

The Forest of Knowledge:

A Reflective Guide to Student Success

Schoolcraft College Edition

Elvis Veliu, Editor



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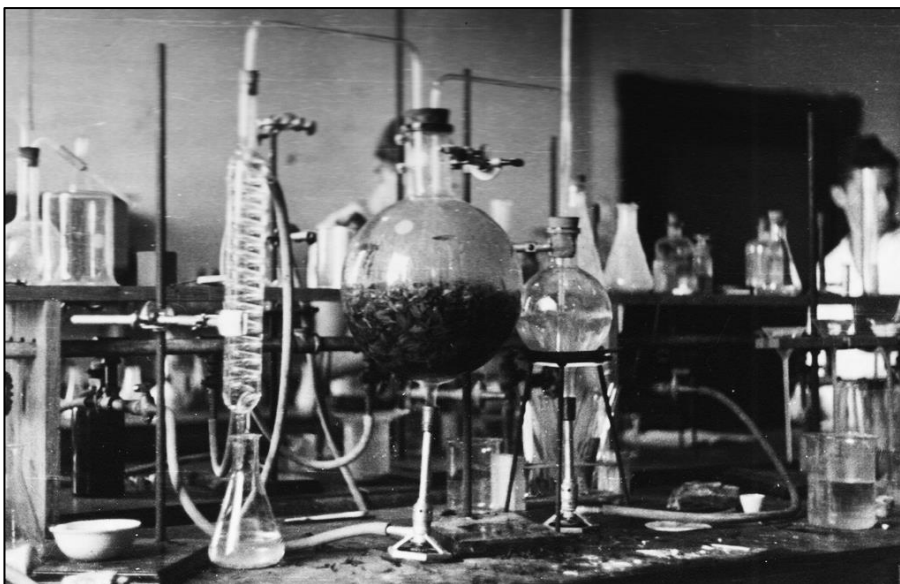
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Black Mountain College Chemistry Lab photographed by Kenelm Winslow in the late 1930s or early 1940s.¹

DEDICATION

This manual is dedicated to friends, family, and future scholars - the former two who we couldn't have done without, and the latter who give it purpose.

¹ Peifer, David. "The Sciences at Black Mountain College." (2021), *Journal of Black Mountain College Studies*. Volume 12. <https://www.blackmountaincollege.org/peifer-sciences/>.



A 1902 photograph by Frances Benjamin Johnston of a history class at Tuskegee Institute.²

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² "File:History class at Tuskegee.jpg" (1902) Wikimedia Commons.
https://commons.wikimedia.org/wiki/File:History_class_at_Tuskegee.jpg.

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Michigan State University students in front of the first observatory which was constructed in 1881. More than 140 years after its construction, students excavated the site.³

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³ Mauch, Ally. "Mauch, Ally. "Michigan State Students Unearth 19th Century Observatory Foundation." (2023, August 15). Nice News. <https://nicenews.com/culture/michigan-state-students-unearth-19th-century-observatory/>.

thank them enough. In fact, we should probably apologize for how much we ask of them.

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University of Michigan students involved in the Women's Athletic Association which was formed in 1905.⁴

Introduction

Over the course of our research, it has become apparent that there is no “one size fits all” method for student success. The cultural, social, and economic issues that face us are unique to each individual. What might work for one person may be impossible for another. As such, we don’t want you to go into this manual thinking that what we are offering an objective solution for every situation. Those rarely exist in life, if at all. Instead, we offer you ia set of tools to help you to find meaning in your life, to set goals towards them, and to teach you the best, most important methods which we’ve uncovered over the course of our journeys. With that said, keep in mind that we are still on our own journeys, and are students ourselves. So please, bear with us, and learn with us.

This manual will have you reflect. A lot. Based on our in-depth research, once we’ve told you what works, we allow you to think about the resources you have available to you, as well as the skills you have or want to have. We want you to find your own answers. And if, upon doing the life crafting portion of *The Forest of Knowledge*, you find that the meaning of your life comes not from academic pursuit, but from somewhere else, this is just as good. The intention of this book is first and foremost

⁴ “Timeline.” Michigan History Project: University of Michigan. <https://heritage.umich.edu/timeline/>.

for you to find this meaning. We hope that you take our work and share it with someone else who might need it.

With all this in mind, we hope that this book does help you, in as big or as little as a way as it can. We hope it inspires you to set and achieve goals you never dreamed possible. People have overcome what even in hindsight seems insurmountable, and those people are no better than you. As we've found, the incremental theory of learning produces better academic results. This theory involves believing we gain knowledge over time rather than just being born good or bad at things. It reflects how we learn in general. Even if you are bad at something at first, with proper practice, you absolutely can get better. The key is resilience.⁵

So, go on ahead and take a journey of reflection and growth with us. Know that we genuinely hope for and are invested in your success. Now the next steps are up to you.

⁵ Yeager, D. S., & Dweck, C. S. (2012). Mindsets That Promote Resilience: When Students Believe that Personal Characteristics Can Be Developed. *Educational Psychologist*, 47(4), 302–314.



Itinerant Photographer on Clapham Common

Chapter 1:

Life Crafting and Goal Setting

Elvis Veliu

Finding meaning can be one of the more difficult aspects of living a good life. Then, once that meaning is found, it is difficult to set the right goals towards what you are trying to do. That is, unless you have a guide. This is where the concept of life crafting comes in.

Life crafting, as defined by Michaéla Schippers and Niklas Ziegler, is a process in which people reflect and set goals for the future in all aspects of their lives that align with their values⁶. Or, as Llewellyn E. van Zyl, summarizes it, “life crafting means

⁶ Michaéla C. Schippers, & Niklas Ziegler. (2019). Life Crafting as a Way to Find Purpose and Meaning in Life. *Frontiers in Psychology*, 10.

taking active control of the conditions of your life to shape your life experiences and to align them with your personal values, passions, and goals.”⁷

Aptly defined, this is the process which has inspired this manual, and which we hope can bring you closer to your dream life. While still a budding theory, its roots can be found in “Job Crafting,” the precursor to it which describes meaning making methodologies regarding the advancement or attainment of some work position you’d like to work towards.⁸ As a budding theory, however, it lacks in the long-term research to demonstrate its full impact. This is something we hope to change.

Our research, however, has led us to believe in life crafting, and we hope that it helps you find yourself. Those in psychology have been working hard at developing effective assessments for crafting.⁹ We have further found that all factors involved, from self-reflection to goal setting, to be foundational factors to success. Though life crafting requires efficient metrics to define its benefit, we think that is worth bringing to your attention. Through this manual, you will utilize one of its core functions thoroughly - we want you to reflect based on the guidance of this method.

⁷ Llewellyn E., van Zyl. (2024, November 25). “Life Crafting: Positive Strategies for Well-Being,” Psychology Today. <https://www.psychologytoday.com/us/blog/happybytes/202311/life-crafting-proactive-strategies-for-enhancing-well-being>. Van Zyl summarizes seven strategies: cognitive crafting, environmental crafting, interest crafting, relational crafting, resource-demands crafting, skill crafting, and task crafting.

⁸ Llewellyn E. van Zyl, Noah C. M. Custers, Bryan J. Dik, Leoni van der diet, & Jeff Klibert. (2023). The Holistic Life-Crafting Model: a systematic literature review of meaning-making behaviors. *Frontiers in Psychology*, 14 <https://doi.org/10.3389/fpsyg.2023.1271188>.

⁹ Lee, J. Y., Chen, C. L., Kolokowsky, E., Hong, S., Siegel, J. T., & Donaldson, S. I. (2021). Development and Validation of the Career Crafting Assessment (CCA). *Journal of Career Assessment*, 29(4), 717-736. <https://doi.org/10.1177/10690727211002565>

Reflection and Goal Setting

Reflecting and setting good goals can be an extremely effective way to increase academic success. In a Rotterdam University study, the average increased academic success of students in the treatment group was 22%. The study infused goal setting and reflection, guiding students through structured thinking exercises about their goals, then asked to write about their goals for 15 minutes alongside writing a structured set of goals for themselves, and ended with them taking a picture of themselves alongside a statement of an intention for their future. This treatment saw the result of closing gender gap scores by 98% in grades between men and women dropped to 2% of its original value.¹⁰ Considering that men are already trailing behind women in completion rates¹¹ and academic success is a high indicator of persistence¹² this is a significant advancement. Furthermore, and just as significant, in the first year of study, it also closed the Ethnicity gap, or the gap in academic success by ethnic vs. indigenous persons, by 38%, and then by 93% in the second.¹³ These numbers are staggering and call for a thoughtful analysis of, and resources put into doing further long-term Research. Perhaps one of you will take this on.

How do we set goals? According to research, good goals begin with reflection, specifically the realization that where we are is not where we want to be, and that we want to change. Great goals realize that to get to where we want to be, action needs to be taken. This difference in mindset is described as the difference between goal setting, and goal striving.¹⁴ The details, however, are often quite subjective. In general, though, it helps to set small goals that lead to big outcomes, and to try to balance passion with resources, which includes time. We will let you decide what that means for yourself in the reflections

¹⁰ Schippers, M. C., Scheepers, A. W., & Peterson, J. B. (2015). A scalable goal-setting intervention closes both the gender and ethnic minority achievement gap. *Frontiers in Psychology*, 6, 1318.

¹¹ Parker, K. (2021, November 8). What's behind the growing gap between men and women in college completion? *Pew Research Center*.

¹² Stewart, S., Lim, D. H., & Kim, J. (2015). Factors influencing college persistence for first-time students. *Journal of Developmental Education*, 38(3), 12-20.

¹³ Schippers, M. C., Scheepers, A. W., & Peterson, J. B. (2015). A scalable goal-setting intervention closes both the gender and ethnic minority achievement gap. *Frontiers in Psychology*, 6, 1318.

¹⁴ Tuk, M. A., Prokopec, S., & Bergh, B. V. den. (2021). Do versus Don't: The Impact of Framing on Goal-Level Setting. *Journal of Consumer Research*, 47(6), 1003–1024.

So, now, let us begin by reflecting. We will go over a series of questions that, by the end, should hopefully guide you closer to both discovering and becoming who you want to be. Take the time with your reflections and do research when you don't have the answers. Most importantly, let it be natural. Take time to analyze and reflect. Don't feel like you need to rush to your answer. Then, once you have an answer, reflect some more. Use your answers to identify strengths, areas for growth, and the types of relationships and careers you envision, rinsing and repeating as often as needed. The journey of life is one of reflection, and there is no point in life where it is not a useful tool.

Key Points

- Purpose of Life Crafting: Helps individuals find and work toward their dream life through guided reflection.
- Positive Impact on Academic Performance: Rotterdam University study showed on average a 22% improvement in student performance after goal setting.
- Reflective Process: Encourages ongoing self-reflection to identify strengths, areas for growth, and life goals.
- Goal Striving: Don't just want to change. Take the steps towards it.

Reflection

What do I envision for myself in the future in terms of my personal life? The work relationships I want to have?

Reflection

Welcome to Career Coach
Discover majors and in-demand careers and education based on your interests!

 Find the path that's right for you

Career Coach

Schoolcraft College provides you with free access to Career Coach. Using Career Coach, you can identify careers that match your interests as well as the employment opportunities and wages paid in Southeast Michigan. Career Coach will also help you map an educational pathway to reach your career goal. This pathway includes the degrees and certificates you can earn at Schoolcraft College.

Find Career Coach at:

- <https://schoolcraft.lightcastcc.com/?radius=®ion=Metro%20Detroit>

What types of careers align with my passions and goals?

Reflection

What kind of lifestyle do I envision for my ideal future self?

Reflection

“But I don’t know how...”

One problem we encounter is that we don’t know how to incorporate the qualities and skills we admire in others into our own lives. The following resources at Schoolcraft College can assist you.

Academic Coaches can help you plan an individualized strategy for your academic success. Contact Academic Coaches through Learning Support Services.

- Visit Learning Support Services in the Bradner Library.
- 734-462-7330
- learningsupport@schoolcraft.edu

Academic Advisors are available to meet in person, by phone, or via Zoom. Make an appointment with an academic advisor by

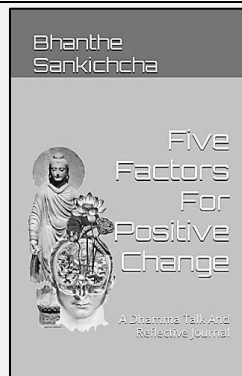
- Going to Academic Advising in room 105 in the McDowell Center
- 734-462-4429
- eadvise@schoolcraft.edu

Talk to Your Professor about the skills needed for success not only for a particular class but for being successful in college as well as in the career you want to work.

What qualities and skills do I admire in others? Why do I admire them? What steps do I need to take to incorporate those qualities or skills into my life?

Reflection

Is there anything about myself I would like to change or develop? How might I go about making those changes.



Making Postive Changes

Ehipassiko Press published *Five Factors for Positive Change*, a reflective journal that provides a series of prompts that allow you to reflect on the changes you want to make in your life. The five step process is

Motivation: Without motivation, we don't move forward.

Identification: We need to identify those things we want to change.

Elimination: Negative characteristics or activities need to be eliminated from our lives by introducing postive replacements for them.

Cultivation: The postive replacements need to be cultivated so that they grow.

Maintenance: We need to take steps to maintain the positive changes in our lives.

Five Factors for Positive Change is available for free online or on Amazon for cost of production.¹⁵

¹⁵ *Five Factors for Positive Change* can be downloaded from the Ehipassiko Press Website: ehipassikopress.org/publications/five.html. On this page is a link to Amazon.

Reflection

Making Friends Through Student Activities

Schoolcraft College has more than 20 student run clubs and organizations you can join to meet people. Can't find a club around a specific interest? You can form one yourself.

If you have time between classes, visiting Student Activities is a place to go to meet other students. At Student Activities, you will find

- A movie area with a large screen television and a wide selection of movies.
- Free video gaming area with X-Box gaming systems you can use.
- Ping Pong
- Pool
- Foose Ball
- Free popcorn¹⁶

What kinds of friendships, or qualities in friends do I think support my growth? What kinds hinder it? How can I develop friendships with people who support my growth and development?

¹⁶ Popcorn is available only available from 10:00am – 6:00pm on Monday – Thursday during Fall and Winter semesters.

Reflection

Do I see myself having a family? If so, what does my ideal family life look like?

Reflection

Who is my ideal self if I lived without restraints? How does this differ from who I will be if I make no changes?

Reflection

What goals will lead me to become my ideal self, and what challenges must I overcome?



