



# **STUDENT HANDBOOK**

**AY 2011-12**

**PREPARING FUTURE LEADERS  
FOR TOMORROW**

# HUDSON & HOLLAND

## Scholar's Pledge

I hereby commit myself, first and foremost, to the constant pursuit of excellence. I shall not accept any excuse that would prevent me from maximizing opportunities and advancing my success, at Indiana University, or beyond.

In pursuit of excellence, I promise to:

1. Attend all meetings, conferences, and developmental activities scheduled by me and on my behalf;
2. Seek out role models and mentors, who can provide me with advice and guidance in the furtherance of my education, career, and life goals;
3. Immediately seek out tutors, mentors, and other support networks who can help elevate my performance, particularly when failing to perform satisfactorily in academic pursuits;
4. Engage in scholarly discourse, while maintaining a collegial decorum at all times toward peers, aides, and professors alike; and
5. Practice good citizenship, on a daily basis, keeping high moral and ethical character, as well as common courtesies, at the forefront of my mind.

I recognize, as a Hudson & Holland Scholar, I not only have a commitment to self but also to those who have come before and shall come after me. Therefore, I will accord myself with dignity, respect, and honor, befitting a Hudson & Holland Scholar.



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## HUDSON & HOLLAND SCHOLARS PROGRAM HISTORY

The Minority Achievers Program (MAP) was founded in 1988 by Dr. Herman Hudson. Several years later, the Mathematics and Science Scholarship (MASS) was joined to create MAP/MASS. The programs were renamed in fall 2004 to the *Dr. Herman C. Hudson & Dr. James P. Holland Scholars Program*.

In recognition of the numerous contributions of Dr. Hudson and Dr. Holland to the campus of Indiana University Bloomington, participants are known as Hudson & Holland Scholars. Below you will find a brief synopsis of the significant contributions made by each memorialized individual:

*Dr. Herman C. Hudson* was the founder of both the Minority Achievers Program (MAP) and the Mathematics and Science Scholarship (MASS), designed to recruit and retain academically talented students belonging to historically underrepresented minority groups. During his 30 year tenure, Dr. Hudson made many contributions to enrich the experience of students of color on the Bloomington campus. He was a dynamic leader who had a vision of transforming Indiana University into a campus that not only valued diversity but also actively developed programs and services to promote and support cultural awareness. Dr. Hudson also founded the Department of Afro-American Studies and established the Indiana University African American Arts Institute. The Institute includes the African American Choral Ensemble, African American Dance Company, and IU Soul Revue—all mediums serving to showcase the unique and diverse aspects of African American culture and performing arts.



*Dr. James P. Holland*, an alumnus of Indiana University, earned both a Master's degree in 1958 and a doctorate in 1961. In 1967, Professor Holland returned to the Bloomington campus as an Associate Professor in the Department of Biology. An exemplary scholar who possessed a passion for learning and teaching, he worked tirelessly during his 30-year tenure at IU to support underrepresented minority students in the life sciences. His commitment to the university was exceptional. In addition to fulfilling a variety of roles from recruiter to mentor, Dr. Holland also served as both Associate Dean and Interim Dean of the Indiana University Graduate School. He was also responsible for organizing and implementing many summer enrichment programs for high school students; summer research programs for undergraduate students; instrumental in efforts to address the needs of minority students on campus; and served as faculty advisor for the Ernest Just Organization in Biology, an undergraduate club named in honor of the first African American to receive a doctorate in both Physiology and Zoology at Indiana University. Professor Holland received numerous "Distinguished" and "Outstanding" faculty and teaching awards.



Without the contributions of Dr. Hudson and Dr. Holland, many of the opportunities current students of color enjoy at Indiana University would not be possible. Hudson & Holland Scholars continue to benefit from the efforts of both men and their endeavors to create a diverse and supportive campus environment with academic excellence serving as the program cornerstone.

## PROGRAM OVERVIEW

### *Mission Statement*

The Hudson & Holland Scholars Program (HHSP) serves as an integral part of Indiana University's efforts to foster benefits of educational diversity by assuring the obtaining of a critical mass of students from historically underrepresented backgrounds with a history of discrimination. The mission of HHSP is to recruit, retain and prepare students with outstanding records of academic achievement, strong leadership experience, and a commitment to service and social justice to be responsible citizens and future leaders of tomorrow.

### *Program Goals*

1. To increase the number of high achieving students with a commitment to service, social justice, and leadership on the Bloomington campus and into the Hudson & Holland Scholars Program, through active and purposeful recruitment
2. To continue to increase the overall program graduation rate of Scholars through educational, personal, and professional development
3. To continue training and preparing all Scholars for successful post-baccalaureate placement in a professional vocation, graduate or professional school

### *Recruitment & Program Admissions*

Undergraduate students in pursuit of a first Bachelor degree may apply for admittance to the Hudson & Holland Scholars Program. HHSP is a highly competitive scholarship program awarding high-achieving, high-ability students with a four-year (eight semesters), merit-based scholarship. Selection is determined by cumulative GPA, SAT/ACT scores, and class rank (if applicable), as well as strong leadership and extracurricular involvement in areas of service and/or social justice.

Incoming freshmen of African American, Hispanic, and Native American descent seeking admittance into the Hudson & Holland Scholars Program should apply through the Indiana University Selective Scholarship Application (SSA) process. Criterion to receive an automatic emailed notice of eligibility from the Office of Scholarships includes:

- Ethnic self-identification as African American, Hispanic, or Native American
- Cumulative high school GPA of 3.2 or better
- SAT 1100+
- ACT 23+

All other applicants, and applicants meeting the above ethnic requirements who miss the SSA deadline, should apply at [www.iub.edu/~hhsp](http://www.iub.edu/~hhsp). HHSP also accepts applications from transfer and current students of IU Bloomington, sophomore and junior years. The following are considered in admission:

- Cumulative GPA of 3.3 or better (in competitive years, this floor may raise)
- Academic progress
- Campus/Community leadership experience
- Other extracurricular involvement

