

# City Tech 101

Spring 2024  
Prof. Olga Chajet




# #YellowJacketLife: The Buzz on Getting Involved

Session 6  
Friday, March 1, 2024  
Prof. Olga Chajet





# Today's Topics

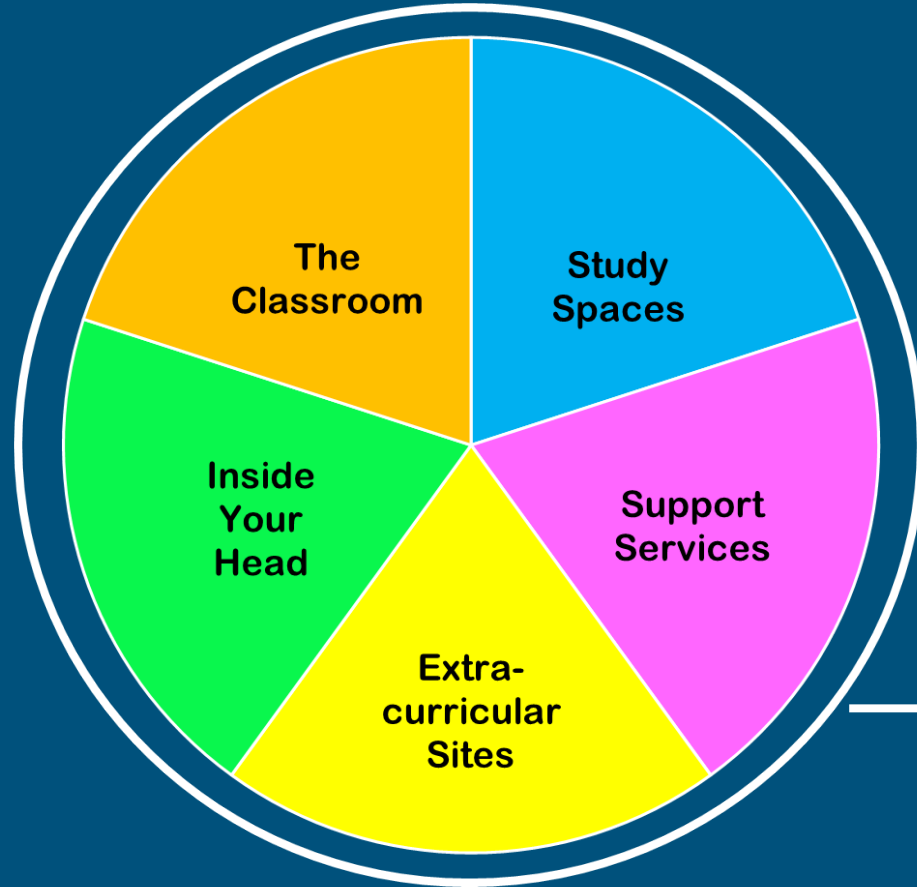
- ★ Where College Happens, pt. 5
  - ★ Why Participate?
  - ★ Co-curriculars @City Tech
  - ★ Extracurriculars @City Tech
  - ★ Asking Effective Questions
  - ★ Effective Communication
  - ★ Self Advocacy
  - ★ Setting Effective Goals
  - ★ Beginning of Semester Action Plan
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**Where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