The Women's College of Pennsylvania was founded in 1850 was the first medical school authorized to award an MD to women. It was later renamed the Woman's Medical College of Pennsylvania. These three students in a boarding house is from *Daughters of Aesculapius* (1897) which was written by alumnae and students from the college.¹⁷

Chapter 2: Time Management

Eugene Park

Time is an invaluable, unrenowable resource. For college students, it is something that we too often lack. Though we live in a time where technology has made it easier and faster than ever to get things done, this also means we live in a time where we all too often take time for granted. It is therefore vital that you know how to manage what time we do have wisely. Because of this, it also becomes important to understand the consequences of poor time management.

Depending on the imbalance, you could not only be affecting your academic performance, but also your ability to manage a social life, extracurriculars, or other enrichment or volunteering opportunities. Moreover, the consequences of poor management can affect healthy sleep habits. Last-minute, late-night cramming is all

¹⁷ "Rare Vintage Photos Capture Student Life at the World's First Medical College for Women From the Late 19th Century." (2018) Vintage Daily News. <https://vintagenewsdaily.com/rare-vintage-photos-capture-student-life-at-the-worlds-first-medical-college-for-women-from-the-late-19th-century/>.

too common in college life as is putting off obligations due to procrastination or lack of focus.

Even the technology that helps us can contribute to poor time management. The same computer that you use to write a paper can be used to play a game or click some shiny, interesting button that leads down a rabbit hole that wastes hours of your time. So, let's get to why you're here.

Following are some of the best strategies we found for managing your time. We hope that by reflecting on them, they will help lead to your academic success!

Setting Priorities

Having a well-balanced college life can feel like a pipe dream. There are many times where it can feel like there's not enough time in a day to handle everything we need to get done. Though there can certainly be other factors involved in this, because of this sentiment we believe that understanding how to prioritize skills is an incredibly important skill for students. Prioritization will help you stay organized and productive, and give you plenty of time to complete assignments, study, and enjoy your personal activities. By identifying high-priority tasks, you can allocate your time more effectively, ensuring progress on your most critical responsibilities, a fact confirmed by research done by Siti noor asyikin Mohad Razali et al.¹⁸

¹⁸ Razali, S.N., Rusiman, M.S., Gan, W.S., & Arbin, N. (2018). The Impact of Time Management on Students' Academic Achievement. *Journal of Physics: Conference Series*, 995

Key Points

- **Finding Balance:** Effective prioritization can help students manage a balanced college life.
- **Productivity:** Prioritizing will keep you organized and allow you to address the most important tasks first.

Reflection

Busyness ≠ Progress

Being busy is not the same as making progress toward your goals. These strategies can be used to help prioritize your work.¹⁹

To give yourself a complete picture, have a single list that contains all your tasks.

Based on your true goals, identify what's important. Considering the big picture is vital to setting priorities.

Identify what's urgent and plan ahead for future deadlines.

Follow Stephen Covey's²⁰ advice to prioritize tasks based on importance and urgency.

Urgent and important: Do first.

Important but not urgent: Block off time on your calendar to get this done without interruption.

Urgent but unimportant: Delegate. Delegate. Delegate.

Neither urgent or important: Remove from your to-do list.

Avoid competitive priorities or, in other words, avoid multitasking.

Evaluate tasks "according to the effort it takes to complete them." Prioritize low effort tasks and move through them quickly.

Engage in critical reflection by regularly reviewing your priority list.

What criteria do I currently use to decide the importance of tasks?

¹⁹ Bishop, C. (2023, January 11). "How to prioritize tasks when everything's important." Wework. www.wework.com/ideas/professional-development/creativity-culture/how-to-prioritize-tasks.

²⁰ Stephen R Covey is the author of *The 7 Habits of Highly Effective People* originally published in 1989. (Free Press, 2004).

Effective Scheduling

Successful and effective planning involves establishing specific objectives and detailing the actions necessary to achieve them. Evidence suggests that time management behaviors are positively linked to academic achievement, with time planning being the strongest predictor overall. To improve your time management skills, there are various strategies that you can adopt. For example, you can use planners or digital calendars to organize classes, assignments, public or personal events to attend, and volunteering. By planning daily, weekly and even monthly, you can be proactive and schedule their time accordingly. Tools like Apple's iCal, Google Calendar, any other digital calendar or planner apps will provide you with tools to keep tracking your tasks. You can create daily to-do lists and feel a sense of accomplishment when you check off your completed tasks. A visual representation of your schedule helps you allocate time efficiently and identify potential conflicts or overlapping commitments.

Though we can't stress enough the usefulness of a digital calendar, it is basically a must that you organize your upcoming tasks in some way, shape, or form. The specifics of how you do that will depend on your specific preferences, on how to make things work for you. But there are general methods for doing so that can be considered effective across the board. Neha Kirpalani recommends starting by adding upcoming deadlines and tasks and then estimating the time needed to complete each task. After that, you can blocking off corresponding sections in the schedule to complete the tasks. Remember to leave wiggle room for when your plans change - and they often can.²¹

If you haven't spotted anything missing from our planning thus far, you haven't considered giving yourself a break. While we can appreciate a good work ethic, we can't condone not giving ourselves a break every once in a while. Patricia Albulescu et al., suggests that frequent ten minute or less microbreaks can not only enhance wellbeing, but reduce fatigue, fatigue that can otherwise lead to burnout.²² As a student, adding class schedules, assignment deadlines and exam dates first and then planning study time will be the number one priority. Then, you can plan your time for exercise, social events, breaks, and other personal/family events.

²¹ Kirpalani, N. (2021, September 29). *What's the #1 Productivity Tool? For Me, It's Timeboxing*. Harvard Business Review. <https://hbr.org/2021/09/whats-the-1-productivity-tool-for-me-its-timeboxing>.

²² Albulescu, P., Macinga, I., Rusu, A., Sulea, C., Bodnaru, A., & Tulbure, B. T. (2022). "Give me a break!" A systematic review and meta-analysis on the efficacy of micro-breaks for increasing well-being and performance. *PLOS ONE*, 17(8). <https://doi.org/10.1371/journal.pone.0272460>.

Key Points

- **Successful Planning:** Establish specific objectives, and detail actions necessary to achieve them.
- **Digital Calendar:** Use a digital Calendar like Google Calendar to help you plan and remember important upcoming events.
- **Organize tasks:** Prioritize, block off time, and make sure to leave wiggle room!
- **Take Breaks:** Taking frequent but short breaks enhances wellbeing and reduces fatigue.

Reflection

Academic Coaches / Professors Can Help You Develop a Schedule

As part of helping you developed an individualized success strategy, **Academic Coaches** can assist you in developing a schedule. Contact Academic Coaches through Learning Support Services.

- Visit Learning Support Services in the Bradner Library.
- 734-462-7330
- learningsupport@schoolcraft.edu

Professors are an overlooked resource. Not only can they help you prepare a schedule for the class you are taking with them, but they might also assist you in putting together a schedule that takes into consideration all of your course, your work, and your personal commitments.

What tools or methods do I currently use to organize my time? Are they effective? Earlier, the authors of *The Forest of Knowledge* asked me to consider people who have traits I admire. Do I know anyone with strong organization skills? Will they assist me in developing mine?

Reflection

How often do I take breaks during the day? week? month? Do I feel I am being fair to myself?

Avoiding Procrastination

Counterintuitive as it may seem, procrastination starts as a way to mitigate the stressors of our lives. However, it is ineffective in the long term, as it usually just shifts our stress to the future, and that stress can feel greater under the pressure of a fast-upcoming deadline. Alexander Rozental et al found that procrastination is as important as time management to tackle these habits.²³ One of reasons why many students procrastinate is because they find tasks overwhelming or are unsure where to begin.

There are several techniques to distance yourself from procrastination. One effective approach is breaking larger tasks into smaller, more manageable steps. If you need to write a thesis, for example, you can divide the large work into daily small tasks such as completing outline, writing thesis statement, conducting research, drafting, revising, editing, and peer-review. By setting deadlines for each stage, you can create a sense of urgency and achieve consistent progress making the overall project less intimidating. Breaking into small and achievable goals will give you more control over your work and help break the cycle of procrastination.

²³ Rozental, A., Forsström, D., Hussoon, A., & Klingsieck, K. B. (2022). Procrastination Among University Students: Differentiating Severe Cases in Need of Support from Less Severe Cases. *Frontiers in Psychology*, 13. <https://doi.org/10.3389/fpsyg.2022.783570>

Sabina Valente et al. highlight the importance of time management in reducing procrastination and improving academic performance. They showed that daily study procrastination is explained by gender, study hours, and both short- and long-term planning, covering about 43% of the variance. Long-term procrastination is explained by gender, study hours, short- and long-term planning, and daily study procrastination, accounting for around 31% of the variance.²⁴ Dorie Clark proposes a three step model to force ourselves to do what we know is important.²⁵

1. Start with easy behavioral change.
2. Commit to a deadline.
3. Make it an experiment by lowering the stakes by realizing that the decision is not deeply consequential.

²⁴ Valente, S., Dominguez-Lara, S., & Lourenço, A. (2024). Planning Time Management in School Activities and Relation to Procrastination: A Study for Educational Sustainability. *Sustainability (2071-1050)*, 16(16), 6883. <https://doi.org/10.3390/su16166883>

²⁵ Clark, D. (2022, May 16). *Stop Procrastinating and Tackle That Big Project*. Harvard Business Review. <https://hbr.org/2022/05/stop-procrastinating-and-tackle-that-big-project>.

Key Points

- **Stress Doesn't Disappear:** When you procrastinate, you are just pushing the stress to the future.
- **Break Tasks Apart:** Procrastination can be mitigated by breaking projects into smaller tasks, rather than doing it all at once.
- **Combatting Procrastination:** Use personal deadlines, break goals into achievable parts, and accept the possibility of failure to stay motivated and reduce distractions.

Reflection

Procrastination and Mental Health

Sometimes, procrastination can be the result of depression, anxiety, or some other mental health issue.

If you are experiencing a mental health issue, you can contact the Student Relations Office.

- 734-462-4486
- studentrelations@schoolcraft.edu



SC BeWell provides 24/7/365 free access for Schoolcraft students enrolled in credit classes. This service provides quick, online access to a counselor as well as mediation, mindfulness, stress management, and other resources.

You can access SC BeWell at:

<https://app.uwill.com/>

What are some specific situations where I have found myself procrastinating? Are there any noticeable patterns?

Reflection

What steps can I take to minimize distractions and stay motivated while working on tasks?

Conclusion

As discussed, one of the key elements to a successful college life is time management. How effectively you plan and manage study time is monumental for positive academic outcomes. Positive outcomes and effective time management habits will not only optimize learning but also nourish autonomy and responsibility beyond college life. You will be equipped with high confidence levels, high self-esteem, and self-fulfillment. Ultimately, you will be a good foundation for your work and life balance management.



Four young college women studying for their classes.²⁶

Chapter 3: Study Skills and Learning Strategies

Zein Saad

Success in an academic setting is about more than just studying hard. It requires mastery of the skills that make you an effective studier. This chapter explores several techniques that have historically been the crux of a student's ability to learn. From active strategies like effective note taking, summarization, and self-questioning, to structured approaches like critical reading and spaced repetition, these strategies will help turn learning into a more involved process, improve your ability to understand, retain, and perform. By reflecting and incorporating these skills into your routines, you can better prepare yourselves for your courses and achieve greater success!

²⁶ "Incredible old photos show how students decorated their dorm rooms, 1890-1950." (2022, July 19). *Rare Historical Photographs*. <https://rarehistoricalphotos.com/college-dorm-history-decorations/>.

Effective Note Taking

For students who want to achieve more in what they are learning in any class, some of the most critical active learning strategies include notetaking, summarizations, and self-questioning. Effective notetaking goes beyond just writing down everything a professor or a book says. It is also the act of listening and thinking about the material being given to you. In a lecture on global warming, for instance, you might take notes by writing down key terms like "greenhouse gases" and "carbon footprint" along with brief explanations of each so they can keep paying attention to the lecturer. As a student, you need to listen closely, interpret underlying messages, and identify the essential points you need to convey, shaping the material as you go. This type of note taking actually aids in reinforcing your knowledge base making it helpful when you have to recall it.

Charles Ingel et al found that all but one of the research studies they reviewed showed a positive relationship between success and effective note taking and all but one showed a positive relationship between success and summarizing.²⁷ The authors concluded that their results indicate "that the current literature still supports the original claim that the two strategies [of note taking and summarizing] are effective instructional techniques" (42).

If you take effective notes and revise information, later in the course you will have more success in studying for assessments or writing papers.

²⁷ Ingel, C., Clemons, T., Anthrop, H. & Bachler, S. "Summarizing and Note Taking." Beesley, A. D., & Apthorp, H. S. (2010). *Classroom Instruction That Works, Second Edition: Research Report*. 32-45.

Key Points

- **Active Learning Strategies:** Effective notetaking, summarization, and self-questioning enhance learning.
- **Engaged Listening:** Notetaking involves listening and interpreting key points, not just recording everything.
- **Knowledge Retention:** Reviewing notes within 24 hours improves information retention by 60%.
- **Study Aid:** Well-organized notes support easier review and revision for exams and assignments.

Reflection

<p>Cue column</p> <p><i>Key words</i> <i>Key questions</i></p>	<p>Note-taking column</p>
<p>Summary</p> <p><i>Summary of your notes in your own words</i></p>	

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The Cornell Note Taking Method²⁹

The Cornell note taking method has you divide your paper into three sections where you can write down key words, take your notes, and then summarize/reflect on them. You might want to study a variety of not taking systems to find one that works for you.

Is my note taking effective? How does my strategy compare to other strategies? Might modifying my note taking skills make me more successful?

As you reflect on these questions, you might want to do some additional research on note taking strategies. You can also talk to an Academic Coach available for free through Learning Support Services.

²⁸ Image credit: WikiLinuz (2024, 8 June). Released through Wikimedia Commons. commons.wikimedia.org/wiki/File:Cornell_note_system.jpg.

²⁹ Cornell University offers a free online module on "Note Taking Strategies." <https://canvas.cornell.edu/courses/1451>.

Reflection

When reviewing my notes, how clear and helpful do I find them? Are there any ways I can think of to make my note taking more effective?

Academic Coaches at Schoolcraft College

Academic Coaches at Schoolcraft College can assist you with note taking strategies so that you can capture key concepts from readings and lectures.

Our coaches specialize in the following areas.

- English
- English as a New Language
- International Learning Support
- Math
- Reading
- Study Strategies
- TEAS Prep (Test of Essential Academic Skills, Pre-Nursing)
- Writing
-

Contact Academic Coaches through Learning Support Services.