### *Scholarship Categories & Levels of Support*

HHSP no longer differentiates between major fields of study in funding categories. Awards are allocated on an **annual basis** for four years, or eight semesters. Cumulative GPA is reviewed at the end of each academic year in May and award(s) posted (*see chart below for renewal criteria*). Students joining HHSP as a rising sophomore or junior join the cohort of their university class standing upon Program entry and are eligible for the remaining semesters of funding of that class (Ex., Cohort 22 = junior class = 4 semesters of funding remaining); petitions for additional funding may be made as needed.

| SCHOLARSHIP                       | AMOUNT        | NOTES  |
|-----------------------------------|---------------|--|
| Hudson & Holland                  | \$6K/yr       | • 3.00 to 4.00 cumulative GPA = Full Award   |
| Hudson & Holland (Reduced)        | \$3K/yr       | • 2.50 to 2.99 cumulative GPA = Award cut in half  |
| Enhancement                       | \$1K/semester | • 3.50 – 3.69 cumulative GPA<br>( <i>Freshmen do not qualify for enhancement</i> )   |
| Distinguished Scholar Enhancement | \$2K/semester | • 3.70 cumulative GPA or better<br>( <i>Freshmen do not qualify for enhancement but do qualify for Distinguished Scholar designation spring semester</i> ) |

Note: Cum < 2.50 = dismissal from financial portion of the program (*Student remains a HHSP Scholar and may use all support to achieve satisfactory cum through the HHSP Academic Probation Program*)

### *Incentive-Based Programming and Funding*

To qualify for scholarship enhancements, additional funding, and other Program exclusive opportunities (e.g., study abroad and internship support, HHSP Summer Transatlantic Experience Program, 5<sup>th</sup> Year funding), a Scholar must give back to Hudson & Holland. Whether in a volunteer or staffing capacity or active participant in L.E.A.D. Initiatives, a proven record must be identifiable for consideration.

Students seeking 5<sup>th</sup>-Year funding and all other financial support opportunities must apply through the online application process and receive a positive recommendation from their HHSP Program advisor. **\*\*\*Scholars participating in the HHSP Summer Transatlantic Experience Program do not qualify for additional study abroad funding to other destinations.**

# Leadership • Excellence • Academics • Diversity

## L.E.A.D. INITIATIVE INVENTORY

| <b>FRESHMEN</b>  | Fall Date | Spring Date |
|--|-----------|-------------|
| <input type="checkbox"/> Freshmen-Family Orientation   |           |             |
| <input type="checkbox"/> Freshman Seminar (EDUC-U 212) |           |             |
| <input type="checkbox"/> All-Cohort Town Hall          |           |             |
| <input type="checkbox"/> Program Advising #1           |           |             |
| <input type="checkbox"/> Program Advising #2           |           |             |
| <input type="checkbox"/> LEAD Conference               |           |             |



| <b>SOPHOMORES</b>  | Fall Date | Spring Date |
|--|-----------|-------------|
| <input type="checkbox"/> All-Cohort Town Hall  |           |             |
| <input type="checkbox"/> Program Advising #1   |           |             |
| <input type="checkbox"/> Program Advising #2   |           |             |
| <input type="checkbox"/> LEAD Conference   |           |             |
| <input type="checkbox"/> Practice Graduate/ Professional Admission Exam <i>(Must be completed and results submitted by April 15)</i> |           |             |



| <b>JUNIORS</b>  | Fall Date | Spring Date |
|---|-----------|-------------|
| <input type="checkbox"/> All-Cohort Town Hall   |           |             |
| <input type="checkbox"/> Program Advising   |           |             |
| <input type="checkbox"/> LEAD Conference  |           |             |
| <input type="checkbox"/> Internship <i>(At least one internship must be completed by start of Senior Year. Submit notice prior to start date. Procedures and reporting forms are posted at <a href="http://www.iub.edu/~hhsp">http://www.iub.edu/~hhsp</a>)</i> |           |             |

**Examples of Civic & Campus Engagement:**  
 Newsletter Staff,  
 Mentor Program volunteer mentors,  
 CLIPS, Big Brothers/Sisters (unpaid, non-self-serving), Voter Registration, Advocacy, Campaign support (work toward equality, solidarity, and human rights)

| <b>SENIORS</b>   | Fall Date | Spring Date |
|--|-----------|-------------|
| <input type="checkbox"/> All-Cohort Town Hall  |           |             |
| <input type="checkbox"/> Program Advising  |           |             |
| <input type="checkbox"/> LEAD Conference   |           |             |
| <input type="checkbox"/> Program Questionnaire <i>(Must be completed by April 15)</i>          |           |             |
| <input type="checkbox"/> Senior Survey & Exit Interview <i>(Must be completed by April 15)</i> |           |             |
| <input type="checkbox"/> Senior Send-off & Awards <i>(Attendance required)</i>                 |           |             |



### CIVIC AND CAMPUS ENGAGEMENT

The mission of HHSP is to recruit, retain and prepare students with outstanding records of academic achievement, strong leadership experience, and a commitment to service and social justice to be responsible citizens and future leaders of tomorrow. HHSP promotes responsible citizenship through engagement in service and social justice and views such activities as terrific opportunities to get involved on campus and in the community, while making meaningful contributions.

### *The LEAD Initiative*

All Scholars are expected to participate in the L.E.A.D. Initiative. Students should arrive on time and remain for the entire meeting/event.

#### *Freshman-Family Orientation*

The Hudson & Holland Scholars Program “Freshmen-Family Orientation” is held the Tuesday and Wednesday of the week prior to the start of the fall semester. Content focuses day one on “family” and day two on “freshmen”. This two day event is informative, fun, and builds community among Scholars and families. An overview of the program is shared, along with expectations of Scholars, family, and staff. Participants also hear from various campus resources, returning students, and participate in the Summer Reading Experience discussion and lecture. Most importantly, students begin to build a collegial consciousness and solidarity expected from and representative of HHSP Scholars.

#### *Freshman Seminar, EDUC-U 212*

The Hudson & Holland Freshman Seminar—EDUC-U 212 *Current Issues in Undergraduate Life*—is a collaboration between HHSP and the School of Education. This three credit-hour course is a college-transition and life-long learning skills seminar designed to provide an overview of the conditions associated with college and life success; expose students to the resources available at IU and beyond; and instill habits of mind and skill sets necessary for educational, personal, and career success.