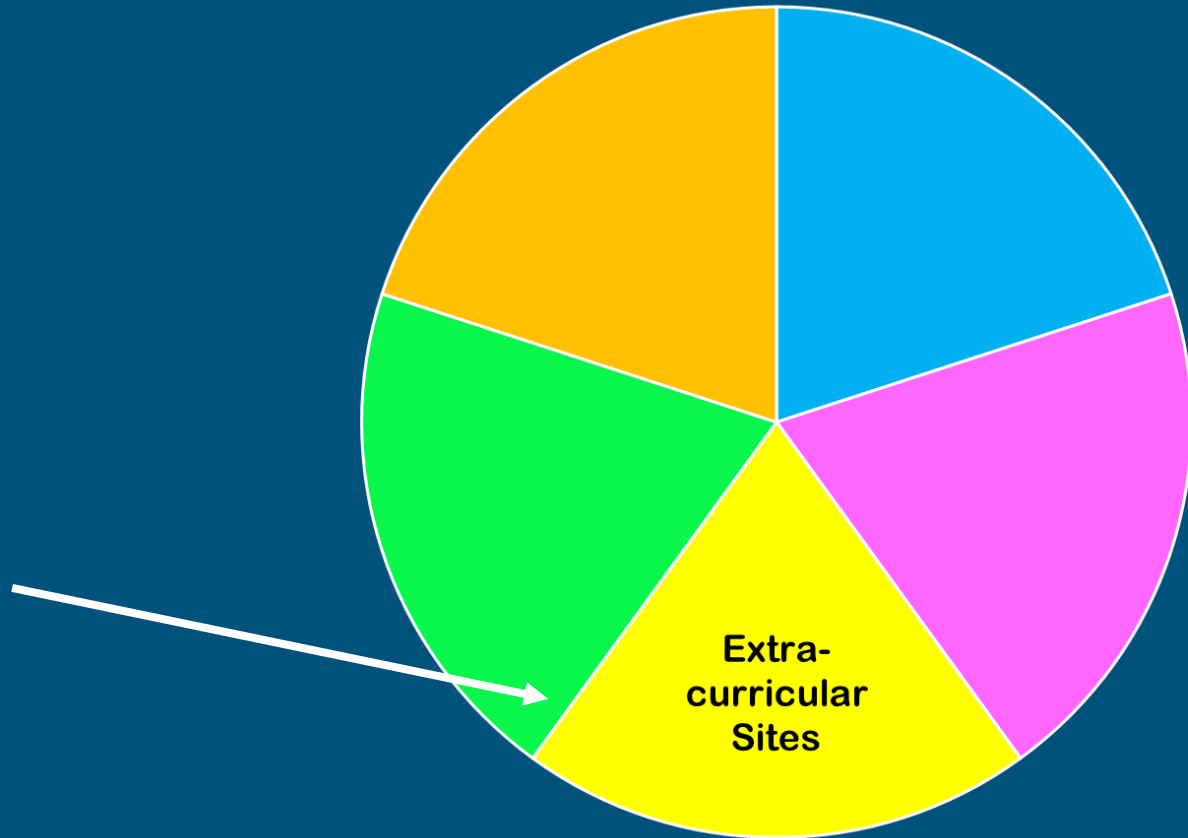


# College happens in lots of places



These  
are all  
necessary  
parts of  
college!

Today we are focused on...

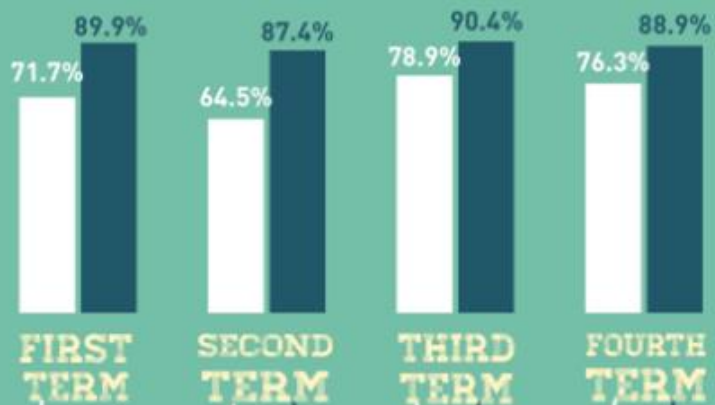


# Why Participate?

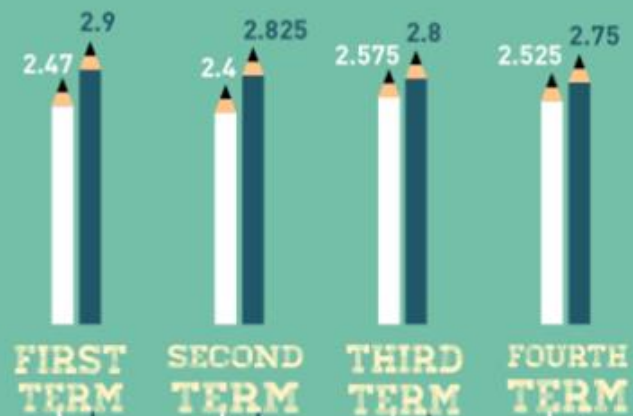
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## Students with Good-Standing Rates

Good-standing: Undergraduate students whose cumulative grade point average is 2.0 or above.



## Average Cumulative GPA



Non-Participants



ECA Participants



# 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 from 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:



Higher Salary



Job Offer by Graduation



Preferred in Hiring

# Sources

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- 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

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# 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

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# Co-curricular Examples

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Honors Scholars Program

Internships/Externships

Emerging Scholars Program

Clubs related to a major or department

Undergraduate Research

Events related to a major or department

Academic Competitions

Study Abroad Programs

Place-based Learning

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

# Extracurriculars @City Tech

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# Co-curricular

Programs, clubs, +  
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in college

# Extracurricular

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

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# Extracurricular Examples

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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...

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**Start your own club!**



# How To Get Involved

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- [SLD website](#)
- [OpenLab](#)
- [Instagram](#)
- [Facebook](#)
- [Presence](#)
- Flyers on campus
- Club + Activities Fair
- Email Announcements
- Weekly PM Newsletter

# Asking Effective Questions

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“Asking Questions is a good way to find things out.”