- Visit Learning Support Services in the Bradner Library.
- 734-462-7330
- learningsupport@schoolcraft.edu

Summarization and Self-Questioning

Other active learning strategies for skillful studying include summarization and questioning. Summarization is the ability to make a concise summary of the central ideas of a text or lecture rather than getting bogged down with the details of what was presented. For instance, if you were assigned to read a chapter about World War II, you would write in your own words some of the main events of the war. Ideally, you should try to write the summary without looking at your notes or the text you just read.

Summarizing a text or lecture encourages you to understand the concept in depth because you to understand the context and extract the most vital points, restating them in their vocabulary and phrases. This practice not only reinforces comprehension but also plays an important role in memory recall.

Apart from notetaking and summarizing, there is a third technique called questioning, which is an active learning construct. It must be pointed out that the act asking questions—when listening to a lecture, reading, or studying—assists you in pinpointing levels of comprehension. For example, in a math lecture, you might ask something like, "How does this apply to real-life situations?" This process also makes learning more productive because you will be wrestling with the content on a more comprehensive basis. Essentially, these are active learning strategies, making the passive affairs of studying something active and more engaging.

Key Points

- Ask good questions: Asking questions helps with comprehension.
- Summarization: Creating concise summaries helps focus on central ideas and avoid unnecessary details
- Engage with material: Active learning strategies, like summarization and questioning, turn studying into an interactive process.

Reflection

How effective are my summarization skills? What balance of brevity and detail do I need to help me remember what my notes mean?

Reflection

When I am learning, do I make note of questions that I have? Do I ask my questions during class? By going to my professor's office hours? By consulting a tutor? By talking to someone else? Why or why not?

Get Questions Answered at the Learning Center

The Learning Center is located in the Bradner Library. There you can receive free tutoring in

- Math
- Biology
- Chemistry
- Physics
- Health Information Technology
- Economics
- Accounting
- Business
- Computer Information Sciences
- Languages
- Writing Support

Learn More at Learning Support Services Website

You can learn more about the services provided at the Learning Center by visiting their website:

- <https://www.schoolcraft.edu/lss/learning-center/>

Critical Reading Strategies

Besides active learning strategies, good reading is a necessary skill in achieving academic goals. Achieving proficient reading comprehension, especially in textbooks or academic papers, is a skill that is important. Critical reading is not as simple as flipping through pages or searching for certain phrases. Critical reading calls on you to engage the text more critically by considering the main claim, the evidence provided, and the background information.

Before attempting to engage with the material from the textbook, for example, you should first get an overview of the chapter by looking at the closure of the chapter. This will help with the placement of the ideas in a mental construct that allows you to envision facts and memories in a more organized manner. It also enables you to integrate the details of the content more easily. As you become more engaged in the text, you can make outlines, underline key ideas, and write notes on the margins of the pages. For instance, in a psychology textbook, you might underline important theories and jot notes in the margins about how they relate to case studies. That actively helps you understand and remember the material.

Academic papers found in journals, however, demand even more in that sense. They require intensive reading because they are full of multi-layered arguments. Therefore, they need to be deconstructed methodically. Students should begin with the specific aim of pinning down the central argument or thesis of the research article, then seek to assess the proof and techniques used by the author in the article. For example, if you are reading a research article on social media's impact on mental health, you should identify the thesis and evaluate the studies cited. Consideration of the logical and intricate arrangement of the paper and its parts enables you to appreciate and evaluate the soundness of its arguments and conclusions. The result is that as you read, you gain a greater understanding of the topic. Reading critically brings about connections between the material being read and their pot of knowledge. After all, this form of reading facilitates studying and comprehension; hence, you will improve your performance.

Key Points

- **Critical Reading:** Students who use critical reading strategies see a 25% improvement in academic performance.
- **Review The Chapter:** doing a brief overview of the layout of a textbook chapter can help you with organizing your notes and thoughts.
- **Academic Papers:** Pin down the thesis first, then assess the rest of the paper.

Reflection

When you read, do you critically analyze what you are reading? What kinds of questions and strategies do you employ when doing so?

A Six Sentence Critical Reading Strategy

Helen Ditouras, a professor of English and the Humanities at Schoolcraft College has developed a useful approach to help you critically read.

Your annotations should be six sentences long: two sentences summarizing the source, two sentences evaluating the source, and two sentences reflecting on the source.

Summarizing Source: In this section, you state the main point(s) that the author is making. You should use your own words for the summary even if a summary is provided by the author. You need not summarize everything in the source; just those sections that are relevant to your research.

Evaluating Source: In this section, you will provide an analysis of the quality of the source. You might consider such things as author, publisher, documentation, and date of publication.

Reflecting on Source: In this section, you will write about your impression of the source. This might include how you could use your source in your paper or presentation.

³⁰ The following text is reprinted from Berg, S.L. (2024). A Skillful Approach to College Research: Schoolcraft College Edition. You may obtain a free copy by going to the Ehipassiko Press website: [https://ehipassikopress.org/publications/skillful\(schoolcraft\).html](https://ehipassikopress.org/publications/skillful(schoolcraft).html).

Spaced Repetition

Getting information organized and learned is important, but ongoing exposure is crucial for improving retention. This is where spaced repetition proves invaluable. Instead of cramming, this technique promotes long term retention by encouraging you to take intervals between each review of course content. For example, reviewing vocabulary flashcards every few days instead of just the night before an exam expands the intervals between sessions. This will result in more familiarity with the material. One study of STEM Students found that students who utilized spaced repetition saw 9% higher mean test scores compared to those who didn't.³¹ By aligning reviews with ideal timing for retention, this technique ensures information stays with you long after initial study sessions.

³¹ Voice, Alison, and Arran Stirton. "Spaced Repetition: Towards More Effective Learning in STEM." *New Directions in the Teaching of Physical Sciences* 15, no. 1 (2020).

Key Points

- Space things out: Repeated exposure to something is better than cramming in most cases. Try to space things out as much as possible.
- Proven Effective: Spaced Repetition was shown to increase mean test scores by 9%.

Reflection

Do you tend to cram for exams? If so, how do you think you can better utilize spaced repetition in your study routine?

Self Testing and Study Groups

Testing yourself is another effective method because it helps you to reinforce memory through recall and identify areas for improvement. Practice quizzes, for example, can better prepare you for real exams and familiarize you with the test format. Additionally, study groups can be highly advantageous, allowing you to learn collaboratively. For instance, during a history study session, students can exchange perspectives on historical events, deepening their understanding. Through discussion, complex ideas are broken down and interrelated, facilitating a comprehensive understanding of the material.

Effective Exam Preparation

Effective study strategies should be used along with understanding how to prepare and manage test anxiety, as these greatly contribute to academic success. One essential approach is planning a revision schedule well before the test date. Studying the night before often leads to shallow comprehension due to stress, whereas spaced-out reviews foster a deeper understanding. A structured study plan can help you prevent feeling overwhelmed. Breaking down material into manageable parts makes memorization easier. For instance, allocating specific days and times for each subject ensures balanced preparation.

Managing Test Anxiety

According to an analysis by Sati Bozkurt et al, between 25% and 40% of students face test anxiety.³² Managing anxiety involves addressing both physical and mental elements. Mental preparation can include relaxation techniques, such as breathing exercises or visual imagery, to alleviate exam nerves. Similarly, maintaining a good sleep schedule, staying hydrated, and having nutritious meals before tests improve well-being which can boost confidence.

³² Bozkurt, S., Ekitli, G. B., Thomas, C. L., & Cassady, J. C. (2017). Validation of the Turkish Version of the Cognitive Test Anxiety Scale–Revised. *Sage Open*, 7(1). <https://doi.org/10.1177/2158244016669549>

Key Points

- **Plan Ahead:** Creating a revision schedule before your test date can help reduce stress and help with comprehension.
- **Addressing Test Anxiety:** Make sure to relax, properly hydrate, sleep, and eat to manage anxiety and help boost confidence.

Reflection

Final Exam Reviews

At the end of each semester, Learning Support Services offers final exam reviews in math and chemistry. These sessions are facilitated by Learning Center staff and can be attended either remotely or in person.

For more details concerning Final Exam Reviews, please go the Learning Support Services website:

<https://www.schoolcraft.edu/lss/events-workshops/final-exam-reviews/>

Contact Learning Support Services

- 734-462-7330
- learningsupport@schoolcraft.edu

Do you plan your study schedule in advance, or do you mainly study closer to test dates? How effective is your approach?

Reflection

Do you experience test anxiety? What ways do you use to manage it?

Conclusion

With these tools in hand, we hope that you will be able to succeed in all your coursework and continued learning. Techniques like notetaking, summarization, self-questioning, and critical reading help develop active engagement with material, helping students understand and retain information. Other approaches, such as spaced repetition, self-testing, and study groups encourage consistent practice and collaboration, enhancing performance. By infusing these strategies into your routine, we think that not only will you be more prepared for exams and assignments, but also that you'll develop habits that support your long term growth!



University of Michigan Law Library.³³

Chapter 4: Academic Resources

Elvis Veliu

Academic resources are among the most useful tools that one can utilize while pursuing an education. From bolstering your research skills to excelling on exams, if you utilizes access to these tools, you should see effective results. But what exactly are academic resources?

Academic resources are any resource which helps you on your educational journey. These include things like tutoring services, library services, and disability support services. All these services are available at Schoolcraft College. But how do you make effective use of them? First, you begin by understanding what they are.

³³ "Michigan Law History." *Michigan Law, University of Michigan*. <https://michigan.law.umich.edu/about-michigan-law/michigan-law-history>.

Tutoring and Academic Services

Among the most beneficial resources available to students are tutoring and subject-specific support. Schoolcraft College offers free tutoring services through Learning Support Services. These services can help you better understand or get practice in those subjects you feel the need for extra help in. For example, you can access writing support services through the Writing Support Studio where you can get assistance with writing, editing, and research. Or you get utilize STEM or language tutoring by visiting the Learning Center located in the Bradner library. Conveniently, most of these services are often offered both online and in person and can be held in one-on-one or in group settings. These methods are proven to be effective, with one study showing a 14.2% average increase in grade across a three-year period from 2017-2019.³⁴

³⁴Slabbert, R. (2024). Effects of same-year/level peer-assisted learning on academic performance of students in health sciences' extended curriculum programmes at aUniversity of Technology in South Africa. *Perspectives in Education*, 42(2), 46–59. <https://doi.org/10.38140/pie.v42i2.7311>

Disability Support Services

On its website, Schoolcraft College's Disability Support Services explains:

It is the policy of Schoolcraft College that no person shall, on the basis of race, religion, color, gender, age, marital status, disability, sexual orientation, and/or national origin be excluded from participation in, be denied benefits of, or be subjected to discrimination during any program or activity or in employment.

The Disabilities Support Services office assists the College in ensuring equal access to programs and activities by facilitating accommodations and by providing encouragement and support for individuals with disabilities. Schoolcraft College strives to make all of its web resources accessible to individuals with disabilities.

For More Information

- McDowell Student Center, Room 175
- 734-462-4330
- dss@schoolcraft.edu
- <https://www.schoolcraft.edu/dss/>

Learning Support Services

Free tutoring and coaching is offered through Learning Support Services which is located in the Bradner Library.

Coaching and Mentoring

Academic Success Coaches help you develop an individualized academic success plan.

If you are pursuing nursing preparing for the TEAS, we have a TEAS mentorship program.

International students can receive assistance through International Learning Support.

Peer Assisted Learning offers structured study sessions from students who have already successfully completed a course.

Learning Center

Peer-to-peer academic tutoring is available for free in a variety of disciplines.

The Writing Support Studio provides peer writing consultants to assist with writing assignments in all disciplines.

Events and Workshops

The Step Ahead with Schoolcraft College is a program for students who are graduating from high school or are starting/returning to school after a break from formal education.

A variety of success workshops are offered throughout the year.

For More Information

- Visit Learning Support Services in the Bradner Library.
- 734-462-7330
- learningsupport@schoolcraft.edu
- <https://www.schoolcraft.edu/lss/>

Key Points

- Free Tutoring: Support for writing, STEM, languages, and more.
- Drop-In Labs: Extra practice available in some subjects.
- Flexible Formats: Online, in-person, one-on-one, or group options.
- Proven Benefits: Can lead to improved grades.

Reflection

What tutoring and academic services available through Schoolcraft College could assist me? How could they assist me? Have I utilized those services previously?

Reflection

Are there any subjects or skills I require tutoring in? Do I plan to get tutoring in those subjects? If I do, when would be the best times for me to schedule assistance? If not, why wouldn't/couldn't I use these free services?

Libraries and Research Resources

Libraries are essential for access to the books, encyclopedias, and other print materials they provide. But libraries offer more than print resources.

The Bradner Library provides a wonderful place for you to study. There are desks, computers, and private study rooms that you or a group can use to get projects done or to hold meetings.

Another outstanding aspect of libraries is the librarians who will provide you with research assistance. Just as they can offer help finding research and books, they can help you with citations or with understanding which resources are credible and timely. To put things into perspective, one study found that 41% of students found the most difficult aspect of research was deciding what research was useful once they did find it. Conversely, only 14% of students actually went to a

Librarians Help You Access Online Resources

The librarians in Bradner library will help you access the following online databases and other resources. If you don't know what is available in all of these databases, you are not alone. That is why you want to talk to a library to get assistance with your research. They can help you access resources you didn't even know existed.

- eBooks/eRef Books
- ABC-Clio Databases
- Academic Search Complete
- Associates Program Source
- EBSCO Discovery Service
- EBSCOhost Web
- JSTOR
- MAS Complete
- Primary Search
- ABC Clio eBook Collection
- EBSCO eBooks

In addition to these resources, librarians can also assist you in locating materials in an additional

- 37 Specialized Periodical Databases
- 26 eReference Book Database
- 19 Newspaper Databases

librarian to ask about this.³⁵ The skilled librarians at Bradner Library can provide you with academic support.

As part of their research assistance, Schoolcraft College's librarians will assist you with online research using databases that provide multitudes of ready-to-access articles, eBooks, and other electronic resources which can be filtered through for things such as print date, for full text availability, or for being peer reviewed.

For details on the requirements regarding rigor of research, we recommend you consult your professors or librarians on a subject-to-subject basis. With that said, things like being peer reviewed, being well researched, having been published

reasonably recently unless it is a seminal work, and being free from serious grammatical or structural errors are good guidelines to start with.

³⁵ Head, A. J., & Eisenberg, M. B. (2011). How college students use the Web to conduct everyday life research. *First Monday*, 16(4). <https://doi.org/10.5210/fm.v16i4.3484>

Key Points

- Access to Materials: Books, encyclopedias, study spaces.
- Librarian Support: Help with research, citations, credible sources.
- Research Databases: Use resources like EBSCO and JSTOR.
- Academic Standards: Prioritize recent, peer-reviewed, error-free sources.