#### *Program Advising*

HHSP Program Advisors serve as mentors, planning, and holistic development advisors. At times, they will review course selections and make suggestions concerning overall course load; however, UDIV Academic Advisors, or respective school Academic Advisors, will recommend, approve, and release specific course selections.

All Scholars are assigned to a Program Advisor, not an Academic Advisor, and must attend Program Advising each semester per cohort *LEAD Inventory Worksheet*. These sessions may include:

- Clarifying of HHSP and/or university policies and procedures
- Review/assessment of academic and social progress; referral to campus resources
- Health and wellness
- Career visioning and exploration

It is the responsibility of the student to schedule semester appointments in a timely and acceptable fashion. In addition to Program Advising, Academic Advising appointments must be scheduled with University Division (UDIV) or respective school’s Academic Advisors before registration may occur.

#### *All-Cohort Town Hall Meeting*

Town Hall Meeting is the name given to the informal public meeting of the Hudson & Holland Scholars Program. Everybody in the “town” community of Hudson & Holland is invited to attend to voice opinions on shared subjects of interest and hear the responses from Program figures, as well as receive Program updates and new initiatives. Town Hall allows all HHSP stakeholders to come together for an evening of community development and democracy.

### *LEAD Conference*

The LEAD Conference is a half-day conference of keynote speakers and workshop facilitators held fall semester, which covers a host of subjects toward professional and personal development. For HHSP Scholars, the experience carries no cost and provides networking and community building opportunities unlike any experience on the Indiana University Bloomington campus.

### *Graduate & Professional School Preparation*

All HHSP sophomores undergo graduate and/or professional school practice admissions testing. The Purpose of this initiative is to expose and begin preparing students for admissions exams early. Most students should enroll in a KAPLAN, Princeton Review, or Continuing Studies course to begin prep for these exams no later than spring sophomore or beginning junior year. KAPLAN is a Hudson & Holland partner which provides discount opportunities for Scholars; contact Kaplan or the HHSP office for details.

### *Service & Social Justice*

The mission of HHSP is to recruit, retain and prepare students with outstanding records of academic achievement, strong leadership experience, and a commitment to service and social justice to be responsible citizens and future leaders of tomorrow.

HHSP promotes responsible citizenship through engagement in service and social justice and views such activities as terrific opportunities to get involved on campus and in the community, while making meaningful contributions. Social-Service involvement also provides students with another avenue to develop and hone skills, take on leadership positions, and gain professional experience in a field of interest. Such experiences have the potential to lead to professional contacts, future internships, and/or employment opportunities. All Scholars are expected to maintain an ongoing commitment in one or both areas throughout their collegiate tenure and must report activities in Program Advising.

### *Internship*

All Scholars must complete at least one paid or unpaid paraprofessional internship experience before senior year. Internships are an excellent way for students to test professional interests in a real work setting, while gaining invaluable knowledge, and exhibiting skills to future employers.

Students in an academic program requiring an internship may earn academic credit and count that internship toward fulfillment of the HHSP requirement (e.g. student teaching); consult your academic department/school for any specific internship requirement. Be sure to complete appropriate paperwork (see HHSP website for guidelines and reporting procedures at <http://www.iub.edu/~hhsp>).

### *Program Questionnaire, Senior Survey & Exit Interview*

Graduating seniors are required to complete the HHSP Program Questionnaire, as well as the Senior Survey & Exit Interview.

The questionnaire is made available to seniors spring semester through an emailed invitation to participate. Students should be sure to check email regularly to ensure you do not miss the invitation to participate. Feedback helps HHSP staff make adjustments to improve the program and benefit future HHSP Scholars. The survey and exit interview is to determine Scholar post-baccalaureate placement (i.e. job placement, graduate or professional school acceptance, etc.).

**Seniors should complete both the Program Questionnaire and Senior Survey & Exit Questionnaire, no later than April 15th. Scholars failing to do so will have a hold placed on their university Bursar account.**

### *Senior Send-Off & Awards*

HHSP congratulates our graduating seniors on their many accomplishments while at IU Bloomington, as well as Distinguished Scholars and other award recipients through the Senior Send-Off & Awards celebration spring semester. All scholars are encouraged to attend.

### *Study Abroad*

While studying abroad is not included in the L.E.A.D. Initiative, it is highly encouraged and viewed as an integral part of one's holistic development. You should discuss opportunities with your Program and Academic Advisors to find the best experience and time for you to study abroad. Developing cross-cultural understandings and competencies is essential in today's global world and for leaders of tomorrow.

## STUDENT ACADEMIC POLICY

### *Good Academic Standing*

Students with a cumulative GPA of 3.00 or better are in "good" academic standing with the Program. Students must maintain this cumulative GPA to avoid a reduction in scholarship or dismissal from the financial portion of the Program.

### *Enhanced & Distinguished Awards*

Scholars with a CGPA of 3.50 to 3.69 are eligible for an additional "Enhanced" award of \$1000 for the academic year, non-cumulative. Scholars with a CGPA of 3.70 or better are eligible for an additional "Distinguished Scholar" award of \$2,000 for the academic year, non-cumulative.

See *Incentive-Based Programming & Funding* for additional eligibility requirements for these awards. *Note: Freshmen do not qualify for either award.*

### *Grade Watch (GW)*

Students with a CGPA at or below 3.19 will be given "grade watch" status. This is an early detection measure for potential trouble in meeting the Program required 3.00. Scholars will receive full funding under this status.

### *Academic Probation (AP)*

Students with a CGPA between 2.50 and 2.99, and below a 2.50, will be given "academic probation" status. This designation carries a reduction in scholarship by half for those between 2.50 and 2.99. Students below 2.50 will receive the same status with a "non-financial" tag, dismissing them from the financial portion of HHSP.

AP students are required to participate in the Academic Probation Incentive Program (APIP). APIP may include additional Program Advising, workshops (HoPSS, Student Academic Center, etc.), tutorials, and other support toward CGPA recovery. Individuals not in compliance and showing no progress after an academic year of APIP will be reviewed by the HHSP Director and may face dismissal from the HHSP roster.

