking For Help Is...
A Habit of Successful College Students!

STUDENT TIPS

- Don't be scared to speak up in class.
- Don't beat yourself up too much on a bad exam/project/assignment. Pick up and put more time into studying and preparing for the next.
- College gets better. Give it some time. Be positive!

DAMAR SAUL
FYP PEER MENTOR

Effective Written Communication

Emailing with Professors

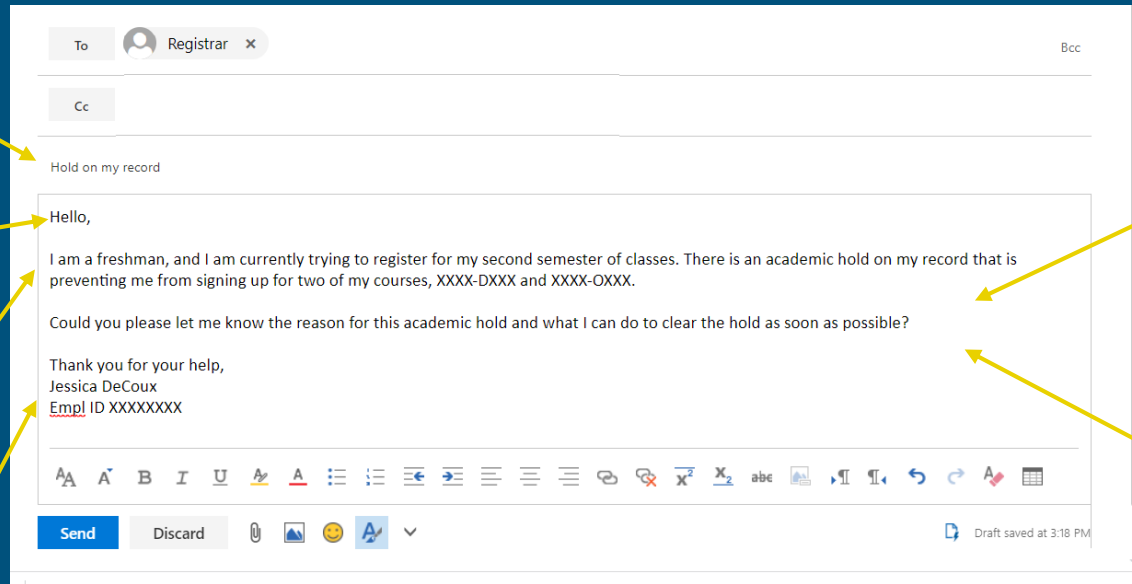https://www.youtube.com/watch?v=nqaRp8MyLOg&t=1s

Emails should include...

a subject line

a greeting

any necessary background info

A sign-off that includes your name

A clear statement of the information or request you are communicating

Be polite—especially if making a request!

To Registrar ✕   Bcc

Cc

Hold on my record

Hello,

I am a freshman, and I am currently trying to register for my second semester of classes. There is an academic hold on my record that is preventing me from signing up for two of my courses, XXXX-DXXX and XXXX-OXXX.

Could you please let me know the reason for this academic hold and what I can do to clear the hold as soon as possible?

Thank you for your help,
Jessica DeCoux
Empl ID XXXXXXXX

Send   Discard   Draft saved at 3:18 PM

Remember, an email is NOT a text!

Self-Advocacy

What if you have trouble getting what you need?

Use **DEARMAN**

skills to advocate

for yourself

effectively!

- **D**escribe
- **E**xpress
- **A**ssert
- **R**einforce
- **M**indfulness
- **A**ppear
- **N**egotiate

Describe

Clearly and concisely describe the facts of the situation, without any judgment.

Express

Use "I" statements to express your emotions.

Assert

Clearly state what you want or need. Be specific when giving instructions or making requests.

Reinforce

Make sure the facts and your demands are clear, and reward the other person if they respond well to you.

Mindfulness

Being mindful of your goal means not getting sidetracked or distracted by other issues.

Appear

Use body language to show confidence, even if you don't feel it. Stand up straight, make appropriate eye contact, speak clearly, and avoid fidgeting.

Negotiate

Know the limits of what you are willing to accept, but be willing to compromise within them.

Let's practice our DEARMAN skills! How would you use them to speak to your professor in this situation:

You have a big project due for a class. You realize a day or two before it is due that you have too much on your plate and will not be able to get it done in time.

Your professor has a strict "no late work" policy, which they have upheld in the past.

What you say to your professor to advocate for extra time to complete the assignment? We will roleplay the conversation together.

You don't have to do it alone! One way of asking for what you need is to ask for help and support.

A few options when you need help:

- Advisors
- Trusted Professors/Office Hours
- The Counseling Center
- The Student Success Center

Setting Goals

Setting Goals

Why is it important to set goals for yourself?

Setting Goals

- Short-term Goals vs. Long-term Goals
- SMART Goals
  - Specific
  - Measurable
  - Achievable
  - Relevant
  - Time-bound

Which of these goals are achievable and reasonable? Which are not?

I will take time to look up grammar rules

I will get better at math

I will visit the writing center five times this semester

I will study twenty hours per week

I will improve my writing skills

I will raise my hand in class once a week

I will study fifty hours per week

I will get get an A+ in Trigonometry

I will put my phone away at the start of class.

Action Plan for the Semester

Creating an Action Plan

What does an Action Plan look like?

- There is no one correct way to make an Action Plan
- They can look like calendars, lists, charts, maps…the possibilities are endless!
- Pick what makes the most sense to you

Creating an Action Plan

What should you include?

- SMART Goals
- Practical Scheduling
- Means to achieve your goals
- Concepts you have learned in CT101

Creating an Action Plan

- What do you need to prepare before the first day of the semester?
- What do you want to accomplish by the end of week one? Week two? Week eight? Week fourteen?
- How will you manage your energy and time to accomplish these goals?
- How will you motivate yourself?
- How will you assess your progress during the semester?
- How will you evaluate your Action Plan throughout the semester?
- What will you do when parts of your plan are not working as you hoped?
- How will you get support when you need it?
- What will get you over the finish line?

Recap

- ★ Where College Happens, pt. 5
- ★ Why Participate?
- ★ Co-curriculars @City Tech
- ★ Extracurriculars @City Tech
- ★ Asking Effective Questions
- ★ Effective Communication
- ★ Self Advocacy
- ★ Setting Effective Goals
- ★ Beginning of Semester Action Plan

Before Session 7...

- Complete Reflection on OpenLab by replying to Reflection #6 Post.

> **Reflection #6**
> *Think about a time when you joined a new group activity (maybe a team, religious retreat, club, or workplace).*
> - *How did you feel when you first joined?*
> - *Do you recall a moment when you felt like you were part of the group?*
> - *What benefits did you get from participation in the group?*
> - *What can you do to help yourself feel like part of a group at City Tech?*

#YellowJacketLife: The Buzz on Getting Involved

Session 6
Wednesday, January 17
Prof. DeCoux

Hello, Future Me

Activity: Hello, Future Me

Write yourself a note planning for your success next semester.
- What is your success plan for next semester?
- Consider how you will use the strategies explored during the CT101 workshop.
- Which strategies and concepts will be most effective for you during your second semester as a college student?
- What do you want to get out of your next semester at City Tech?

When you are finished, address the envelope to yourself and return to the professor. Your letter will be mailed to you at the beginning of the next semester.