Reflection

How often have I used library resources? Did I find them helpful in completing assignments and projects? How might consulting a librarian have helped me with previous projects? How might a librarian be able to assist me in completing a research paper/project that was assigned this semester?

Reflection

What criteria do you use to evaluate whether a resource is credible and useful for your academic work?

Evaluating Resources

The Schoolcraft College Edition of *A Skillful Guide to College Research* recommends that you consider the following to determine if a source is credible or not.³⁶

- Author
- Publisher
- Date of Publication
- Research Methodology
- Citations
- Preface/Introduction

Get a Free Copy of a Skillful Approach to College Research

You may access a free copy of *A Skillful Approach to College Research* at the Ehipassiko Press website.

[https://ehipassikopress.org/publications/skillful\(schoolcraft\).html](https://ehipassikopress.org/publications/skillful(schoolcraft).html)

³⁶ Berg, S.L. (2024). *A Skillful Approach to College Research: Schoolcraft College Edition*. 21-24. You may obtain a free copy by going to the Ehipassiko Press website: [https://ehipassikopress.org/publications/skillful\(schoolcraft\).html](https://ehipassikopress.org/publications/skillful(schoolcraft).html).

Academic Advising

Everyone should see an academic advisor at least once when beginning their college career, but it is highly recommended you see them at least once a semester in preparation for the next semester. As a matter of fact, a recent study found that every meeting with an advisor raised the odds of your completing your degree by 13%.³⁷ This is no surprise. Academic Advisors are an invaluable resource towards your success as a student.

People tend to undervalue the usefulness of knowledgeable guidance. They also tend to only rarely think about the very relevant and fundamental problems that contribute to failure. While it's good to believe in ourselves, we are not aware of what we don't know.

It is thus much better to confirm with an advisor the details of your college journey, especially about course registration, career guidance, and transferring to another school. Even if you don't know what career you want or what school you want to go to or they can ask you the right questions or provide you with the information that can lead you onto the right path. Keep in mind that advising can be either drop in, scheduled, or changing based on your needs, so make sure to inquire about the proper method to access them for you.

³⁷ Swecker, H. K., Fifolt, M., & Searby, L. (2013). Academic advising and first-generation college students: A quantitative study on student retention. *NACADA Journal*, 33 (1), 46–53. <https://doi.org/10.12930/NACADA-13-192>

Academic Advising

We help you define and navigate toward your academic goals.

Academic Advisors at Schoolcraft College can assist you in

- Choosing your classes
- Knowing which classes transfer to another college
- Setting up a plan to help you graduate
- Selecting a major
- Creating an education plan
- Increasing success strategies
- Understanding and completing certificate and degree programs
- Reviewing transfer options
- Understanding transfer guides and articulation agreements
- Selecting a transfer institution

Schedule an Appointment with an Advisor

You can meet with an advisor in person, on the telephone, or in a Zoom meeting. You can schedule an appointment to meet with an academic advisor by

- Visiting the Advising Office located in McDowell Student Center, Room 105
- 734-462-4429 (menu option 4)

To Obtain More Information

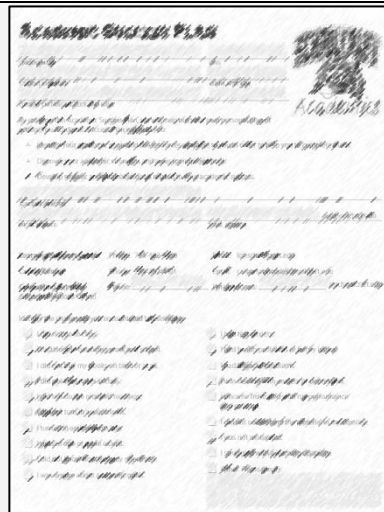
- <https://www.schoolcraft.edu/advising/>
- eadvice@schoolcraft.edu

Key Points

- **Meet Regularly:** Aim to see an advisor at least once each semester.
- **Plan Ahead:** Use academic advising sessions to discuss course registration and transfer goals.
- **Get Career Guidance:** Advisors can help clarify career goals and academic pathways.
- **Check Access Options:** Inquire about drop-in times or appointment requirements

Reflection

How often do I meet with my academic advisor? Do I feel their guidance has helped me? If I have not met with an advisor or not met with one recently, how soon could I schedule an appointment?

The image shows a handwritten 'Academic Success Plan' form. The title is at the top left. There are several sections with lines for writing, some containing handwritten notes. A small drawing of a tree is in the top right corner. The form includes sections for 'Goals', 'Resources', 'Strengths', and 'Areas for Improvement'. There are also checkboxes and a section for 'A Realistic Success Plan'.

Preparing for Your Meeting With an Academic Advisor

Before meeting with academic advisor, you might want to complete the Academic Success Plan form. This will help your advisor better assist you in identifying

- Your goals.
- Resources available to you.
- Your academic strengths
- Areas for for improvement
- A realistic success plan

A link to the Academic Success Plan and other advise for preparing for your meeting can be found at

- <https://www.schoolcraft.edu/advising/meet-with-an-advisor/prepare-for-your-meeting/>

Reflection

Do I feel confident in my academic and/or career path? Have I sought the help of an academic advisor regarding them, and if so, have they been helpful? What would/could stop me from scheduling an appointment now?

Online Learning Resources

Another staple of the internet age is the online learning resource. Under the umbrella of online learning resources are Learning Management Systems (LMS). At Schoolcraft College, we use Blackboard as our LMS for all our our courses: online, hybrid, and face-to-face. Through BlackBoard, Schoolcraft College faculty provide access to course materials, assignments, deadliens, discussions, and grades. It is highly recommended—and sometimes totally necessary—to make checking BlackBoard a regular part of your routine to stay updated on announcements and deadlines. Additionally, if you aren't already using a calendar app, BlackBoard has a calendar feature which can help you organize all your due dates in one place.

For productive studying, tools like Quizlet offer flexible flashcards, Grammarly improves writing, and EasyBib simplifies citation formatting. Virtual workshops and online tutorials also provide valuable skills in areas like time management and effective study techniques, or in specific coursework. Integrating these resources into your routine will help you thrive in online learning. There are a great deal of resources out there to help you with your specific needs, so use your research and reflection skills to find some useful one's for you!

Key Points

- **Log in Regularly:** Stay on top of announcements, grades, and assignments with an LMS.
- **Calendars:** Use them to track and organize obligations and deadlines.
- **Quizlet, Grammarly, and Citation Tools:** Enhance studying, writing, and research.
- **Attend Workshops:** Build essential skills like time management and platform navigation.

Reflection

How often do I check BlackBoard? In what ways would it be helpful for me to check BlackBoard as part of my daily routine? Do I know how to check the calendar for each of my classes individually? To see all of my deadlines all at once? Do I read announcements that my professors post in BlackBoard either in BlackBoard or via email? If I don't, what types of information am I missing [don't guess, check recent unread emails to find out]?

Reflection

Which study tools have you used before? How have they impacted your learning experience? Have I asked friends or other students in my classes what types of tools they use? Might those tools work for me, too?

Accessibility and Accommodations

It is the policy of Schoolcraft College that no person shall, on the basis of race, religion, color, gender, age, marital status, disability, sexual orientation, and/or national origin be excluded from participation in, be denied benefits of, or be subjected to discrimination during any program or activity or in employment.

The Disabilities Support Services office assists the College in ensuring equal access to programs and activities by facilitating accommodations and by providing encouragement and support for individuals with disabilities. Schoolcraft College strives to make all of its web resources accessible to individuals with disabilities.³⁸

Schoolcraft College offers students with unique learning needs services through, Disability Support Services (DSS) which provide essential accommodations like extended test time, note-taking aid, interpretation, and accessible course materials. These services promote independence, giving students the resources needed to succeed. What's more is that they're quite underutilized in colleges, with only 57% of students seeking them out.³⁹ This is a shame considering that requesting accommodation is so straightforward.

To receive accommodations at Schoolcraft College, you must first submit a Disability Verification form to Disability Support Services. Once the documentation you provide has been verified, you will meet with one of the college's Disability Support Services Advocate in-person or via Zoom where appropriate and reasonable accommodations will be selected.

Once you have your accommodations, you will need to discuss them with your instructors each semester.

A detailed description of the process you need to follow as well as an explanation of your rights and responsibilities can be found at

<https://www.schoolcraft.edu/dss/rights-responsibilities/>

³⁸ "Disability Support Services." Schoolcraft College. <https://www.schoolcraft.edu/dss/>.

³⁹ National Center for Education Statistics. (2022, April 26). Nation's report card shows largest score drop in reading since 1990, first ever score drop in mathematics [Press release]. U.S. Department of Education. https://nces.ed.gov/whatsnew/press_releases/4_26_2022.asp

Disability Support Services

For More Information:

- McDowell Student Center, Room 175
- 734-462-4330
- dss@schoolcraft.edu
- <https://www.schoolcraft.edu/dss/>

Key Points

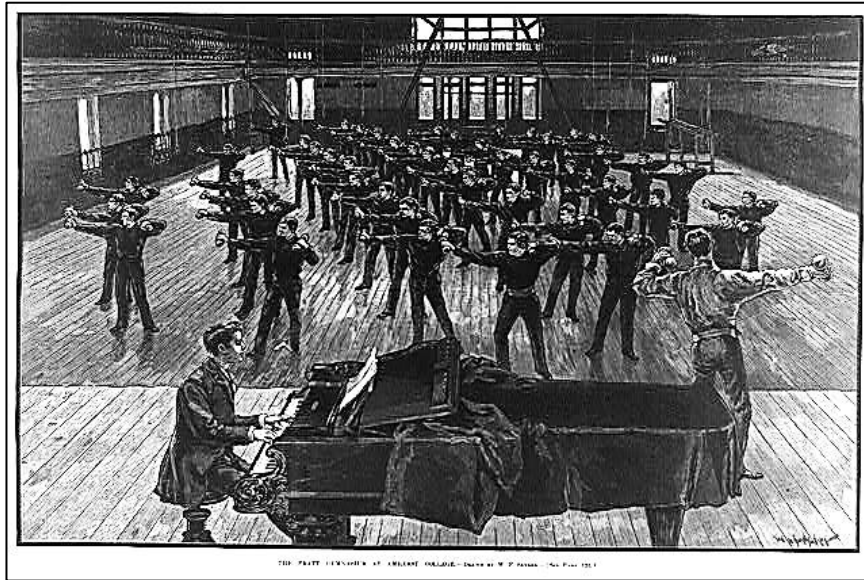
- **Contact DSS:** Schedule an intake meeting to discuss support options.
- **Assistive Technology:** Explore tools like screen readers and speech-to-text for added accessibility.
- **Create a Plan:** Work with DSS to set up an individualized support plan that meets your needs.

Reflection

If I have unique learning needs or want to learn more about technologies that could assist me, have I reached out to Disability Support Services? What do I think I could gain from their services?

Conclusion

Now that we have laid out the various academic resources available to you, and you have done the research and reflection necessary to access what resources are available to you, we hope that you feel empowered to reach out to Disability Support Services to further your success. Again, make sure to utilize resources you need, as you need them. Disability services—as well as academic advising, tutoring, and other services discussed in *The Forest of Knowledge*—are there for you to use. So don't hesitate to do so!



"The Pratt Gymnasium at Amherst College" published in *Harper's Illustrated Weekly* on 21 February 1885, p. 217.⁴⁰

Chapter 5

Health and Wellbeing

Christopher Timlin

Maintaining good health and well-being, though easy to overlook, are among the most effective tools we have in achieving our goals. The demands of academic life can make taking care of ourselves even more difficult. This can often lead us to neglect the three pillars: sleep, exercise, and nutrition. The consequences of neglecting the three pillars can have severe negative consequences on our bodies and minds. This chapter will explore how self care support not only our academics, but the goals we strive to achieve through them. Let us learn and reflect!

⁴⁰ "The Pratt Gymnasium at Amherst College." Prints and Photographs Online Catalog, Library of Congress, <https://www.loc.gov/pictures/item/2021652542/>.

The Importance of Healthy Sleep Habits

The benefit of good sleep is often taken for granted by college students, who frequently conflate late-night study sessions with success. However, studies suggest otherwise. In fact, sleep deprivation has been shown to impair academic performance. In a recent study, students who get a full eight hours of sleep were found to be 3.9% more likely to report high academic success than those with inconsistent sleep schedules.⁴¹

Students with six or fewer hours of sleep, on the other hand, were more likely to struggle, with a negative association being found in regards to academic achievement compared to students with eight hours.⁴² Moreover, sleep issues also increase stress and depressive symptoms. Of college students experiencing symptoms of depression, 89.4% also reporting sleep problems.⁴³ In short, maintaining good sleep habits is critical to academic success and overall well-being.

One major modern-day culprit of poor sleep is smartphone use and social media. Studies show that excessive social media usage is linked to poor sleep quality,⁴⁴ which can have negative effects on academic performance.⁴⁵ As such, try to limit social media usage, especially before sleep, as lower-quality sleep comes with the consequence of a decrease in academic success.

⁴¹ Suardiaz-Muro, M., Ortega-Moreno, M., Morante-Ruiz, M., Monroy, M., Ruiz, M. A., Martín-Plasencia, P., & Vela-Bueno, A. (2023). Sleep quality and sleep deprivation: Relationship with academic performance in university students during examination period. *Sleep and Biological Rhythms*, 21(3), 377–383. <https://doi.org/10.1007/s41105-023-00457-1>

⁴² Peltzer, K., & Pengpid, S. (2014). Health behaviour and self-reported academic performance among University Students: An International Study. *Mediterranean Journal of Social Sciences*. <https://doi.org/10.5901/mjss.2014.v5n27p998>

⁴³ Ramos, J. N., Muraro, A. P., Nogueira, P. S., Ferreira, M. G., & Rodrigues, P. R. (2021). Poor sleep quality, excessive daytime sleepiness and association with mental health in college students. *Annals of Human Biology*, 48(5), 382–388. <https://doi.org/10.1080/03014460.2021.1983019>

⁴⁴ Zhu, W., Liu, J., Lou, H., Mu, F., & Li, B. (2024). Influence of smartphone addiction on sleep quality of college students: The regulatory effect of physical exercise behavior. *PLOS ONE*, 19(7). <https://doi.org/10.1371/journal.pone.0307162>

⁴⁵ Abu-Snieneh, H. M., Aroury, A. M., Alsharari, A. F., Al-Ghabeesh, S. H., & Esaileh, A. A. (2020). Relationship between sleep quality, using social media platforms, and academic performance among university students. *Perspectives in Psychiatric Care*, 56(2), 415–423. <https://doi.org/10.1111/ppc.12450>

The logo for SC BeWell features the text "SC BeWell" in a bold, white, sans-serif font. The text is centered within a dark gray rectangular background. Above the text, there is a thick white horizontal bar that spans most of the width of the dark gray box.

