The Expression

A Bittersweet Farewell!

With the announcement of Tricia Abbott’s retirement on August 15th, The Expression would like to take a moment to recognize Tricia and her tremendous impact on the Bryant & Stratton North Campus Community.

Tricia came to the college in March of 2005 and was hired as an Academic Advisor. She later transitioned into her position as Learning Lab Coordinator, where she used her previous knowledge and skills to run a successful learning college atmosphere. While managing and providing the North Campus enrollment and placement testing, Tricia has spent countless hours tutoring, creating and facilitating workshops, visiting classrooms, providing make-up testing, and assisting our continuing students with day-to-day questions to allow them to be successful at Bryant & Stratton. In past years, Tricia has brought her previous experiences into the classroom teaching Human Relations and First Year Experience. Her knowledge of the different learning styles and her level of student engagement during her classes allowed many students to experience success in the classroom and helped pave the way for a great academic adventure at Bryant & Stratton.

Tricia has also been the Alpha Beta Gamma advisor since 2005. Since then, membership at the Syracuse North Campus has more than doubled in size. Tricia advises both the day and evening sections of the club and takes great pride in our college’s honor society. In the Fall and Winter Terms, Tricia organizes the club’s induction ceremony, and for those that have attended past inductions ceremonies, have observed that this event is flawlessly coordinated andorchestrated. The inductees and families truly enjoy and appreciate all the time and dedication Tricia puts into the event; as do all of us here on campus.

Those who have really gotten to know her, will undoubtedly miss her sweet disposition, her witty sense of humor, and her amazing ability to get the best deals when shopping!

Please join The Expression in wishing Tricia the best in her retirement. She has been a long standing figure in the Bryant & Stratton family and she will be greatly missed!

“Don’t cry because it’s over, smile because it happened.”

–Dr. Sues
Career Service’s Corner:
Resume Building

The resume is the primary document employers will review during the application process (alongside a cover letter and reference page). Some key points when creating a resume include:

- Proofread, proofread, proofread for spelling, grammar, and punctuation. Your resume should be error free. One mistake could result in not having the opportunity to interview for a specific position.
- Avoid template resumes. Employers do not view these favorably as it can give them an impression that there wasn’t any creativity involved in preparing the resume. They can be very difficult to modify as well.
- A font size of 11 or 12 is recommended with a font style of Arial or Times New Roman.
- Use the Tab key versus the Spacebar on your keyboard to align various sections.
- Be sure to list a professional email address that is checked regularly as employers will often times use email to contact candidates.
- Create a Branding Statement or Summary of Qualifications section at the top of your resume instead of an Objective. Focus on key soft skills, technical skills, typing speed, etc. Samples are located in Career Services.
- For Education section, list a few courses completed with a brief description for each.
- Actions verbs for previous employers should be in past tense. Use a variety of actions verbs. There is a sample sheet located in Career Services.
- Typically, going back 10 years for work history is suggested. Include employers in which you were there for at least 1 year. Seasonal employment can be included, but be sure to indicate.
- Volunteer or club experiences can be used under an Experience section, especially for leadership positions (recruiting new members, fundraising, preparing minutes, etc.).
- Stay at home positions offer a variety of tasks such as budgeting, scheduling, and planning.

As always, see Chris or Kristine in Career Services with any questions.
Having trouble with your online class? Then check out the **Bryant & Stratton College Survival Guide to Online Classes** for support!

Click on this link to access the Bryant & Stratton Survival Guide to Online Classes PDF!

**Be sure to look for the **Bryant & Stratton Survival Guide to Online Classes** link. This is a comprehensive PDF file that gives specific and detailed instructions on how to use the different features for your online courses. It also provides step-by-step instructions on how to perform different tasks required by your professors. This 42 page instruction manual may seem long, but the one-click feature in the table of contents will bring you right to your desired section! Be sure to use this new resource, along with the many other supports available to you both online and on campus!**

**Advice from the Bryant & Stratton Survival Guide to Online Classes**

*The Expression* will be featuring small pieces of information from the Bryant & Stratton “Survival Guide to Online Classes” manual.

