It is important to know the basics in etiquette. You correspond with your professors today and potential employers tomorrow, therefore proper communication and etiquette skills are essential. All communication and interaction with others is a representation of yourself, so represent yourself well.

**Telephone Etiquette:**
- If you must leave a message, always identify yourself and leave a number where you can be reached.
- If you are returning a call and the caller left you a message, listen to the message FIRST, then return the phone call.
- When calling someone, always identify yourself.

**Email Etiquette:**
- Properly address the person you are sending the email.
- Use Dr. when emailing your professor.
- Write in proper sentences and use punctuation and proper grammar.
- Do not send an email in all caps or all lower case with no punctuation.
- Writing in all caps is the same as SHOUTING at someone.
- Don’t over use punctuation!!!!!!
- Sign your email with your first and last name to ensure the recipient knows who sent the email.

**Networking and Event Etiquette:**
- Turn your cell phone off during presentations, class, receptions, banquets or any event where important people are in attendance.

**Appointments:**
- Always arrive on time.
- The person you are meeting with has set aside time out of his/her schedule to meet with you.
- If for some reason you cannot make it or will be late, notify the person you are meeting with as soon as possible.
- Always dress appropriate to the situation.

**Facebook and MySpace:**
- Be careful what information you are sharing to the world on these sites. Potential employers have access to the sites and check them on all applicants. You do not want any shady or improper pictures or information for them to see.

The Department of Student Financial Aid offers several workshops on etiquette. You can find more information about workshops offered by the Student Employment Office at http://jobsforaggies.tamu.edu and click on Training and Workshops.

**Workshops offered October 2006:**

**Workplace Etiquette**
Tuesday, October 24th, 3:00-4:00 pm

**Telephone Courtesy**
Tuesday October 3rd, 2:30-3:30 pm
Tuesday October 31st, 2:30-3:30 pm

**Communication Skills**
Wednesday, October 4th 2:00-3:00 pm

**FYI**
Don’t wait until it’s too late. Free tutoring is available.

Supplemental Instruction (S.I.) schedule
Department of Multicultural Services FREE tutoring
University Writing Center
Mathematics Department Help
Study Skills and Time Management workshops

**Student Learning Center**
To schedule an appointment call 845-2724 or come by 118 Hotard.
“Midterms: Gentle Reminder of How You are Performing in Your Courses or Major Wake Up Call?”

Elizabeth Crouch, Associate Director Biomedical Science Program

Midterms can be a stressful time of the semester. There are often multiple exams in a week and, in some cases, it is the first major exam of the semester for a course. Furthermore, activities with various clubs and societies are in full swing, and, let’s face it; there is always Fightin’ Texas Aggie Football on the weekends. So, how do you survive this time of year and what exactly do your midterm grades mean?

First, look ahead at least a week to see what assignments and tests are coming up so that you can plan your school, work and leisure schedules accordingly. Second, plan your schedules in that order. School comes first. Third, do not wait until the last minute to study. Unlike high school, where an exam might cover one to two chapters, most major exams at Texas A&M will cover multiple chapters, homework assignments and laboratory sessions, perhaps even books. Therefore, begin studying early and continue to read and study a little each day for all of your courses. Last, get a good night’s rest. In most cases, pulling an “all-nighter” will only hinder your reasoning capabilities and usually does more harm than good. Furthermore, a good night’s rest will ensure that you stay healthy. Should you get sick on the day of a midterm, please contact the professor immediately to discern the type of documentation required to substantiate your absence. You will also want to inquire about a make-up exam. If you have questions about what constitutes a university excused absence, please see http://student-rules.tamu.edu/rule7.htm for further information.

What happens after all those exams are complete? All students classified as U1 (freshmen) will receive midterm grades. These will be accessible on myrecord.tamu.edu and are an indication of how you are doing in a course. Please make sure that you check these. Some professors will enter an “I” (incomplete) or “X” (the professor did not turn in a grade.) Do not worry if you see these; you can ask the professor what your grade is. Also, look in the absence column. Some professors keep roll and will record how many absences you have along with your grades. If your absences seem excessive, meet with your professor about the discrepancy.

In general, if you are performing at a grade of “C” or better, congratulations! You are making a sufficient start to your semester. Do not become relaxed or complacent however. You still have half of your semester left and, in some courses, the bulk of your grade is still undetermined. Also, if you have not met your professors yet, attended supplemental instruction, or joined that study group you’ve been meaning to meet with, it is not too late!