If you are experiencing depression or some other issue that is “keeping you up at night, Schoolcraft College offers students free mental health services through SC BeWell.

SC BeWell provides 24/7/365 free access for Schoolcraft students enrolled in credit classes. This service provides quick, online access to a counselor as well as mediation, mindfulness, stress management, and other resources.

You can access SC BeWell at:

- <https://app.uwill.com/>

If you are experiencing a mental health issue, you can contact the Student Relations Office.

- 734-462-4486
- studentrelations@schoolcraft.edu

- Key Points
-
- **Benefits of Healthy Sleep:** A full night's sleep is associated with better academic performance, with students who sleep well being 3.9% more likely to report academic success.
- **Sleep Deprivation:** Students with six or fewer hours of sleep face increased stress, depressive symptoms, and poorer academic performance.
- **Tech and Sleep:** Excessive smart phone and social media use significantly disrupt sleep quality, which can negatively affect negative performance.

Reflection

How consistent are my sleeping habits? Could I adjust my schedule to get a healthier amount of sleep? What steps can I take to balance academic responsibilities with healthy sleep habits?

Nutrition and Physical Activity

Nutrition and physical activity often are among the first things to go by the wayside when schedules get hectic. Yet they have been shown to play a role in both academic and personal success. In fact, something as simple as a balanced diet, high in fiber and low in fat and cholesterol, correlates with higher academic performance. One study found that 6.5% more students reported high academic success when consuming fiber-rich diets. Avoiding fat and cholesterol had similar benefits. Physical fitness

also makes a difference. Students who were active were 4.8% more likely to perform better academically.⁴⁶ Building a balanced lifestyle doesn't have to mean perfection, but small, mindful choices around diet and exercise can add up.

Schoolcraft College Fitness Center Is Free for Students

As a Schoolcraft College student, your membership in the Fitness Center is free. At the Fitness Center, you have access to a variety of equipment, weights, swimming, and other recreational activities.

For more information about the Fitness Center, go to

- <https://www.schoolcraft.edu/fitness-center/>

⁴⁶ Peltzer, K., & Pengpid, S. (2014). Health behaviour and self-reported academic performance among University Students: An International Study. *Mediterranean Journal of Social Sciences*. <https://doi.org/10.5901/mjss.2014.v5n27p998>.

Key Points

- **Nutrition and Academic Success:** A balanced diet high is linked to better performance.
- **Physical Activity:** Physically active students are 4.8% more likely to perform better academically.
- **Small, Mindful Steps:** Achieving a balanced Lifestyle doesn't require perfection, but is possible through intentional, incremental changes in habit.

Reflection

How do I feel my diet contributes to my energy levels and focus during academic tasks? Do I consider myself to have a healthy diet? What are one or two small changes I could make to improve my diet?

Food Pantry

As a student at Schoolcraft College, you can visit the campus food pantry twice a month and receive two bags of food during each visit.

You can receive more information about the Food Pantry at

- <https://www.schoolcraft.edu/student-activities/food-pantry/>

Reflection

How often do I incorporate physical activity into my day to day routine? Does it affect my productivity? My mood?

Mental Health and Academic Success

Mental well-being is also closely linked to academic success. In fact, there are a range of studies that tie depression and anxiety to decreased academic performance. In a study by Karl Peltzer and Supa Pengpid, depressive symptoms correlated with a decrease in academic success, while anxiety and depression had similar impacts.⁴⁷ Mental health support is essential, and when addressed early, students often find it's easier to keep their academic and personal lives in balance.

Work/Life Balance and Burnout

Another common struggle for students is balancing school with work and personal commitments. Overcommitting to responsibilities can lead to burnout. Defined as a mix of cynicism, exhaustion, and feeling overwhelmed, burnout often stems from imbalances in effort vs reward. This imbalance can correlate with lower academic success.⁴⁸ For students, finding balance is critical. Start by setting realistic goals and making time for rest, self-care, and relaxation.

Mental Health Services At Schoolcraft College

If you are experiencing a mental health issue, you can contact the Student Relations Office.

- 734-462-4486
- studentrelations@schoolcraft.edu

In addition, SC BeWell provides 24/7/365 free access for Schoolcraft students enrolled in credit classes. This service provides quick, online access to a counselor as well as other resources.

You can access SC BeWell at:

- <https://app.uwill.com/>

If you talk to one of your professors, they can file an SC Aware Report on your behalf requesting that someone from the college contact you.

⁴⁷ Peltzer, K., & Pengpid, S. (2014). Health behaviour and self-reported academic performance among University Students: An International Study. *Mediterranean Journal of Social Sciences*. <https://www.richtmann.org/journal/index.php/mjss/article/view/5172>

⁴⁸ Hodge, B., Wright, B., & Bennett, P. (2019). Balancing effort and rewards at university: Implications for physical health, mental health, and academic outcomes. *Psychological Reports*, 123(4), 1240–1259. <https://doi.org/10.1177/0033294119841845>

Key Points

- **Mental Health and Performance:** Depression and Anxiety Reduce Academic Success, highlighting the need for mental health support.
- **Burnout:** Overcommitment leads to burnout, which affects academic performance.
- **Try for Balance:** Set realistic goals and prioritize self-care to support a good work-life balance.

Reflection

How do I manage stress and balance my responsibilities?

Reflection

How can I prevent burnout in your daily routine?

Helpful Strategies and Seeking Support

If these are areas in which you are having trouble, consulting with a counselor or academic advisor can be a helpful first step. This advice and support from trained professionals can guide you to the right resources for your needs. While their solution is often subjective, most people agree: make sleep and self-care a priority and take advantage of support systems available to you.

Furthermore, for students experiencing anxiety or depression, strong peer support can make a significant difference. Having friends or study partners to lean on has been linked to improved academic performance.⁴⁹ Developing a reliable support network is a key factor in successfully navigating college life.

The responsibility to keep healthy habits ultimately rests with you. By taking small, manageable steps toward healthier sleep, diet, and support systems, you'll likely see improvements not only in your academic success but in your overall quality of life.

⁴⁹ Goselin, G. M., & Rickert, N. P. (2022). Mental health symptoms predicting American college students' academic performance: The moderating role of Peer Support. *Psi Chi Journal of Psychological Research*, 27(4), 297–305. <https://doi.org/10.24839/2325-7342.jn27.4.297>

Key Points

- **Seek Professional Support:** Counselors and advisors can connect you to the resources you need.
- **Peer Support:** A strong support network has been shown to boost academic performance.
- **Prioritize Your Health:** Take small steps towards healthy sleep and self care habits can help boost both academic performance and overall wellbeing.

Reflection

Are there professional and peer support systems available to me? Am I making use of them? If there are and you are not using them, why not? What steps can I take to better use the resources available to me?

Reflection

How would I describe my support network? What are some steps I can take to build or strengthen it?

Clubs and Organizations

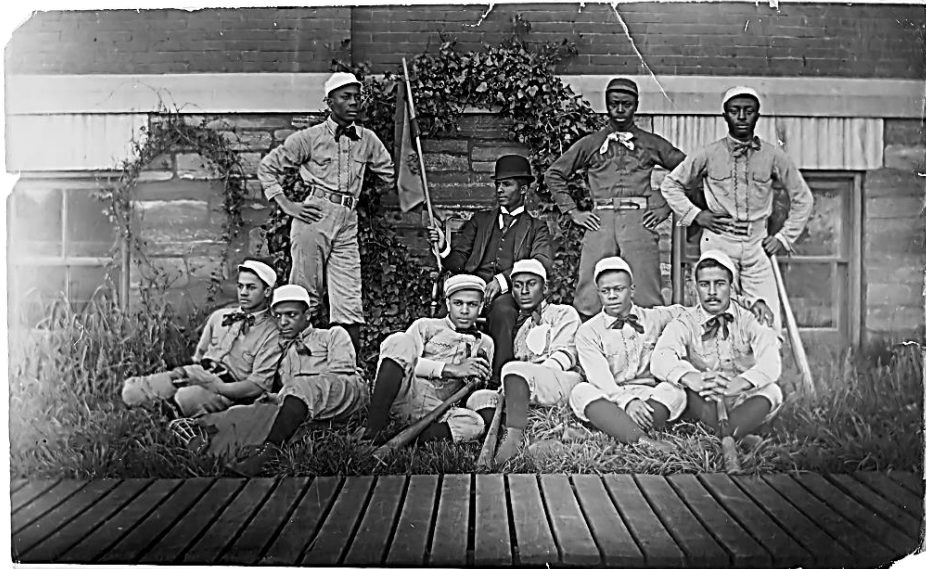
One way to develop a support network is to participate in one of the more than twenty clubs and organizations available through Student Activities.

To learn more about these clubs and organizations, please go to

- <https://www.schoolcraft.edu/student-activities/clubs-organizations/>

Conclusion

As we have shown, health and well-being are invaluable to our academic and personal successes. Maintaining consistent sleep schedules, adopting a balanced diet, incorporating exercise, and focusing on our mental health are habits which, if worked on, can significantly affect your ability to perform and thrive. Furthermore, managing work-life balance, preventing burnout, and seeking out support – whether peer or professional – can help provide the stability one needs to overcome the challenges of college. Don't feel the need to take big steps if you aren't ready. Small, incremental steps are just as good as any and will lead you to success all the same. By taking ownership of your well-being, you can take the first steps to creating a foundation for success in all future endeavors.



The 1892 baseball team from Atlanta University which is now known as Clark Atlanta University. Atlanta University was the first historically black university in the Southern states.⁵⁰

Chapter 6:

Campus Involvement

Kenny Uy

College is a time of monumental change in a student's life. Whether an incoming freshman entering straight from high school, a transfer student coming to college from another institution, or a mid-life professional making a career shift, stepping foot onto a new campus can feel daunting. The good news is that no one has to do so alone. Every campus has an abundance of clubs and organizations students can join to take part in current interests, and to find new ones. Greek life, intramural sports teams, and alternative spring break programs are among many which enable students to pursue their passions, while also building lifelong friendships along the way.

⁵⁰ "New Book Explores History of HBCU Baseball." The Negro Leagues Up Close.
<https://homeplatedontmove.com/2023/03/19/new-book-explores-history-of-hbcu-baseball/>.

The Importance of Connection

In a world that is becoming increasingly disconnected with remote-based learning and work, the connectedness that campus involvement brings can pay big dividends. “Student organizations and clubs on campus foster a sense of belonging, by providing a place for like-minded individuals to participate in what they enjoy.”⁵¹ These relationships can become deeply personal, while simultaneously opening the door to future career opportunities through networking. The phrase, “It’s not what you know, it’s who you know” holds quite true in the professional workplace. While the primary intent of students is to learn and enrich one’s education, there is arguably as much value in the extracurriculars beyond the classroom.



In addition to joining clubs, there are many campus events that you can attend. To learn more about upcoming events, go to the *Schoolcraft Connection's* “This Week in Campus Life” section located at

- <https://schoolcraftconnection.com/this-week-in-campus-life/>

At events, you can meet people with similar interests while having an enjoyable time.

⁵¹ Doerr, C., Martin, E., & Rossetto, K. (2024). *Is Campus Involvement a Possible Cure for Student's Mental Health Challenges?* 2024 Undergraduate Research Showcase. 42.

Key Points:

- **Fostering Belonging:** Campus organizations help create a sense of community and belonging for students.
- **Networking Opportunities:** Building relationships through extracurriculars can open doors to career opportunities.

Reflection

Am I engaging in activities that help you feel connected to the Schoolcraft College campus community? If not, why not? What events, clubs, and organizations interest me?

Exploring Professional Pathways

Career Coach

Career Coach is a free online tool that allows you to explore different careers based on your interests.

You can locate a link to Career Coach on the “Explore Careers” page on Schoolcraft College’s website.

- <https://www.schoolcraft.edu/career-services/career-resources/explore-careers/>

You can also explore careers by joining some of the career specific clubs and organizations available through Student Activities. For more information about clubs and organizations, visit the Student Activities Office located in the Lower Waterman, Vistatech Center or look online at

- <https://www.schoolcraft.edu/student-activities/clubs-organizations/>

Particularly in the first semesters of college, you may have no idea of the professional direction you would like to pursue. Even if they have a targeted field in mind, within three years of first enrollment, about 30% of undergraduates in associate and bachelor’s degree programs who had declared a major had changed their major at least once.⁵² Campus involvement offers the opportunity to greatly diversify the experiences and exposures to other majors, potentially opening the doors to new professional directions in a student’s pathway.

⁵² National Center for Education Statistics (NCES). (2017). Percentage of 2011–12 First Time Postsecondary Students Who Had Ever Declared a Major in an Associate’s or Bachelor’s Degree Program Within 3 Years of Enrollment, by Type of Degree Program and Control of First Institution: 2014. Institute of Education Sciences, U.S. Department of Education. Washington, DC. <https://nces.ed.gov/DataLab/TablesLibrary/TableDetails/11764>

Key Points

- **Uncertain Paths:** Many students start college without a clear direction, and many change their major at least once.
- **Diverse Experiences:** Campus involvement helps provide exposure to various fields and majors.

Reflection

What clubs or activities are available at Schoolcraft College that could expose me to new professional interests? What are the times of meetings? What do I need to do to arrange to attend them?

Reflection

Have my community experiences helped influence my overall career path?

Academic Performance and Satisfaction

In terms of student performance, campus involvement in clubs and organizations translates into greater satisfaction and well-being, which in turn is positively correlated with a your grade point average. This was shown to be true even if you do not become heavily involved with your extracurricular groups. Even small bouts of participation lead to increases in satisfaction.⁵³ However, while campus involvement can benefit you greatly, a balance must also be found – “Being involved in several different organizations can become overwhelming and has the potential for students to discontinue their program or track.”⁵⁴ At the beginning, it may be valuable to join one or two organizations and discover the flow of your time expectations alongside the rest of your schedule before jumping into further involvement.

⁵³ Pauley, C. (2019). Satisfaction with Campus Involvement and College Student Academic Success. Honors Theses. 1191.

⁵⁴ Humphreys, T. (2024). Investigating pre-health students' science identity and the factors that influence them to change programs or tracks. College of Arts & Sciences Senior Honors Theses. Paper 320.

Key Points

- Academic Benefits: Campus involvement improves satisfaction, well being, and GPA, even with minimal participation.
- Start Small: Begin with one or two organizations to gauge time commitments before expanding your involvement.

Reflection

Am I involved in any extracurricular activities? How do I feel they impact my academic performance and well-being? Would I like to become more involved in campus activities? Which ones interest me most?

