Sheila Cohen & Ellen Jampole Retire:

Long time professors Sheila Cohen & Ellen Jampole are joining the retirement community after the end of this academic year. The Literacy Department wishes you both the best of luck and pure relaxation after all of your hard work and astounding accomplishments. You will be greatly missed!
Summer/Fall 2011 Registration

**When to Register:** The Web Registration Period for SUMMER and FALL 2011 will begin on Monday, April 4th for Graduate Students and special population Undergraduates. For your specific time ticket, log on to MyRedDragon. Click on the student tab, and then Registration Menu located on the left side. Then click “Check Registration Status” to find valuable information regarding your time-ticket, holds on your record, and the profile of your academic major code and degree. Please be aware, if there are any "holds" on your record, those obligations must be resolved before registration is permitted.

**Where to/How to Register:** In order to sign up for classes, log on to MyRedDragon. Go to the Student tab, and then “Registration Menu.” Under the Registration Menu, click “Register or Drop & Add Classes.” Select the appropriate term (Summer or Fall 2011), and enter the appropriate CRN numbers for your planned courses.

**Registration Reminders:**
- If you are a B-6 major signing up for LIT 682, you must sign up for the corresponding field hours of LIT 683. Grades 5-12 majors who are scheduled to take LIT 682 must sign up for the appropriate field hours section of LIT 684.
- **SUMMER 2011 WEB registration access will close on Thurs., April 21st at 4:00 pm.**
  - Students will be billed for Summer on Thurs., April 21st 2011
  - Payment deadline is Thurs., May 12, 2011
  - De-registration for non-payment will occur on Tues., May 17th 2011
- **FALL 2011 WEB registration access will continue until Friday, July 15th at 4:00 pm.**
  - Students will be billed for Fall 2011 on Friday, July 15th 2011
  - Payment deadline and de-registration for non-payment will occur on Monday, August 15th

*If you have any further questions concerning registration, please contact your academic advisor or the Registrar’s Office at: Miller Builder Room 223: (607) 753-

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**Spring 2011 Commencement:**

**When:** The Graduate Commencement Ceremony will be held on Friday, May 20th 2011 at 7 PM

**Where:** Alumni Arena, Park Center, SUNY Cortland

**Who Can Attend:** Anyone you would like! Unlike the undergraduate commencement, there is no limit to the number of guests you may bring and no tickets are distributed.

**What Do I need to Do to Graduate?**
- **Apply to Graduate** by March 31, 2011 on MyRedDragon.
- Make sure you have completed all of the necessary forms: File for Candidacy, Request for Change of Graduate Status, & Teacher Certification Recommendation if you wish to hold a NYS Literacy Certification. (*Please note in addition to a referral from the college, you must also have passed the NYS CST Exam in Literacy to be certified). -Attend **Grad Finale** on April 7, 2011 to purchase commencement items, and meet with the Bursar/Student Accounts Office, Career Services, & Alumni Affairs personnel.
- Consistently check your Cortland email account, and the Graduate Studies Newsletters for up to date information concerning graduation.

- **On May 20, 2011** Arrive for the ceremony in gown by 6 p.m. at the Park Center Corey Gymnasium. The four areas of the gymnasium will be marked designating where academic programs will line up. Please pay close attention to the signage and the detailed instructions given to you as you check in.

*For further information, visit the website: http://www2.cortland.edu/events/commencement/graduate-commencement/index.dot*
Job Interviewing Tips:

Even for the most prepared individuals, the interviewing process can be a frightening experience. Follow these tips to help keep yourself at ease:

- Be prepared to be at an interview anywhere from 20 mins with one individual, to a few hours with a panel.
- Do not view it as an interrogation-it’s a professional conversation.
- Some Basics: Give a firm handshake, eat a good breakfast, sit upright, & provide eye-contact.
- Research the Company/District– know how you meet their criteria and give specific examples.
- Rehearse typical interview questions in front of the mirror/with someone.
- Answer questions thoroughly but concisely.
- Know thyself– they will ask you about your personal qualities & how you fit in with the company/district.
- Dress Professionally– It’s better to be overdressed than underdressed.
- Turn your cell phone OFF.
- Smile, listen, & ask for clarification when you don’t understand.
- Bring extra copies of your resume.
- Ask the interviewees questions & take notes.
-Courtesy can go a long way– Send thank you cards- Ask how to spell all of their names, even if they seem common. These are more like formal business letters and should be sent out within 24 hrs.
- If you get a job offer, consider it carefully: compensation, geographic location, job content, soundness of the organization, people, time requirements, organizational management, physical environment, & benefits. If you decide to accept the offer– get it in writing as soon as possible.
- If you didn’t get a job offer, try to find out why-was it something you did? If so, you want to correct it so you can get your career off the ground and not be held back.
- **Remember how essential first impressions are!**

Information retrieved from: http://www.Gradsource.com

Resume Building Information:

Resume building can be a stressful task because everyone wants to be the one who stands out and gets the job. Below are some general guidelines & tips about creating a resume.

- Resumes are a presentation of your performance. It documents your strengths/weaknesses to an employer.
- Organized, clean & professional.
- Phrases, not sentences.
- It is not a one-size-fits all approach. Depending on your career path and your experiences, the one page guideline may not apply.
- Keep the information focused towards the career-the reader needs to know immediately if you meet the requirements.
- Put the most relevant information first and order your information so the most recent is listed first (Present-Past).
- Common elements of a resume are: heading, education, experience, activities, interests, other (Relocate? References).
- Make sure you have looked at models & your resume has been reviewed by several professionals.
- Feel proud of your resume-if you’re not, then fix it.

For further guidance, take advantage of the free resume reviews at the Career Services Office located in Van Hoesen Hall B-7. You may either set up an appointment or walk-ins are from 1:30-3:30 PM Mondays & Thursdays. Continuously check the Career Services website for up to date tips as well.

http://www2.cortland.edu/offices/career-services/

Information retrieved from: http://www.cortland.edu/career/forms/Resume06_online.pdf

Do you stand out amongst the crowd with your interviewing etiquette and resume? Follow these tips and it may get you the job!
**Special Thanks to the Literacy Department**

*from the Graduate Assistant:*

Special thanks to the Literacy Department for their amazing hospitality, generosity, and assistance in my professional development. From day one, I felt as if I was a part of the Literacy Staff, and greatly appreciate everything you all have done for me over the course of this academic year.

-Kayla Hauck

(2010-2011 Graduate Assistant)