If you did not make a “C” or better in your courses, or if you have not improved to a “C” by the second exam, then you still have half of a semester to improve your performance. As any professor, advisor or counselor will tell you, it is imperative that you meet with your professor, as they care about how you perform in their course. Make sure that you take any tests or homework with you so that you can go over what you missed. Also, try asking how you can better study for the work you are misunderstanding. It indicates that you have been studying, but wish to improve. Also, remember that there are several points of help for you on campus. Your academic advisor is available to you! They are wonderful sources of help in that they can give you an indication of what the department expects of you thus far, point you towards the proper tutors, help desks, and supplemental instructors, or refer you to the Student Learning Center (845-2724) or Student Counseling Service (845-4427).

Bottom line: midterm grades are not your final grade! If you have been doing well, keep it up. If you are not performing up to your standards, get help. It is not too late to end the semester strong.

Good luck and Gig ‘em!

Elizabeth Crouch, ’91, ’96.

Find your hidden treasure by...

Leading with Your Strengths!

What: Participants will have the opportunity to take the StrengthsFinder instrument and explore their personal strengths. With an understanding of these strengths, students will have the chance to build their leadership skills and learn how to work more effectively with others. This FREE program is available to any student, and you do not need to be in a leadership position.

When: Friday, October 6th 4:00 p.m. to 7:00 p.m. ~AND~ Saturday, October 7th 11:00 a.m. to 2:00 p.m. (You must attend both sessions.)

Where: Koldus Student Services Building #144

Find out more information and register online by visiting: http://leadingwithyourstrengths.tamu.edu
Events in Aggieland

Replant Day is October 21, 2006!
Replant Day is a one-day environmental service project which strives to improve the Bryan/College Station Community, bring students together through tradition, and provide an avenue for environmental service and action through a yearly tree planting event. For more information, visit http://replant.tamu.edu.

“The Smoke King”
October 20, 2006
7:30 PM
Rudder Theatre

Charles Holt will premiere his play “The Smoke King” which is about the life and writings of W.E.B. Du Bois. Selections from Du Bois’s “The Souls of Black Folk” will be read prior to the performance. The show is free, but tickets are required. For more information and for free tickets, contact the MSC Box Office at 979-845-1234 or tickets@msc.tamu.edu. For more information on W.E.B Du Bois visit http://www.duboislc.org/man.html.

Regents’ Scholars Academic Success Program Events

College of Agriculture and Life Sciences
October 26, 2006, Class of 2010 Ice Cream Social
5:00 PM, Kleburg Atrium
For more information contact Ms. Lilly Sanchez-Saqib at lillys@tamu.edu.

Dwight Look College of Engineering
October 12, 2006, Diversity Seminar
5:00 PM, Studio 12

October 26, 2006, Engineering Leadership Seminar
5:00 PM, Studio 12
For more information, contact Ms. Marsha Lee at mlee@tamu.edu.

Mays Business School
October 10, 2006, Ice Cream Social and Time Management Workshop
4:00 PM, Wehner 183
For more information contact Dr. Sonia Garcia at sgarcia@mays.tamu.edu.

Student Financial Aid Mentoring Program
(for students participating in SFA Mentoring Academic Success Program only)
October 20, 2006
12:00 PM, Pavilion Room 229
For more information contact Ms. Cheryl Rode at crode@sfamail.tamu.edu.

What do you feel is the greatest campus resource available?

Virginia Baker  Health Center... free doctors!
Jennifer Burnett  Career Center (It has information on where any major could take you, so if you have a certain job in mind, you can research which majors would get you there.)
Karina Castillo  Professors- they might not seem approachable but indeed they are and they really do help in your transition from high school to college.
Carlos Cordova  Aggies are the greatest resource available because you are not alone, and if you need help, there is always going to be someone there to help you whether you are having academic problems, financial problems, personal problems, and so on. I can say that I am here to help the Class of 2010 and anyone else who needs by assistance.
Jazmin Dickens  Student Counseling Services and Transportation Services
Juan Garcia  Student Computing Center and the University Writing Center
Stevee Habel  Study rooms in the dorms; people rarely use them or even know about them.
DaNeetra Kersee  Student Counseling Services
Heather Reed  Student Learning Center; offers free one-on-one tutoring for many courses. They are located on the first floor of Hotard Hall.

Monica Rodriguez  Student Computing Center
Katie Tate  Library, Student Financial Aid, University Writing Center, and the Rec!

Melissa Trevino  Student Computing Center and West Campus Library

GOT QUESTIONS? ASK A PEER MENTOR. Find one online at https://financialaid.tamu.edu/regents/review/Profiles/main.asp.

Katie Tate, Regents’ Scholar Peer Mentor, working in the Department of Student Financial Aid as a Peer Counselor.