Community Engagement and Volunteering

Collegiate club and organization opportunities extend past campus, as many groups promote volunteering to support the local communities surrounding the campus and beyond. While philanthropic pursuits obviously work towards the communal benefit of the area worked in, students who are involved can receive just as much from the experiences. "As students choose to engage in leadership and service on campus and in the local community, they develop the skills, knowledge, and commitment needed to accomplish purposes."⁵⁵

Service Through Honors Programs

In addition to the other clubs and organizations, you can become engaged in community and campus events by participating in Schoolcraft College honors programs

Phi Theta Kappa

Schoolcraft College held its first initiation ceremony for Phi Theta Kappa on 22 September 1966. Since then, Schoolcraft College students who are members of this international honorary scholastic society serving two-year colleges participate in volunteer activities.

To learn more about the Phi Theta Kappa Omicron Iota chapter at Schoolcraft College, please go to

- <https://www.schoolcraft.edu/student-activities/clubs-organizations/phi-theta-kappa/>

Schoolcraft Scholars

Founded in 1998, the Schoolcraft Scholars Honors Program provides talented, academically motivated students with a variety of opportunities to enhance their academic experience. As part of their program, Schoolcraft Scholars engage in volunteer service to the community.

To learn more about Schoolcraft Scholars, please go to

- <https://www.schoolcraft.edu/scholars/>

⁵⁵ Wurr, A. J., & Hamilton, C. H. (2012). Leadership development in service-learning: An exploratory investigation. *Journal of Higher Education Outreach and Engagement*, 16(2), 213-240.

Key Points

- **Extend your Impact:** Clubs and Organization encourage volunteering, benefiting both your communities and you.
- **Personal Growth:** Leadership and service help develop valuable skills in addition to a sense of commitment to public purposes.

Reflection

Do I currently volunteer in the community? What do I gain from my volunteer experience? What volunteering opportunities are available to me through campus activities and programs?

Broadening Perspectives Through Involvement

Service Learning and Civic Engagement

In addition to volunteer opportunities available through clubs and organizations, you might also become involved in Service Learning and Civic Engagement as part of your classes.

While some classes have a required Service Learning or Civic Engagement component as part of them, you can also work with your professor to develop what is known as an Individualized Service Option.

To Learn More

- Liberal Arts Building, Room 562
- 734-462-7178
- servicelearning@schoolcraft.edu
- <https://www.schoolcraft.edu/service-learning/>

By increasing the intercultural exposure to those of other demographics, cross-cultural communication can be cultivated. With these broader perspectives realized, students can be better prepared for the professional workplace where a greater array of demographic diversity exists. Coleman et al. observed how student campus involvement “made them more adaptable, more empathetic, and more apt to deconstruct stereotypes and look for common ground with others.”⁵⁶ This leads to a stronger skill set when managing diverse teams during interpersonal conflict, better preparing the student to help resolve those issues with a keen sense of tact and cultural competence.

⁵⁶ Coleman, J., Holloman, D., Turner-Harper, M., & Wan, C. (2021). Cultural Competency Activities: Impact on Student Success. *Metropolitan Universities*, 32(2), 27-44.

Key Points

- **Cultural Awareness:** Campus involvement increases intercultural exposure and helps garner cross-cultural communication skills.
- **Empath and Adaptability:** Participation helps students become more empathetic and adaptable, preparing them for more diverse and dynamic workplaces.

Reflection

Get a Global Endorsement

You can internationalize your experience at Schoolcraft College by taking courses that are designated as International. These courses contain at least two weeks of global or multicultural content. If you complete a minimum of 15 credit hours of classes designated as International, you will earn Global Endorsement as part of your degree.

To learn more about earning a Global Endorsement, please go to:

- <https://www.schoolcraft.edu/international-institute/academics/global-endorsement/>

Do I interact with a diverse group of people? If so, how has this experience helped influence my perspective on the world?

Building Leadership Skills for the Future

Campus involvement provides unparalleled opportunities to develop leadership skills, whether one is aiming to become a team leader and use their voice to command, or to become a leader by action and example – or both. These skills translate directly to the professional workplace.⁵⁷ “Results from Association of American Colleges and Universities’ National Leadership Council for Liberal Education and America’s Promise (LEAP) surveys indicate that of 305 employers interviewed, 63% believe college graduates lacked the skills needed for a global economy and for promotion.”⁵⁸ It is clear there is not only a need, but a demand in the professional landscape for leadership skills, and they are able to be fostered through club and organization participation.

⁵⁷ Kuh, G. D. (2008). *High-impact educational practices*. Peer Review, 10(4), 30-31.

⁵⁸ (Kuh, 2008, as cited in Wurr & Hamilton, 2012, p. 2): Wurr, A. J., & Hamilton, C. H. (2012). Leadership development in service-learning: An exploratory investigation. *Journal of Higher Education Outreach and Engagement*, 16(2), 213-240.

Key Points

- **Leadership Development:** Campus involvement offers opportunities to develop and practice leadership skills, whether by leading teams or just by paving the way.
- **Employer Demand:** 63% of employers believe college graduates lack essential skills for a global economy and career advancement, highlighting the value of leadership.

Reflection

Have campus involvement helped me develop any leadership skills? How will I utilize these skills for future goals?

Conclusion

Working with extracurricular groups, a student can strengthen a resume while at the same time connecting networks, building personal satisfaction, boosting grades, and supporting the communities on and off-campus. Lifelong relationships are often formed through campus involvement, and extend far past the time one spends at college. Life skills for the professional workplace are honed, propelling the student to the next level – and beyond.



The banking room of the Savings Bank of the Grand Fountain of the United Order of True Reformers (1995). Founded in 1881, the organization was founded by William Washington Browne.^{59, 60}

Chapter 7:

Budgeting and Student Finance

Sanika Tailor

Effective management of our finances is critical for anyone including college students. Despite this, budgeting is something that tends to be neglected. With rising costs of just about everything, you now face significant financial challenges that can affect your academic success. This chapter will give an overview of the budgeting, spending, and saving skills essential to effective money management and offer information about financial aid, student loans, and repayment plans. We hope that you find the information you need to help yourself pay for and survive college life.

⁵⁹ "File:Savings Bank of the Grand Fountain, banking room 1895.png." Wikipedia.

https://en.wikipedia.org/wiki/File:Savings_Bank_of_the_Grand_Fountain,_banking_room_1895.png.

⁶⁰ Hollie, Donna. Grand Fountain of the United Order of True Reformers. (2020, December 07). In *Encyclopedia Virginia*. <https://encyclopediavirginia.org/entries/grand-fountain-of-the-united-order-of-true-reformers>.

Understanding Your Income and Expenses

One of the biggest issues you might face is finding ways to manage your personal finances effectively. With the rising costs of tuition, rent, and living expenses, you might have a hard time making ends meet on a limited budget. One of the key aspects of managing personal finances is creating a budget that helps keep track of all necessary expenses, such as tuition, rent, and living expenses.

The first step in budgeting is understanding your financial situation, which would mean calculating both your income and expenses. For most traditional aged students, income comes from a combination of a part time job, student loans, scholarships, or parental support. Even if you have a full time job, it is important to understand and learn what your income is going to be each month and compare this with tuition, rent, and living expenses.

Tuition is usually the greatest expense that a student has to deal with, and it's usually paid at the start of each semester. If you're going to rely on student loans or a payment

Directions for Creating a Budget

The Federal Student Aid Office of the Federal Department of Education provides directions for creating a budget that involve the following steps.⁶¹

- Determine a Time Span for Your Budget
- Choose a Tool to Help You Manage Your Budget
- Review Your Monthly Income
- Identify and Categorize Your Expenses
- Save for Emergencies
- Balance Your Budget
- Maintain and Update Your Budget

A budget is something that you need to write down for it to work well. There are a variety of apps that are available to help you do this electronically.⁶² But using pen and paper is still an effective alternative.

For a detailed description of FAS's recommendation on how to construct a budget, please to to:

- <https://studentaid.gov/resources/prepare-for-college/students/budgeting/creating-your-budget>

⁶¹ "Creating Your Budget." Federal Student Aid. U.S. Department of Education. <https://studentaid.gov/resources/prepare-for-college/students/budgeting/creating-your-budget>

⁶² Berger, R. (2024, June 20). "10 Best Mint Alternatives (Free and Paid)." <https://robberger.com/mint-alternatives/>. Please note that online applications change quickly. Articles such as Berger's can become out of date quickly. However, this will give a starting point to consider budgeting software/applications. You might want to do your own search for the most current information.

plan, you should plan ahead of time to ensure you have adequate money. According to the College Board's 2023 Trends in College Pricing Report, average room and board ranged from \$9,970 at public two-year institutions to \$14,650 at private four-year institutions for the 2023-2024 academic year.⁶³

Rent is usually the second highest expense that students must manage, whether living on campus or renting an apartment. As you make your budget, also include food, transportation, textbooks, and personal items such as clothing and toiletries. Unlike fixed prices, living expenses can be tailored to your budget. For example, cooking at home instead of eating out or taking public transportation instead of driving can help you save money.

Beginning Your Budget

List Your Monthly Income

List Your Monthly Expenses

⁶³ National Endowment for Financial Education. (2010). Financial capabilities of college students from states with varying financial education policies.

Key Points

- **Budgeting Basics:** Understanding and creating budgets helps track necessary expenses like tuition, rent, and cost of living.
- **Income Sources:** Common income sources for students include part-time jobs, student loans, scholarships, or parental support.
- **Tuition and Rent:** Tuition is often the largest expense students pay, which can range from \$9,970 to \$14,650 annually.

Reflection

Have you created a budget to track your income and expenses? If not, what is keeping you from doing so?

Reflection

What specific changes can you make to reduce your living expenses?

Choosing a Budgeting Method

A study done by the national endowment for Financial Education found that except where financial education was required, only about 32.2-36.6% of students were exposed to personal finance in high school, which means most people aren't aware of how to create a budget by the time they reach college.⁶⁴ Creating a budget should start with knowing how much you are spending and how much money you will have coming each month. There are various budgeting methods to consider, depending on your financial situation and personal preferences. One popular option is proportional budgeting, which involves dividing your income into categories such as needs, wants, and savings. For example, one way would be doing 50% for needs, 30% for wants and 20% for savings and paying off debt.

Another budgeting method would be pay-yourself-first, which prioritizes savings before expenses, ideal for long-term goals. Zero-based budgeting means every dollar you spend has a predetermined, or pre-planned, use. Values-based budgeting focuses on knowing your priorities and spending your money based on that. Lastly Automatic budgeting is a set-it-and-forget-it budgeting style that relies on automatic deposits into predetermined accounts.

⁶⁴ National Endowment for Financial Education. (2010). Financial capabilities of college students from states with varying financial education policies. Retrieved from www.nefe.org/mandatesreport

Key Points

- Starting with Awareness: Effective budgeting begins with knowing your income and expenses.
- Proportional Budgeting: Divide income into categories, for example: Needs (50%), Wants (30%), Savings (20%)
- Zero-Based Budgeting: Assign every dollar a specific purpose.
- Values-Based Budgeting: Focus on spending aligned with personal Priorities.

Reflection

Which budgeting method resonates most with me in dealing with my financial goals and habits?

Reflection

Which tools or apps could I use to help manage your budget?

Smart Spending and Saving Strategies

There are many ways you can manage your expenses without feeling too restricted. One of the most important ways would be to take advantage of student discounts and checking the Schoolcraft College Food Pantry.⁶⁵ Using the food pantry if you need it is a good alternative to eating outside food or even buying expensive groceries. According to the USDA, the average cost of a moderate food at home budget per month for individuals aged 19-50 is \$367.⁶⁶ This figure was before recent inflation, however, so expect it to be on the low side.

A lot of this money can be saved by using student discounts at local businesses⁶⁷ and using free resources available on campus, such as the Bradner Library⁶⁸ and the Fitness Center.⁶⁹ Many students don't realize that subscriptions for streaming services, textbooks, or software often offer student discounts.

Another easy way to save would be to cut down on discretionary spending, like small expenses that don't seem like a lot, but usually add up to more. Examples could include coffee and spontaneous shopping.

You should also try the smart strategy of setting aside money for an emergency fund. Life as a student can be unpredictable and having a small fund to cover unexpected expenses, such as a medical bill or car repair, can prevent you from going into debt. Even if it's just a few dollars each month, consistently adding to an emergency fund can provide peace of mind.

⁶⁵ You can obtain information about the food pantry at <https://www.schoolcraft.edu/student-activities/food-pantry/>

⁶⁶ U.S. Department of Agriculture, Center for Nutrition Policy and Promotion. (2022). Official USDA food plans: Cost of food at home at three levels, August 2022. Retrieved from <https://www.fns.usda.gov/cnpp/usda-food-plans-cost-food-reports-monthly-reports>

⁶⁷ Most local businesses require that you show your student ID to receive the student discount. You can get your ID at the Registration office located in the McDowell Student Center, Room 130.

⁶⁸ Services at the Bradner Library can be found at <https://www.schoolcraft.edu/lss/library/>.

⁶⁹ Information about the Schoolcraft College Fitness Center is available at <https://www.schoolcraft.edu/fitness-center/>.

Key Points

- Utilize discounts: Take advantage of all discounts such as student and seasonal discounts at stores to help save you money – don't overspend on sales, though.
- Monitor Food Costs: Proper budgeting can keep food costs affordable, but things can get out of hand if you let them.
- Build and Emergency Fund: Regularly set aside even small amounts to cover unexpected expenses, providing financial security. Even things like coin jars add up over time.

Reflection

Am I taking full advantage of school and student discounts? Do I pay full price often?

Reflection

What steps can you take to start or grow your emergency fund this month?

Scholarships and Grants: Finding and Applying for Financial Aid

According to Matthew Woodward, “Over 1.7 million scholarships are awarded every year and 58% of U.S. families use scholarships to help pay for college.”⁷⁰ Scholarships and grants are basically free money that can be used towards tuition, books, and other school-related costs. It is especially important to take time to search and apply for these forms of financial aid. This can help you reduce the amount of student loans you need to take out and you will graduate with less debt. Additionally, scholarships and grants can also open opportunities for you to attend schools or programs that may have otherwise been out of reach financially. You should make researching and applying for scholarships and grants a priority to make your education more affordable.

Scholarship Universe

To make it easier for you to identify scholarships for which you are eligible, Schoolcraft College uses Scholarship Universe. As a Schoolcraft College student, you can sign into Scholarship Universe, provide some basic information about yourself, and then receive a list of scholarships for which you are eligible.