--Big Bird

**Ask “Effective Questions”...**

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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**

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# Emailing with Professors

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

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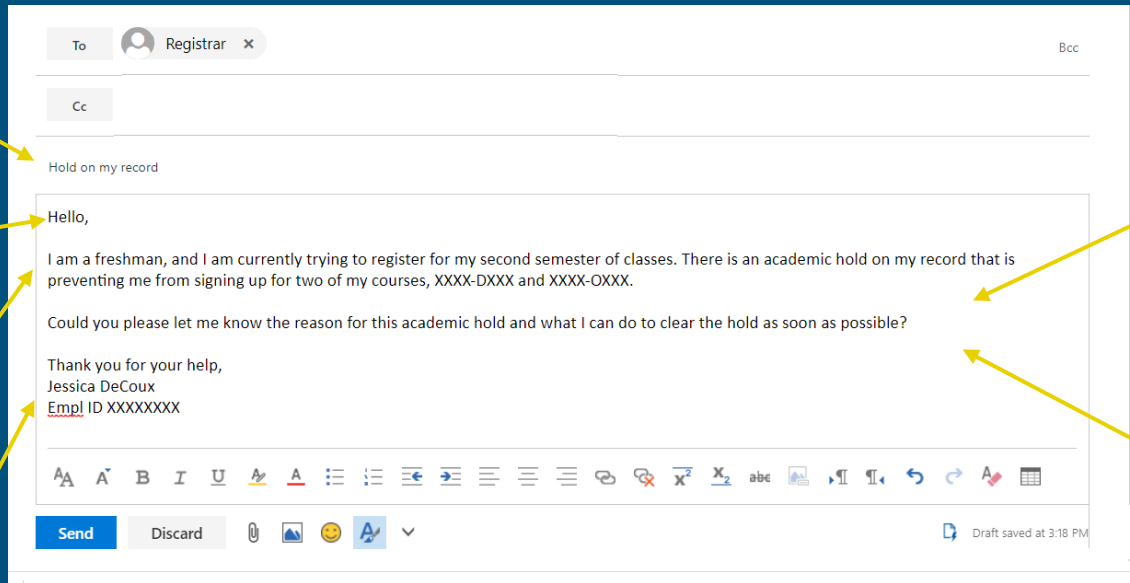
# Emails should include...

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!

**Remember, an email is NOT a text!**

# Self-Advocacy

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**What if you have trouble  
getting what you need?**

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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

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**Why is it important to set goals for yourself?**

# Setting Goals

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- 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 get better at math**

**I will take time to look  
up grammar rules**

**I will study twenty hours  
per week**

**I will visit the writing center  
five times this semester**

**I will raise my hand in class  
once a week**

**I will improve my writing skills**

**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.**

OPTIONAL ACTIVITY: insert after slide 39

# Hello, Future Me

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OPTIONAL ACTIVITY: insert after previous slide

# Activity: Hello, Future Me

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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.

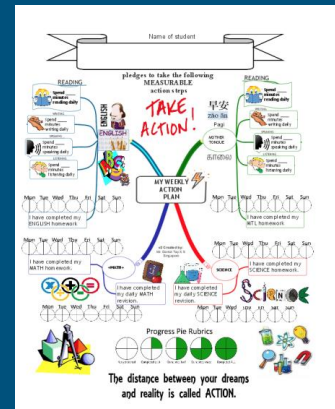
# Action Plan for the Semester

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# 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



Semester Plan - Test and Assignment Due Dates						
W	Mon	Tue	Course 1	Course 2	Course 3	Course 4
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

GOAL:	WHY IS THIS GOAL IMPORTANT? How will progress on this goal positively affect your life as a student at UNC?	BEHAVIOR CHANGE To make progress on this goal, what behaviors might you need to change? What new behaviors might you need to include.	Make your goal SMART: Specific, Measurable, Action-Oriented, Realistic and Time-Sensitive
Ex: I want to exercise regularly	Exercising gives me more energy and helps me sleep better. With more energy and sleep, I'll be more alert in classes and can study with more focus.	I can't return to my room after classes because I'll be less likely to go to gym later. Instead, I'll pack workout clothes in my backpack and go to gym directly after class.	I will go to gym 4X/week, doing a combination of cardio and weights. I'll ask a friend to join me to keep me motivated and accountable. I'll keep a chart tallying my progress.
1.			
2.			
3.			

## ACTION PLAN

Room: \_\_\_\_\_ Time Period: \_\_\_\_\_

OBJECTIVES (List of Goals)	TASKS (what you need to do to achieve the goals)	SUCCESS CRITERIA (how you will identify your success)	TIME FRAME (by when you need to complete the tasks)	RESOURCES (what or who can help you complete tasks)

BELLA

# Creating an Action Plan

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What should you include?

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

# Creating an Action Plan

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- 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

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# Before Session 7...

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- 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?*

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