Once the minimum 2.50 is achieved, an APIP participant may appeal the financial dismissal determination to the Reinstatement Review Committee, with the support of their HHSP Program Advisor and through the HHSP Director for half-awarding; full awarding will automatically be restored, upon reaching the required 3.00 CGPA. *Note: All appeals must be made by August 15, no exceptions.*

### Summer Coursework

To affect CGPA, Scholars may take summer courses at one of the eight regional campuses of Indiana University. ***Studies at any college/university other than Indiana University WILL NOT influence CGPA, including Ivy Tech. It may, however, result in course credit (check with your respective school).***

If summer coursework is completed at an IU campus qualifying a student for a different funding category, it is the student's responsibility to notify the HHSP office of the work and new CGPA via email at [hhsp@indiana.edu](mailto:hhsp@indiana.edu). Include full name and student ID, course name and number, credits, campus, and new CGPA. ***Note: If a student's CGPA falls moving that student into a different funding category, and it is not reported, a repayment status may be enacted for recovery of funds.***

### Summary of Awards and Academic Policy

| SCHOLARSHIP CATEGORY           | CUM RANGE   | AWARD   | STANDING                |
|--------------------------------|-------------|---------|-------------------------|
| Distinguished Scholar Enhanced | 3.70 – 4.00 | 6K + 2K | Good                    |
| Enhanced                       | 3.50 – 3.69 | 6K + 1K |                         |
| Full (Base)                    | 3.00 – 3.49 | 6K      |                         |
| Half (Base/2)                  | 2.50 – 2.99 | 3K      | Grade Watch (GW)        |
| Non-financial                  | Below 2.50  | 0       | Academic Probation (AP) |

### Calculating Your Semester GPA

| Semester Credits | Grade &<br>Credit Points | *<br>Credit<br>Hours | = | Total Credit<br>Points |
|------------------|--------------------------|----------------------|---|------------------------|
| H105             | D (1.0)                  | (3)                  |   | 3.00                   |
| E117             | A (4.0)                  | (1)                  |   | 4.00                   |
| M119             | B- (2.7)                 | (3)                  |   | 8.10                   |
| S100             | C (2.0)                  | (3)                  |   | 6.00                   |
| L100             | B+ (3.3)                 | (5)                  |   | 16.5                   |
| <b>Totals:</b>   |                          | 15                   |   | 37.60                  |

Total Credit Points/Total Hours = Grade Point Average (Ex. 37.600/15 = 2.507)

## *Calculating Your Cumulative GPA*

University GPA Calculator may be found at <http://registrar.indiana.edu/calculator.php>

1. Find previous semesters GPA points and GPA hours
2. To calculate your cumulative GPA, add total GPA points, add total GPA hours, and divide GPA points by GPA hours.

## *Grading System*

Indiana University grades are generally awarded on the following basis:

|     |     |                |
|-----|-----|----------------|
| A   | 4.0 | Excellent      |
| A-  | 3.7 |                |
| B + | 3.3 |                |
| B   | 3.0 | Good           |
| B-  | 2.7 |                |
| C+  | 2.3 |                |
| C   | 2.0 | Average        |
| C-  | 1.7 |                |
| D+  | 1.3 |                |
| D   | 1.0 | Poor           |
| D-  | .7  |                |
| F   | 0.0 | Unsatisfactory |

# SHARED STANDARDS

of the Dr. Herman C. Hudson &  
Dr. James P. Holland Scholars Program

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## *Statement of Purpose*

*The Herman C. Hudson and James P. Holland Scholars Program* (HHSP) serves as an integral part of Indiana University's efforts to foster benefits of educational diversity by assuring the obtainment of a critical mass of students from historically underrepresented backgrounds with a history of discrimination. The mission of HHSP is to recruit, retain and prepare students with outstanding records of academic achievement, strong leadership experience, and a commitment to service and social justice to be responsible citizens and future leaders of tomorrow.

It is the belief of Indiana University and HHSP that positive consideration given to students from underrepresented minority backgrounds will enhance the learning environment through increased diversity. HHSP serves and supports these high-achieving, high-ability students through a four-year scholarship and strategically designed L.E.A.D. Initiative toward continued student development. Our philosophy is holistic, fostering academic, personal, and professional growth. Among other requirements, Scholars must maintain a high scholastic standard and participate in all L.E.A.D. activities, prior to graduation. The specific policies and procedures designed and implemented endeavor to ensure all HHSP Scholars take full advantage of opportunities afforded at Indiana University and positively contribute to and obtain an overall cultural competency and dexterity, as well as better preparation for career success upon leaving Bloomington. To this end, Hudson & Holland propagates excellence through an innovative combination: merit-based scholarships; personalized advising; mentoring; tutoring and supplemental instruction; leadership and career development opportunities; and social-service engagement.

## *Program Goals*

To increase the number of high achieving students with a commitment to service, social justice, and leadership to the Bloomington campus and into the Hudson & Holland Scholars Program, through active and purposeful recruitment

To continue to increase the overall program graduation rate of Scholars through educational, personal, and professional development

To continue training and preparation of all Scholars for successful post-baccalaureate placement in a professional vocation, graduate or professional school

## Shared Standards

In an effort to assist Scholars, parents, and staff in understanding the function and standards governing the Hudson & Holland Scholars Program, the following has been documented:

### Expectations for Scholars

All Hudson & Holland Scholars are held to a high standard and are expected to pursue excellence through the following:

1. Development of leadership skills
  - A. Attend leadership development workshops, programs, and classes through the HHSP mandatory workshop and attendance policy, as well as other development activities of IUB campus organizations, courses, and programs within the Bloomington community;
  - B. Complete HHSP internship requirement, prior to senior year (*Note: Student teachers may complete this requirement during senior year*);
  - C. Pursue leadership opportunities within HHSP, campus organizations/activities, and the Bloomington community, and encourage fellow Scholars to do the same;
  - D. Seek leadership programs which promote personal development and foster teachings of best practices in group situations; and
  - E. Present self in a respectable manner and dress, worthy of a Hudson & Holland Scholars, at all times.
2. Constant promotion of academic excellence
  - A. Strive to maintain a cumulative GPA of 3.0 or better to maintain full scholarship;
  - B. Maintain a CGPA of 3.00 or better to remain in financial status;
  - C. Receive prior written approval from the HHSP Office before affiliating with (e.g., official interest activities, membership intake, rushing, pledging, etc.) any fraternal or sororal organization, including social, service, and/or professional in nature (e.g., PHC, PHA, IFC, MCGC, etc.), freshman year;
  - D. Attend tutorials and encourage others to do the same, beginning freshman year;
  - E. Maintain, update, and follow academic plan established in HHSP U212; review with program advisors and other assigned university advisors;
  - F. Fulfill all HHSP L.E.A.D. Initiative requirements;
  - G. Challenge fellow Scholars and peers to excel and achieve academically; and
  - H. Graduate with a Bachelor's degree from Indiana University.
3. Demonstration of the values of HHSP and host institution, Indiana University

- A. Comply with all policies of the state, university, affiliating campus organizations, and HHSP;
  - B. Integrate documented, stated, and implied codes of ethics and conduct, values, and mission of HHSP and Indiana University, in all aspects of daily life;
  - C. Govern thyself with and maintain honesty in all dealings and conduct; and
  - D. Hold fellow Scholars and others accountable for improper actions and deeds.
4. Development of positive, supportive relationships and outreach
- A. Join and create programs that enhance the Bloomington/IUB community and student body;
  - B. Contribute to a positive relationship with the community at-large;
  - C. Demonstrate a genuine concern for all mankind, on a daily basis, and encourage others to do the same;
  - D. Discharge any mentoring obligations, when unable to fulfill commitment, as required by the Office of HHSP; and
  - E. Seek out faculty/staff/advisor(s) to serve as mentors, role models, references, and life-long friends.
5. Develop citizenship through service-learning and outreach
- A. Complete HHSP required service/social justice component each year;
  - B. Seek out, participate in, and/or develop effective service projects and community outreach programs;
  - C. Establish and maintain community service initiatives, while encouraging others to do the same; and
  - D. Establish a positive and productive campus presence and record of service.

**Expectations for Parent(s)/Guardian(s)**

As Hudson & Holland strives to collaborate with and support Scholars and parent(s)/guardian(s), HHSP expects the following from parental figures:

- 1. Scholar Support
  - A. Support Scholars in transition to college life with understanding, patience, loving guidance, openness, honesty, and cooperation with HHSP staff/advisors;
  - B. Encourage Scholars involvement in extracurricular student organizations and activities, within reason;
  - C. Encourage Scholars, productively, to meet all policies and requirements of HHSP and Indiana University; and
  - D. Serve as an impartial, positively reinforcing ear and safe haven for Scholars.
- 2. Accountability (Cooperation & Teamwork)

- A. Advise HHSP staff/advisors of vital information that will be beneficial to the development and success of Scholars (*Note: Information will remain confidential*);
- B. Communicate and consult with HHSP staff/advisors and other university officials, in a respectful manner, upon receiving correspondence for concern;
- C. Seek to understand university and HHSP missions, philosophies, processes, and policies; and
- D. Allow your Scholar to be an individual and encourage independent growth, thought, and action.

**Expectations for Program Staff**

As Hudson & Holland strives to set a standard of excellence in collaboration with and support of Scholars and parent(s)/guardian(s), HHSP staff will:

1. Scholar Development and Advisement
  - A. Provide an orientation and skills-based development class (U212) for all Scholars, during freshman year;
  - B. Discuss academic progress of Scholars,
  - C. Discuss personal and professional development issues;
  - D. Inform Scholars of resources available to cope with college life and demands;
  - E. Encourage and provide incentives for Scholars to be involved;
  - F. Assist Scholars in understanding course necessities and HHSP policies and procedures;
  - G. Facilitate career exploration and development of Scholars;
  - H. Provide a readily available, impartial ear and safe haven for Scholars; and
  - I. Monitor personal growth and development of Scholars.
2. Accountability
  - A. Communicate with Scholars on a regular basis, or as needed, based upon advising session(s);
  - B. Monitor academic progress and review four-year plan with Scholars;
  - C. Maintain a record of attendance for all required advising meetings, activities, and functions;
  - D. Inform Scholars of required events, location, and details, with as much advance notice as possible;
  - E. Provide an accessible, friendly, and professional environment for Scholars; and
  - F. Serve as a mentor.

**Herman C. Hudson & James P. Holland Scholars Program (HHSP)  
Program Contractual Agreement**

I/We accept the terms and conditions of the Hudson & Holland Scholars Program, as described herein, and promise to adhere to and abide by all governing documents and Program policies during matriculation at Indiana University Bloomington, beginning academic year \_\_\_\_\_.

*I understand that:*

- Admission as a degree candidate on the Indiana University Bloomington campus is required. This award is non-transferable to any other college, university or campus of Indiana University
- I am not allowed to pledge any fraternity or sorority, social, service or otherwise, during my freshman year, without prior consent of HHSP through my respective Program Advisor. Failure to comply with this requirement may lead to Program dismissal
- Maintenance of full-time enrollment at all times (minimum of 12 credit hours per semester) is required to receive scholarship dollars. A complete semester withdrawal may carry a repayment consequence, without appropriate and timely notice to HHSP of withdrawal
- HHSP Program Advisors serve as mentors, planning, and holistic development advisors. At times, they will review course selections and make suggestions concerning overall course load; however, UDIV Academic Advisors, or respective school Academic Advisors, will recommend, approve, and release specific course selections
- Maintenance of a 3.0 cumulative grade point average (CGPA) is required for scholarship renewal each academic year. Failure to maintain a 3.0 will result in probation and reduction in scholarship by half. Falling below the minimum CGPA of 2.50 at the end of summer freshman year will result in dismissal from the financial portion of HHSP until recovery
- I am expected to participate in and successfully complete all personal and professional development activities through the **L.E.A.D.** Initiative, including Freshmen-Family Orientation and fall Freshman Seminar (with discussion section)
- As an extension of L.E.A.D., I must complete at least one internship, prior to senior year, and fulfill the following required Program Advising schedule with my designated Program Advisor:

| <b>COHORT</b> | <b>REQUIREMENT</b>                               |
|---------------|--|
| Freshman      | 2 program mentor advising sessions, per semester |
| Sophomore     | 2 program mentor advising sessions, per semester |
| Junior        | 1 program mentor advising session per semester   |
| Senior        | 1 exit survey and program questionnaire          |