To learn more about scholarships at Schoolcraft College and for a link to Scholarship Universe, please go to

- <https://www.schoolcraft.edu/aid/types-of-aid/scholarships/>

⁷⁰ Matthew Woodward. (2024, June 23). *U.S. scholarship statistics: The latest data, facts and costs*. SearchLogistics, <https://www.searchlogistics.com/learn/statistics/scholarship-statistics/>

Key Points

- Significant availability: Over 1.7 million scholarships are awarded annually, with 58% of U.S. families using them to pay for college.
- Debt Reduction: Applying for financial aid can minimize loan dependency and reduce post graduate debt.

Reflection

After searching Scholarship Universe, what scholarship do I qualify for? What do I need to do to apply for them?

Other Scholarships

Throughout the year, many organizations, departments and programs offer scholarships for various competitions. For example, Pageturners,⁷¹ our campus book club, offers two scholarships each year, one for art and one for writing.

Throughout the year, check campus bulletin boards and your email for such scholarships. Professors will often announce these types of scholarships in their classes.

⁷¹ Pageturners Book Club is open to students, faculty, staff, administrators, and members of the community. In addition to book discussions, Pageturners arranges author visits, movie screenings, and other events. Learn more about Pageturners at <https://www.schoolcraft.edu/pageturners/>.

Understanding the Difference Between Scholarships and Grants

While both scholarships and grants provide financial assistance, how they are awarded varies slightly. Grants are often need-based, which means they are given to students depending on their financial situation. These are often supported by the federal or state government, Schoolcraft College, and other entities. A well-known example is the Federal Pell Grant, which is awarded to undergraduate students who demonstrate financial need. Grants can also be awarded to certain groups of students, such as those studying in a specific field or those from underrepresented backgrounds.

As for scholarships, they are usually merit-based. They are awarded to students who are good in academics, sports, leadership, or other talents. There are definitely some scholarships that pick students based on merit and financial need, but mostly the primary focus of scholarships is on rewarding achievement or potential. Scholarships are offered by a wide variety of sources, including universities, private organizations, foundations, and local businesses.

Key Points

- **Grants – Need-Based:** Grants are awarded based on financial need, often supported by governments, universities, or programs such as the federal pell grant.
- **Grants – Special Groups:** Certain grants apply to specific groups, such as students in specific fields or underrepresented demographics.
- **Scholarships – Merit Based:** Scholarships typically reward achievements in academics, sports, leadership, or other talents, focusing on merit and potential.

Reflection

Financial Aid Office

Schoolcraft College's Financial Aid Office can be contacted in the following ways.

McDowell Student Center, Room 150

- 734-462-4433
- finaid@schoolcraft.edu

How would I describe the difference between scholarships and grants? Have I visited the Financial Aid Office to get help in navigating grants and scholarships?

Finding Scholarships and Grants

Getting started on finding scholarships and grants is usually the hardest part of getting them. An effortless way to start for you to apply for scholarships at Schoolcraft College is to use Scholarship Universe. Another way would be to talk to your counselor or advisor to find what fits best for you.

require you to fill out FAFSA. According to Matthew Woodward “the largest federal scholarship fund is Pell Grant and provides financial support to 7.5 million students (about twice the population of Oklahoma) annually.”⁷² FAFSA determines your eligibility for federal grants, loans, and work-study programs. Many states also use FAFSA information to determine eligibility for state-level grants and scholarships.

Checking websites like Scholarship.com and common apps will also help you find more scholarships. Do not overlook local scholarships as well, which are often less competitive than national ones. Check with community organizations, local businesses, churches, and civic groups in your area.

High schools often have lists of scholarships available to local students. Another way would be to find good scholarships or grants would be—if you are pursuing a degree in a particular field like engineering, healthcare, or education—to look for scholarships specific to your area of study. Some organizations and companies that provide scholarships include The Miss America Foundation which gives up to \$12,000 per student. The Coca-Cola Scholars Foundation gives \$20,000.

Scholarship Universe

To make it easier for you to identify scholarships for which you are eligible, Schoolcraft College uses Scholarship Universe. As a Schoolcraft College student, you can sign into Scholarship Universe, provide some basic information about yourself, and then receive a list of scholarships for which you are eligible.

To learn more about scholarships at Schoolcraft College and for a link to Scholarship Universe, please go to

- <https://www.schoolcraft.edu/aid/types-of-aid/scholarships/>

FAFSA

Schoolcraft College’s Office of Financial Aid provides information on how to apply for FAFSA as well as providing a link to the online application.

- <https://www.schoolcraft.edu/aid/apply-for-aid/how-to-apply/>

⁷² Matthew Woodward. (2024, June 23). *U.S. scholarship statistics: The latest data, facts and costs*. SearchLogistics, <https://www.searchlogistics.com/learn/statistics/scholarship-statistics/>

Key Points

- **Campus Resources:** Your college or university website and advisors are great starting points for scholarships and grants.
- **Fill out your FAFSA:** Completing the FAFSA determines eligibility for federal and state grants like the Pell Grant, which supports 7.5 million students annually.
- **Major Scholarship Providers:** Groups like The Miss America Foundation offer give up to \$12,000 per student, and The Coca-Cola Scholars Foundation gives \$20,000.

Reflection

What scholarships or grants am I eligible for? Where else might I check for scholarships and grants?

Librarians Help You Access Online Resources Including Scholarships

Previously, we explained how the librarians in Bradner library will help you access the online databases and other resources. Some of those “other resources” could be scholarships. Librarians are skilled at finding information you need and will teach you how to locate resources as well.

Go to the Bradner Library and ask a librarian for assistance.

Reflection

Which achievements or talents make me a strong candidate for merit-based scholarships? What steps can I take to develop my strengths as a candidate?

How to Apply for Scholarships and Grants

Once you have sound scholarships and grants possibilities that work for your situation, you need to start working early. Deadlines for scholarships and grants vary, but many are due months before the academic year starts. Begin your search and applications as early as possible to avoid missing out on opportunities. Also try to stay organized with deadlines and requirements, a good idea would be to use a calendar to track important dates and requirements.

Some scholarships might ask for essays and recommendation letters which is why it's always good to check them early and plan ahead. Each scholarship and grant has their own set of application requirements. Be sure to read the instructions carefully and submit all required documents. Missing one part of the application or not following instructions can result in disqualification, even if you're a strong candidate. Therefore, it is crucial to pay attention to detail and double-check your application before submitting it.

Contacting professors, mentors, or previous employers for recommendation letters well in advance can ensure that you have everything you need promptly. By staying proactive and organized throughout the scholarship application process, you can increase your chances of securing financial aid for your education.

Last but not least apply to as many as possible, even if you are only eligible for small scholarships, they are worth applying for. Multiple smaller scholarships can add up and significantly reduce your financial burden.

Key Points

- **Start Early:** Begin searching and applying for scholarships and grants well ahead of deadlines.
- **Stay organized:** Use your calendar to track deadlines and requirements so that you never miss an application.
- **Follow Instructions Carefully:** Double check all application requirements to avoid disqualification for incomplete or incorrect submissions.

Reflection

If I have not already done so, what are the next steps I can take to start searching for scholarships and grants? Have I built time into my schedule to apply for scholarships? Have I finished your applications, or are they at least on my calendar?

Reflection

Talk to Professors Early

Don't wait until the last minute to ask a professor for a letter of recommendation. Talk to them early about writing a generic letter that they can easily personalize for the specific scholarship—or job—for which you are applying.

Who could write letters of recommendation for me? Why would I choose these individuals? Do I already have my letters of recommendation? What strategies can I use to gather strong letters of recommendation on time?

Managing Student Loans

Student loans are one of the most critical tools for financing education. Student loans are a very important to understand about because they carry a significant long-term financial responsibility.

There are two primary categories of student loans: federal loans and private loans. The United States government offers federal loans which are usually the best option for most students. Federal loans include lower interest rates, more flexible repayment schedules, and loan forgiveness. There are numerous types of federal loans such as direct subsidized loans which are available to undergraduate students with financial need. The government pays the interest while you are still in school. The interest rate for direct subsidized loans after the student graduates would be around 6.53% (2024-25). Direct unsubsidized loans which are available to both undergraduate and graduate students are different in that the student is responsible for interest from the time the loan is disbursed. In 2024-2025, this is about 6.53% for undergraduates and 8.08% for graduates. Lastly, there are Direct PLUS loans which are available for graduate students and parents of undergraduate students. For direct PLUS loans the interest loan is 9.08%, these loans require credit checks and have a higher interest rate.⁷³

Private loans on the other hand are issued by private banks, credit unions, and lenders. They often come with higher interest rates and less flexible repayment options. While private loans can help fill financial gaps when federal aid isn't enough, they should be approached with caution due to their higher costs and fewer protections for borrowers.

⁷³ Betterton, Rebecca. "Types of Student Loans." Bankrate, Bankrate.com, 23 July 2024, www.bankrate.com/loans/student-loans/types-of-student-loans/?tpt=a

Key Points

- Federal Loans: Offer lower interest rates, flexible repayment schedules, and potential loan forgiveness.
- Direct Subsidized Loans: For undergraduates with financial need; government covers interest while in school (6.53% interest rate in 2024-2025).
- Direct Unsubsidized Loans: Available to both undergraduates and graduates; interest accrues from disbursement (6.53% for undergraduates, 8.08 in 2024-2025).
- Direct PLUS loans: For graduate students and parents; Higher interest rate (9.08%) and requires a credit check.
- Private Loans: Provided by banks and private lenders; usually have higher interest rates and less flexible repayment options. They should only be used as a last resort.

Reflection

How would I explain the differences between federal and private loans? Which of the options best aligns with my financial situation?

Reflection

What are the specific protections and benefits offered by any loans I currently have? What is the interest rate and repayment plans for them? Is loan forgiveness a possibility?

Repayment Plans

Repayment plans are important to take note of because, after you graduate or are leaving school, repaying the loan becomes a priority. This is why federal loans offering a variety of repayment plans designed to accommodate different financial situations are desirable.

The standard repayment plan involves a fixed monthly payment over 10 years. While this plan ensures that loans are paid, it might not be affordable for all graduates.

Graduated repayment plan is also another plan that you can follow. This plan's payment starts low and increases every two years. This plan works for borrowers who expect their income to rise over time, but it results in higher interest costs compared to the standard plan.

Income-driven repayment plans adjust monthly based on your income and family size. These plans provide relief for borrowers with lower incomes but can extend the repayment period and increase the total interest paid.

Extended repayment plans would be for people that borrower with higher loan balances. These plans extend repayment until 25 years with their fixed or graduated payments.

Public service loan forgiveness is available to borrowers who work qualifying public service jobs.

Key Points

- **Standard Repayment Plan:** Fixed monthly payments over 10 years; ensures loans are paid quickly but might not be affordable for everyone.
- **Graduated Repayment Plan:** Payments start low and increase every two years; good for borrowers expecting income growth but comes with higher interest rates.
- **Income Driven Repayment Plan:** A plan where you can adjust payments based on income and family size. Offers relief for low-income borrowers but extends repayment time and thus increases interest costs.
- **Extended Repayment Plan:** Designed for higher loan balances, with fixed or graduated payments up to over 5 years.

Reflection

Which repayment plan aligns best with my predicted income and financial situation?

Reflection

What steps can I take to stay informed about repayment options and changes?

Financial Responsibility and Managing Debt

It is important to understand your loan details including keeping track of all your loans, their interest rates, and their repayment terms. Knowing how much you owe and when payments are due is crucial for avoiding missed payments.

Some things that usually would help would be creating a budget, making payments on time, paying more than the minimum to reduce overall interest, and paying off faster. Also always, investigate loan forgiveness and repayment assistance programs because they can alleviate your monetary burden.

Even though student loans can seem intimidating, the secret to handling them wisely is knowing the fundamentals of your loans and your alternatives for repayment. You can lessen the burden of student loans and work toward long-term financial health by maintaining organization, looking into repayment arrangements that fit your salary, and creating a strong financial plan. When student loans are managed well, they become a controllable aspect of your financial situation rather than a barrier to reaching your long-term objectives.

Key Points

- **Understand Your Loans:** Keep track of amounts, interest rates, and repayment terms to avoid missed payments.
- **Pay more than minimum:** When possible, pay more than the minimum to speed up payment and decrease interest.

Reflection

What are the details of any loans that I already have? How many loans have I taken out? What is the total amount I owe? What are the interest rates and repayment terms?

Reflection

What steps can I take to pay off my loans faster to reduce interest costs?

Conclusion

Hopefully, over the course of this chapter, you have gotten to know a bit more about budgeting, student finances, and yourself. By understanding income and expenses, incorporating effective budgeting methods, and using smart spending and saving strategies, you can achieve financial stability. Moreover, taking advantage of scholarships, grants, and financial aid lessens the burdens of loans and long-term debt. We hope this knowledge empowers you to focus on career and academic goals while building good financial habits conducive to lifelong success.



Students in bacteriology laboratory at Howard University, c. 1900.⁷⁴

Chapter 8: Career Development

Josue Orta Ruiz

Student Employment On Campus

Did you know that there are opportunities for Schoolcraft College students to work on campus? On-campus jobs for students are coordinated through the Student Employment Office. Job opportunities are posted on the Student Employment Digital Job Board.

For more information

- <https://www.schoolcraft.edu/student-employment/>

We enter college with the need for money, often leading us to seek part-time jobs. In the process of applying, however, we discover the journey is not as straightforward as we might expect. Before we can find a job, we almost always need to first submit a resume, compose a personal statement, and then, if successful, attend an interview. Applying for work becomes a learning experience in and of itself for students who may be unfamiliar with the expectations the

professional world has for us. To maintain a competitive edge and invest in our

⁷⁴ "Howard Univ., Washington, D.C., ca. 1900 - class in bacteriology laboratory digital file from b&w film copy neg." *Library of Congress*. <https://www.loc.gov/resource/cph.3a40810/>.

future, we need skills that will help us succeed: a solid resume, networking with the right people, and interview practice. With proper preparation, success is within reach.

How to Write Resumes

Schoolcraft College's Online Resume Tutorial

The Schoolcraft College Career Development Office maintains an online tutorial to teach "Resume Essentials." You can access this tutorial at:

- <https://bbaddins.schoolcraft.edu/addins/career/resume-general.html>

First, and quite importantly, we need to know how to write a compelling resume. This document is a summary of academic and subjective experiences for students, both in and out of school. Such experiences include volunteer work and past/current employment. This experience should tell a story of why you are the right fit for the position you apply for.⁷⁵ Structuring a resume

in reverse chronological order, starting with the most recent experience, helps employers quickly see their most relevant accomplishments. Displaying your name and contact information prominently at the top is essential.

Adapting the resume for each job by revising keywords or skills is extremely beneficial. For instance, highlighting experience in marketing on a resume tailored for a marketing job will catch the employer's eye. When listing achievements, focus on measurable results. Studies show nearly 90% of employers seek candidates with problem-solving abilities and 80% value teamwork skills over Grade Point Average (GPA).⁷⁶ Using action verbs to describe past accomplishments adds impact, while a resume summary can capture attention if employers skim through.