This volume’s sneak peek is at section 1.2: PLAN FOR YOUR SUCCESS:

Below is a breakdown of the time involved in an online course:

<table>
<thead>
<tr>
<th>Tasks</th>
<th>Approximate Time *</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participating in the asynchronous classroom</td>
<td>Weekly Discussion: 3 hours per week= 21 hours over the session Weekly Reflections x 6= 5 hours over the session</td>
</tr>
<tr>
<td>Completing textbook readings and related assignments</td>
<td>4 hours per week x 7.5 weeks= 30 hours over the session</td>
</tr>
<tr>
<td>Accessing and using additional resources as identified by the instructor and/or through student research</td>
<td>Approximately 10 hours over the session</td>
</tr>
<tr>
<td>Completing both non-graded and graded assessments, including Portfolio Project</td>
<td>4 hours per week= 30 hours over the session</td>
</tr>
</tbody>
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Check out the survival guide for more in-depth information on why planning is essential to your success!
Interested in a Career in Health Care?
Come to our Lunch & Learn to Find out More...

Wednesday, August 12th 12-1:00pm
Comfort Inn & Suites
6701 Buckley Road, Syracuse

Special Guest Panel:
- Michelle Lane, RN, BSN Coordinator, St. Joseph’s Primary Care Center
- Beth Wood, Practice Manager, Endoscopic Procedure Center
- Paula Guidozzoli, President, New York State Society of Medical Assistants
- Paul Cote, Office Manager, Bright Futures Pediatrics
- Nancy Daoust, Chief Administrative Officer, Upstate University Hospital, Community Campus
- Nicole Hanas, RN, MSN, Nurse Manager, Upstate Pediatric Specialty Services

www.facebook.com/bscnorth
www.facebook.com/bscsyracuse
Bookstore Anticipated Open Date:

The anticipated opening of the online bookstore for the Fall 2015 semester is **Wednesday, August 5th.**

Please contact the Learning Center for any assistance you need in ordering your books!

You can find information about the online bookstore and its policies by logging into your myBSC portal page, clicking on the Services Tab at the Top, and then clicking on the Learning Center Tab!

Medical Assisting and Medical Administrative Assisting Pinning Ceremony!

Date: **Tuesday, August 11th**

Time: **5:00-5:45 pm**

Location: **Events Room (113 & 115)**

Please join the students, faculty, and families in recognizing the students who have completed all the requirements of their degree. This ceremony reflects their commitment to the profession of healthcare and their journey in lifelong care of patients and the community.

If you have any questions please contact Sherry Pearsall.  
sapearsall@bryantstratton.edu
A.B.G. HOT DOG SALE!

Wednesday, 8/5/15
11:30-1:00 and
5:00-7:00 in front of
the student lounge

This sale is to benefit the Fall 2015 ABG Induction Ceremony.

Prices:
Meal Deal  $3.00
hot dog, chips,
& soda
Hot Dog     $2.00
Chips       $.50
Soda        $1.00
Creating Outlines for Papers

As time has the past few semesters have gone by, I have noticed that many students either do not use outlines, or don’t use them to the fullest extent when writing their papers! So this month’s suggested strategy is to use an OUTLINE when completing lengthy writing assignments!

Why should you outline? Well, for several reasons! Here are a few of them:

- **Clarifies thoughts and develops ideas**: Using outlines is a good way to make sure your ideas come across in a clear and logical order!

- **Shows the relationships among ideas in your writing (an ordered overview)**: All ideas are listed in order of how you want to present them to the reader to support your thesis.

- **Identifies weaknesses in arguments**: Outlines break down information into main ideas with supporting evidence. Don’t see the evidence? Go back and find it! Your outline helped you realize that!

- **Organizes ideas to stay on target**: When writing papers, it’s easy to get off topic or go on tangents. Outlines make sure you stay focused on the important material.

- **Saves time**: Once you finish your outline, you can use it to write your actual paper. You may even be able to use sentences from the outline in the paper. You will have to expand and connect the ideas and information, but the outline will already have the information in chronological order, therefore saving you time when writing the paper.

So when you are sitting down to start your paper, remember the importance of using an outline and how much time and effort it will save you.

*Remember, you can always go to the Writing Lab, Learning Center, or Library for additional support!*