- The HHSP office and/or Advisors will publish announcements and schedules for programming in advance. Failing to participate in L.E.A.D. Initiative negates eligibility for enhanced and additional funding and exclusive Program opportunities and may lead to Program expulsion
- At the end of each academic year, the HHSP office will review all Scholar records, academic and otherwise, to evaluate progress and determine award eligibility. I also authorize HHSP staff to disclose and discuss my records with my parent(s)/guardian(s)
- Hudson & Holland is a race conscious program which recruits, supports, and assists in the overall development of Scholars. While HHSP is not race-exclusive Program, it is necessary to fully and consistently disclose racial/ethnic heritage on both Admissions and Hudson & Holland Selective Scholarship Applications (SSA) for statistical purposes and Program accountability. I hereby affirm that I have fully and consistently disclosed this information and did not falsify or misrepresent my racial/ethnic heritage. I understand that if I have falsified, misrepresented, or failed to properly disclose my racial/ethnic heritage that I will be immediately removed from HHSP and will be required to repay all scholarship awards received. *Note: Historically underrepresented minority populations include African American, Hispanic, and Native American*
- I must comply with all policies and procedures of the HHSP Student Handbook, as well as supplemental governing documents, and Indiana University Code of Student Ethics
- Upon graduation from Indiana University Bloomington, I will be a Hudson & Holland Scholars Program alumnus. As such, I agree to join the HHSP Alumni Network and will consider providing assistance to HHSP and current Scholars through various means, including mentoring, recruiting, and any other contributions deemed appropriate

**SCHOLAR ACKNOWLEDGEMENT**

*By my signature below, I acknowledge this contract. I affirm and agree to abide by all terms and conditions described herein:*

\_\_\_\_\_  
Scholar Signature \_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name \_\_\_\_\_  
IUB Student Id #

**PARENT/GUARDIAN ACKNOWLEDGMENT**

*By my signature below I affirm that I have read, understand, and agree to this contract:*

\_\_\_\_\_  
Parent/Guardian Signature \_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\*\*\*\*\*

\_\_\_\_\_ (Check, if appropriate) I *decline* the Hudson & Holland Scholars Program Scholarship

Reason for declining: \_\_\_\_\_

\_\_\_\_\_  
Scholar Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

*Please return signed contract, ASAP, to: Hudson & Holland Scholars Program, C/o Scholarships and Financial Accounts, Indiana University, Memorial Hall West 108, 1021 E. Third Street, Bloomington, IN 47405*

# INVOLVEMENT OPPORTUNITIES

## *Hudson & Holland Scholars Advisory Council (HHSAC)*

HHSAC is an organized body of Hudson & Holland Scholars which serve as program Ambassadors, liaison to the HHSP administration, and student programming body developing and/or facilitating programs which bring together all Hudson & Holland students through social, educational, and service activities. The Advisory Council also publishes the HHSP Newsletter. To find out more about the Scholars Council, send e-mail inquiries to [hhsp@indiana.edu](mailto:hhsp@indiana.edu) or visit the website.

## *Indiana University's Union Board*

Union Board is the largest student programming body on the IUB campus. It organizes a diverse range of events and activities around which students may come together, explore multiple world views, historic and current events, and learn from one another.

## *Indiana University Student Association*

The Indiana University Student Association (IUSA) is the government of the Indiana University student body. Students join together to voice common concerns, hopes, grievances, and most importantly, to take action to realize an even stronger university.

## *Indiana University Latinos Unidos*

Latinos Unidos, established on the Indiana University campus in 1979, strives to promote the identity and unity of the Latino students through intellectual, cultural and social growth and to increase their visibility and involvement in campus and community activities.

## *Asian American Association*

The Asian American Association of Indiana University is a non-profit organization founded in 1987 for the purposes of: instilling and maintaining a spirit of community among Asian Pacific Americans; promoting a broad-reaching awareness of Asian Pacific American political issues and active presence on this campus; and fostering cultural understanding on the campus community as a whole.

## *Black Student Union*

The Black Student Union is a non-profit organization founded for the purpose of creating an avenue for networking amongst black students at Indiana University. Programs are executed throughout the year, including community service, social, and educational components.

*Visit Student Activities—The Office for Student Organizations and Leadership Development—at <http://sao.indiana.edu/> for a comprehensive list of student organizations*

# RESOURCES ON CAMPUS

## Diversity Resources

<http://www.indiana.edu/~dema/index.shtml>



**Asian Culture Center.** The Asian Culture Center aims to promote awareness and understanding of Asian cultures at Indiana University and in the Bloomington community. It provides institutional resources, educational support, and community outreach activities to students, faculty, staff, and the Bloomington community. The center is located on located on 807 East Tenth Street. For more information about services and resources call 855-5361 or visit <http://www.indiana.edu/~acc>.

**Latino Cultural Center, La Casa,** was established at Indiana University in November of 1973. Its purpose was, and continues to be, to achieve through educational and social programs, a greater historical, political and cultural awareness regarding Latina/os. The staff also works tirelessly to create an environment where anyone in the Latino community can go and feel a sense of community and belonging. LaCasa is located at 715 E. 7th Street. For more information please call 855-0174 or visit <http://www.indiana.edu/~lacasa>.



**Neal-Marshall Black Culture Center** is committed to academic excellence through quality educational, cultural and social programs that promote public awareness about the Black experience while celebrating the academic and leadership achievements of our students. The Black Culture Center is located at 275 N. Jordan Avenue, Suite A226. For more information about services of the Black Culture Center, please call 855-6476 or visit <http://www.indiana.edu/~nmbcc/>

**Office of Women's Affairs** exists to help women at IU overcome injustices and inequities. They identify issues affecting women and the achievement of equity sponsoring research on women's status at IUB and "chilly climate" issues. They resolve grievances and complaints concerning disparate treatment, harassment, or threats to personal safety on campus. For more information, visit: <http://www.indiana.edu/~owa/> or contact the OWA office at (812) 855-3849.



**The Kelley Student Diversity Council** provides students with many advantages: corporate grants/scholarships, peer tutors, faculty mentors, professional development activities, opportunities for leadership, networking with professionals, and academic advising/career information. For more information call (812) 855-2614.

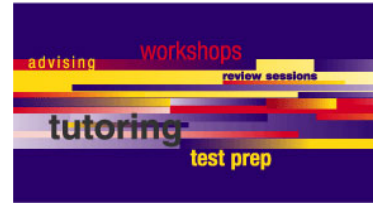
**The Women in Science Program** develops and implements programs that promote the participation of women in the science and mathematics fields at the undergraduate, graduate and faculty levels. WISP sponsors the visits of distinguished women scientists, instructional development grants, mentoring and student support groups, and a student research day. For more information, e-mail [wisp@indiana.edu](mailto:wisp@indiana.edu) or call (812) 855-3849.

## Academic Support Resources

**Student Academic Center (SAC)** is located at 316 N. Jordan. The center provides a variety of services that can enhance your academic progress. You can choose from a wide range of courses for credit, workshops, individualized academic assessment and assistance, outreach services, and support services for faculty & instructors. Assistance is available in many areas such as note taking, test taking, time management, test anxiety, textbook study, etc. The SAC is located at 316 North Jordan Avenue. For more information, please call 855-7313 or visit <http://sac.indiana.edu/>.

### Academic Support Centers

Ashton Center (located on 7<sup>th</sup>), Briscoe Support Center (located on Fee & 17<sup>th</sup>), and Forest Support Center (located on 3<sup>rd</sup>). All centers offer writing tutorial services, mathematics help services, academic problem-solving services, and academic advising. Special evening tutoring services available 7pm-11pm, Sunday through Thursday. No appointments necessary. For more information visit <http://www.indiana.edu/~acadsupp/ASChome.shtml> or call Briscoe at 855-6931, Aston at 856-4457, or Forest at 856-3060.



### The Writing Center

Writing Tutorial Services, the writing center provides individual tutoring to students working on writing projects for any of their courses. WTS is located in Ballantine Hall 206. Our hours during the regular academic year are: 10am to 8pm Monday through Thursday and 10am to 5pm on Friday. To arrange a free tutorial, you should call ahead (855-6738) or stop by WTS--preferably several days in advance--and make an appointment.

## University Information Technology Services

UITS houses information on student technology across campus. IUB offers a wide assortment of computer services such as:

- Free computing workshops (STEPS)
- Free self-study tutorials (NETg)
- Electronic Mail - MAP students are encouraged to contact faculty and staff through Email.
- Terminals, printers, computers

For a complete list of computer labs on campus, including hours of operation and hardware/software availability, visit: <http://uits.iu.edu/>



## Career Information

**The Career Development Center (CDC)** is designed to help you through each and every stage of your career development, from deciding on a major to finding an internship to landing that first job. The center has a library of career information, and also houses the Student Employment Office and Professional Practice Program. The CDC is located at 625 North Jordan Ave. For more information please call 855-7998 or visit <http://www.indiana.edu/~career>



**The Arts and Sciences Career Planning and Placement Center** is also housed within the CDC at 326 North Jordan. The Center offers a library with information on career opportunities for students majoring in any arts or sciences, offers career advisors, and conducts seminars as well as courses each semester. For more information please call 855-0576 or visit <http://www.indiana.edu/~career>.

### *Ride Service*

**IUSA Safety Escort** is a service which is available for all IU students and staff as an alternative to walking alone at night. You only need your valid school ID and there is no cost to you. Because Safety Escort's primary service is for people with an academic or job-related function, you can only be picked up from/dropped off at any academic building or living quarters (residence hall, apartment, house, etc.).

| Fall and Winter Hours   | Spring Hours            | Summer Hours    |
|-------------------------|-------------------------|-----------------|
| 7pm to 2am Sun-Thurs    | 8pm to 2am Sun-Thurs    | 8pm to Midnight |
| 7pm to Midnight Fri-Sat | 8pm to Midnight Fri-Sat |                 |

For more information, call 855-SAFE or visit <http://php.indiana.edu/~iusase>.

### *Crisis Services*

**The Sexual Assault Crisis Line** is available 24 hours a day. Phone 855-8900.

**Center for Human Growth** is located on the ground floor of the School of Education. Hours are 8am-5pm Monday through Friday. Individual Advising is offered by appointment at a cost of \$10 per session. An advisor is on duty for emergencies during regular center hours. Personal growth group sessions are open to students and community residents and require an eight to ten week commitment on the part of the participant. Phone 856-8302.

**Racial Incidents & Gay Lesbian Bisexual Teams** located at 705 E. 7th Street assists and supports students who report incidents of discrimination based on race, religion, or sexual orientation find solutions to problems they encounter on campus. For more information please call 855-4463.

**Student Advocates Office** offers assistance in resolving conflicts between two or more parties. Services are informal and confidential, and can aid in disputes between roommates, classmates, and fellow members of a committee. For more information go to Franklin Hall 206, call 855-0761, or e-mail [ADVOCATE@indiana.edu](mailto:ADVOCATE@indiana.edu).

### *IU Health Center, CaPS & HoPSS*

Located at 600 N. Jordan, the Center offers two important health services.

**1. Health and Wellness Education:** The office is located in Room 499A of the IU Health Center. Health & Wellness Education is offered through videos, Advising and printed materials. A dietician is available to discuss weight control, eating disorders, vegetarianism and to test for total cholesterol, HDL, LDL, glucose and triglycerides. Advising is also available for safe sexual practice and sexually transmitted diseases. One hour professional massages are offered on Fridays from 8:00am-4:30pm for \$25. All services require an appointment. Call 855-7338.

**2. Counseling and Psychological Services (CaPS)** located on the fourth floor of the Health Center offers emergency crisis walk-in services from 8:00 am - 4:30 pm, Monday through Friday. CaPS offer individual, couple and group advising for a variety of concerns. You may call for an appointment or, in case of emergency you may use the Crisis Walk-In Service available 8:30 am to 4:30 pm. Payment of the Student Health fee entitles students to two **free** Advising sessions per semester at CaPS. Phone 855-5711.

**3. Holistic Philosophy for Scholar Success (HoPSS)** is an initiative between Hudson & Holland, HPER, and Counseling and Psychological Services. The Mission of HoPSS is to “To develop knowledge and awareness of skills necessary to maintain mental health, stability, and stress management through a multi-level initiative incorporating family, peers, and HHSP program staff”.

#### How Can HoPSS Help?

##### Scholars

- Stress management education
- Crisis prevention training
- Information about campus activities
- One-on-one support
- Connection with community resources

##### Parents

- Tips on how to support your scholar
- Information about HHSP areas of interest
- Connection with community resources

Contact the HHSP main office to speak with the HoPSS Coordinator today!

# HOW TO SURVIVE YOUR COLLEGE CAREER

## *Life as a College Freshman: How to Survive Your First Year*

### First Semester – August to December

- Familiarize yourself with: health center, student center, libraries, gym, cafeterias, financial aid office, academic department offices, etc.
- Take care of any remaining financial aid paperwork.
- Purchase books and class materials. Buy used books to save money.
- Research local banking options and open a checking account.
- Set up a budget and time-management guidelines.
- Map out the classes you'll need to take for the next four years. Make sure to consider options like study abroad, co-op and double majors in your plan.
- Meet with your faculty advisor to discuss courses, extracurricular activities and career building options.
- Join clubs and activities in your area of interest.
- Make travel plans for Thanksgiving and winter break. Look for Student Discounts.
- Study for midterms and finals!

### Second Semester – January to May

- Select next term's classes.
- Gather financial records and materials you need for the FAFSA. The form is available January 1st.
- For recommendations: start building relationships with teachers, advisors and activity supervisors.
- Renew your financial aid package for next year. (Scholarships/Private Organization)
- Arrange dorm or apartment housing for next year. Applications to be an R.A. are due in the spring.
- Meet with your faculty adviser to discuss plans for summer and next fall.
- Apply for summer jobs, internships and volunteer opportunities.

## *Life as a College Sophomore: How to Survive Your Second Year*

### First Semester – August to December

- Complete the FAFSA as soon as possible after January 1 to increase your chances of receiving aid.
- Apply for Scholarships from private organizations. Many awards have deadlines in February.
- Put together your resume, including academic record, extracurricular activities, honors and volunteer work.
- Apply for study abroad programs for next fall, academic year or summer.
- Work on your resume and cover letters.

### Second Semester – January to May

- Check with your college career center for internship and job listings.
- Meet with your faculty adviser to discuss plans for summer and next fall.
- Explore alternative career planning options such as: assisting a professor with research, international internships, mentoring programs and independent study.
- Arrange dorm or apartment housing for next year.
- Renew your financial aid package for next year.

## *Life as a College Junior: How to Survive Your Third Year*

### First Semester – August to December

- Set up a budget for the year and time-management guidelines.
- Map out the classes you'll need to take for the next two years in order to finish on time.
- Declare a major or double major if you haven't already done so.
- Apply for study abroad programs. The deadline for spring programs is usually from September to November.
- Start taking leadership roles in clubs, activities and volunteer organizations.
- If you're thinking about graduate school, become familiar with the requirements you need to fulfill.
- Begin identifying possible career paths. Create a target list of industries and companies you'd like to work for and research them.

### Second Semester – January to May

- Complete the FAFSA as soon as possible after January 1 to increase your chances of receiving aid.
- Update your resume with your most recent work experience, extracurricular activities, honors and volunteer work. Have a career advisor critique it for you.
- Apply for Scholarships from private organizations. Many awards have deadlines in February.
- Research internship opportunities. Practice writing a cover letter.
- Check with your college career center for internship and job listings. Polish your resume and cover letters.
- Meet with your faculty adviser to discuss plans for summer and next fall.
- Explore alternative career planning activities such as: assisting a professor with research, international internships, mentoring programs and independent study.
- Renew your financial aid package for next year.
- If you're planning to go to graduate school, begin studying for the required standardized test - typically the MCAT, LSAT, GRE or GMAT.
- Attend college job fairs. They can provide great networking contacts and help you narrow down possible career paths.

### *Life as a College Senior: How to Survive Your Fourth Year*

#### First Semester – August to December

- Set up a budget for the year and time-management guidelines.
- Meet with both your faculty advisor and career advisor to discuss career planning options.
- Sign up for on-campus interviews. Check your career center for workshops on interviewing, networking and negotiating.
- Update your resume. Create several different versions that can be used for various job positions.
- Conduct informational interviews with professionals in your career field. Ask to shadow a professional for a day.
- Join professional organizations in your field. They can be a good source for contacts and job leads.
- If you're planning to go to graduate school, make sure to: register, prepare for and take required standardized tests - GMAT, MCAT, LSAT or GRE; gather application materials - recs, transcripts, essays and work samples.
- Continue to sign up for interviews with on-campus recruiters. Practice your interviewing skills. Remember to follow up your interviews with a thank-you note to the recruiter.
- Use free job-search Web sites like Monster.com. Their job boards have comprehensive and up-to-date job listings.
- Attend college career fairs. Several useful tips: bring plenty of resumes; keep all business cards you receive; afterward, write thank-you notes to the recruiters you met.
- Make travel plans for Thanksgiving and winter break.
- If you're interested in companies that aren't coming to campus, plan to send them query letters in the spring.

#### Second Semester – January to May

- Continue networking and interviewing with on-campus recruiters. Use your college career center to contact alumni, polish your resume and find job listings.
- Research student loan repayment options.
- Research post-graduation opportunities other than full-time employment or grad school, e.g. teaching English abroad, joining the Peace Corps, working with volunteer organizations.
- Join your college's alumni organization. It can be a great source for contacts and networking.
- Review job offers. Make sure to look at the whole package - benefits, opportunities for advancement, location, corporate culture.
- **Graduation!**