Proofreading the resume and seeking feedback from family, friends, or career professionals is critical.⁷⁷ A polished, professional, and concise resume can help you stand out from other candidates.

⁷⁵ Although you will likely be applying for more than one job at a time, we use the singular "position" rather than "positions" because you should tailor your resume and other application materials for each job. While you might have a general resume on file, you don't send the same resume to all employers.

⁷⁶ Betterton, Rebecca. "Types of Student Loans." Bankrate, Bankrate.com, 23 July 2024, www.bankrate.com/loans/student-loans/types-of-student-loans/?tpt=a.

⁷⁷ Schoolcraft College's Office of Career Mentorship and Place provides "support for resume, cover letter, interview preparation, mentorship, and job placement opportunities." For more information and additional contact information for setting up an appointment, please go to <https://www.schoolcraft.edu/career-services/>.

Key Points

- **Craft a Strong Story:** Your resume should summarize academic, volunteer, and work experience that make you the right fit for the job.
- **Reverse Chronological Order:** List the most recent and relevant experiences first.
- **Use Action Verbs:** Dynamic language adds impact and draws attention to your skills.

Reflection

Does my resume tell a clear story about why I'm a good fit for the job I'm applying for? What is that story?

Reflection

Are my achievements presented in a measurable, impactful way? Do I have a solid generic resume? In what way can I tailor the generic resume to fit each specific position for which I am applying?

Using Job Search Platforms

Once your resume is completed, it becomes time to start sharing it on platforms like LinkedIn,⁷⁸ Handshake,⁷⁹ and Indeed.⁸⁰ LinkedIn is a website hugely popular for networking and career development, while sites like Indeed focus on providing job listings and easy applications. Handshake, in the same vein, is among one of the best platforms for college students to find jobs, as it connects students and alumni with the right recruiters for their pursuits. Studies show that graduates who use online career services receive an average of 24% more job offers, compared to only one job offer for those who don't.⁸¹

LinkedIn

LinkedIn is a vital tool in the search for a job, and has become a necessary staple in the repertoire of professionals. Even if it doesn't seem so immediately, it is also particularly useful for college students looking to expand their professional networks. A well built LinkedIn profile not only highlights your resume but highlights skills beyond GPA, which is less important to employers than it used to be. In fact, employer reliance on GPA has decreased by 35% over the past five years, with only 38.3% of hiring managers considering it.⁸² LinkedIn enables you to highlight skills, achievements, and connections that display your suitability for the roles you pursue.

⁷⁸ Access LinkedIn at <https://www.linkedin.com/>

⁷⁹ Access Handshake at <https://joinhandshake.com/>

⁸⁰ Access Indeed at <https://www.indeed.com/>

⁸¹ National Association of Colleges and Employers. (2022, November 28). The value of career services. *NACE*. <https://www.nacweb.org/career-development/organizational-structure/the-value-of-career-services/>

⁸² Gray, K. (2024, January 16). The key attributes employers are looking for on graduates' resumes. *National Association of Colleges and Employers*. <https://www.nacweb.org/talent-acquisition/candidate-selection/the-key-attributes-employers-are-looking-for-on-graduates-resumes>

Key Points

- **Start Sharing:** Upload your resume to platforms like LinkedIn, Handshake, and Indeed to begin applying for jobs and other opportunities.
- **More Job offers:** Studies show that graduates who use online career services like LinkedIn receive an average of 24% more job offers.
- **Maximize Networking:** Utilize LinkedIn for networking and development, highlighting skills that both reflect your skillset and match what your employers desire.

Reflection

What was my impression of LinkedIn, Indeed, and Handshake? On which of these sites do I think it would be best to upload my resume? If I have not done so yet, what steps do I need to do to upload my resume to one/all of these sites?

Reflection

How might I take advantage of the career resources available to me at Schoolcraft College?

Career Mentoring and Placement

On its website, Schoolcraft College describes the free services offered by Career Mentoring and Placement as

Career Mentorship and Placement serves as a community connector for employers and job seekers. Our services include support for resume, cover letter, interview preparation, mentorship, and job placement opportunities. Contact the office to schedule an appointment today.

For more details about Career Mentoring and Placement and to find contact information for scheduling an appointment, please go to:

- <https://www.schoolcraft.edu/career-services/>

Preparing for Interviews

When preparing for a job interview, planning and research are crucial. Start by reviewing the job description to understand the role's requirements. Next, research the company's products, services, and culture to convey how your skills align with their values. Practicing common interview questions with friends or family helps build confidence.

It's also helpful to plan how to get to the interview and when to arrive. During the interview, it's essential to emphasize relevant skills and accomplishments. Studies show that 64% of hiring managers disqualify candidates who lie on their resumes, and 86% say a thank-you note after an interview influences their decision.⁸³ Asking insightful questions about the company or team dynamics demonstrates interest and understanding.

Utilizing Career Services

College career services bridge the gap between academic life and the professional world. Services like resume-building workshops, interview preparation, and job fairs connect students with employers, providing valuable insights for life post-graduation. Research shows that graduating seniors who used career services received more job offers, with an additional 5% job offers per service used beyond the first.⁸⁴ Career services provide industry insights, helping students anticipate life after college and aiding the transition into their chosen careers.

⁸³ Bradshaw, Ryan. "21 Essential Job Interview Statistics You Want to Know." *Apollo Technical*, 29 Aug. 2024, www.apollotechnical.com/essential-job-interview-statistics/

⁸⁴ National Association of Colleges and Employers. (2022, November 28). The value of career services. *NACE*. <https://www.naceweb.org/career-development/organizational-structure/the-value-of-career-services/>

Key Points

- Practice Often: Rehearse common interview questions with friends or family to boost your confidence.
- Do your Research: research the company. Knowing about them ahead of time can help strengthen you as a candidate.
- Ask good questions: Demonstrate our interest by asking about the company. Ask for a tour, or about office culture.

Reflection

How thoroughly have I prepared for interviews in the past? After reading this chapter of *The Forest of Knowledge*, how might I improve preparing for my next interview?

Internships and Job Shadowing

Internships provide hands-on learning opportunities where students apply classroom knowledge in real-world settings, often aligned with academic goals. Paid internships are particularly advantageous; students with paid internships receive an average of 1.61 job offers, compared to 0.95 for unpaid interns and 0.77 for those without internships.⁸⁵ Job shadowing offers further insight by allowing students to observe professionals in daily activities, helping them make informed career decisions. Studies show that students who job-shadow earn 9.7% more than peers who didn't participate.⁸⁶

Planning for Postgraduate Success

Preparing for a professional career should begin in college to ensure future success. Engaging in internships, job shadowing, or volunteering helps build experience and skills that enhance employability. Research shows that 84% of workers with graduate degrees meet earnings benchmarks, compared to 71% with bachelor's degrees and 54% with associate degrees.⁸⁷

⁸⁵ National Association of Colleges and Employers. (2022, November 28). The value of career services. NACE. <https://www.naceweb.org/career-development/organizational-structure/the-value-of-career-services/>

⁸⁶ OECD. "The Benefits of Job Shadowing for Career Preparation." Organisation for Economic Co-operation and Development, 2024, www.oecd.org

⁸⁷ Strada Education Network. "Education and Earnings Benchmarks by Degree Level." Strada Education Network, 2024, www.stradaeducation.org

Key Points

- Hands on learning: Internships allow students to apply knowledge gained in the classroom in practical, real-world situations.
- Career Exploration: Job shadowing can provide opportunities to inform career path decisions.
- Early Career Planning: Engaging in internships, job shadowing, and volunteering during college can enhance employability, and prepare students for success in professional settings.

Reflection

Have I considered internships or job shadowing? How do I feel these experiences can help shape your career?

Schoolcraft College Offers a Business Internship Class

Business - BUS 292

Business Internship

3 Credit Hours

1 Lecture Hours

12/40 Off-site Hours without Faculty

Course Description

This is an applied course within Occupational Programs specializing in the field of business and is a cooperative assignment for students who have completed the prerequisites for this course. Employment will be approximately 12 to 40 hours per week off-campus at the employer's location. The final grade will be based on a joint evaluation by the faculty and the employer. Students registered in this internship course are considered Schoolcraft College students with all rights, responsibilities and privileges of a student. Internships may be paid or unpaid based upon placement. Department permission is required before registering for this course. The selection of eligible students to register for the course is a competitive process that includes attending a resume workshop at the Career Center, submission of a resume with a cover letter and interviews.

Ask your academic advisor about other internship classes/opportunities.

Reflection

Writing for Business

English – ENG 116

Technical Writing

3 Credit Hours

3 Lecture Hours

Course Description

This course provides practical instruction in speaking, listening and technical writing for business and industry. Students learn to apply the principles of organizational structure, resume writing, job hunting, interviewing and technical reporting.

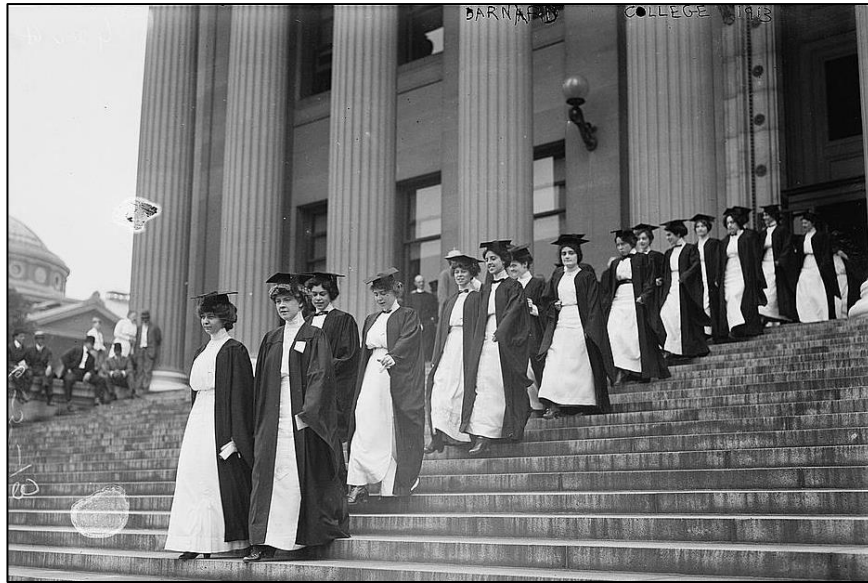
In addition to ENG 116: Technical Writing, what are classes I could take to improve my communication and business writing skills? How soon could I schedule an appointment with an Academic Advisor⁸⁸ to discuss possibilities?

⁸⁸ **Academic Advisors** are available to meet in person, by phone, or via Zoom. Make an appointment with an academic advisor by

- Going to Academic Advising in room 105 in the McDowell Center
- 734-462-4429
- eadvise@schoolcraft.edu

Conclusion

Preparing for the professional world while in college is, as one might assume, practically essential to securing future success. Building a strong resume, preparing for your interviews, and utilizing available career services to improve job prospects are some of the best things you can do for their career prospects. Remember that internships and job shadowing provide valuable experience and can be pivotal in helping you decide if a career path is the right match for you. By planning effectively and gaining the right experience, you can enter the workforce equipped with the skills and insights needed for a successful career.



Graduation at Barnard College, 4 June 1913.⁸⁹

Chapter 9:

Conclusion

Elvis Veliu

You have finally made it to the end of the manual, but certainly not the end of your journey. If we haven't said it enough already, you should continue to reflect on your life for the rest of your life. If this manual's questions help with that, then we are glad to make a difference. Again, we wish to make clear that there is no one-size-fits-all method for meaning making, so don't think you need to follow all of the path we laid out. And if we couldn't help you, we are deeply sorry to hear that, but we hope we at least helped you move forward a little.

Remember the essential skills we taught you through the manual that you can carry with you beyond school. Resume writing, time management, networking, and research are skills that will help you for the rest of your life as will understanding and catering to your physical and mental well being, getting enough sleep, exercising, and eating healthy.

⁸⁹ "Barnard College, 1913" Library of Congress. <https://www.loc.gov/item/2014692361/>.

Furthermore, it can't be understated how important it is to fully utilize all your available resources at Schoolcraft College while you still have them. Keep in mind that while academic support, career services, and other resources can be hugely beneficial, they usually only are when you use them proactively.

These tools will all help you build a foundation for your future successes, but don't neglect real world experiences as the opportunities come to you. Take internships, network, do job shadowing, and just explore. We want you to find yourself. Even if your path leads you in another direction from our advice, this is ok. We again stress that we don't have all the answers which is why you, too, should keep an open mind.

No one has all the answers. We are all more or less as lost in this world as anyone else. Even those who have found meaning in their life have still not answered all life's questions. And so, keep learning. Be resilient. Do this always.

Set future goals. Short and long term. Plan accordingly and set milestones. Even if you fail, pick yourself back up and keep marching forward. We know that you have what it takes. It will take hard work. Don't be fooled. You will get there as long as you are willing to never let anything get in your way. This, of course, is easier said than done. But we know you are up for the challenge!

About the Authors

Elvis Veliu

Striving towards a degree in Physics, Elvis Veliu is a student leader who is dedicated to lifelong learning and service. At the time of this writing, he acts as President of his chapter of the Phi Theta Kappa honors society in addition to being a part of Schoolcraft College's Scholars Honors Program. A devoted student, volunteer, lover of art, and lover of animals, Elvis draws from a long list of academic experience and love of learning to present this writing to anyone seeking its guidance and inspiration.

Josue Orta Ruiz

Josue Orta Ruiz is an international student from Mexico currently in his second year at college. A biology major in the pre-medical track, his goal is to obtain an MD-PhD. He envisions a future where he can work in an operating room, leading a team of passionate doctors to serve the well-being of others, and also wants to do research to solve underlying diseases. Moreover, he wants to give back to the community that supported him throughout his journey. He wishes to be the captain of a ship, guiding under-resourced pre-medical students from minority backgrounds who feel lost on their journey. Outside of academics, he enjoys volunteering at his church's food pantry, learning languages, and cooking alongside his family.

Eugene Park

A first-year nursing program student at Schoolcraft College, Eugene Park is a passionate learner who loves to learn a new thing every day. She wants to give back to the community as she also has received tremendous help and support from her community. Eugene wants to be the voice of the minority, especially Asian women students. With a background in art history and psychology, she loves to appreciate artwork and loves to interact with people from diverse backgrounds and cultures. She is currently serving as a Vice President of Communication of the Phi Theta Kappa Honors Society. Not only as an active and high achieving learner, Eugene is a mother of two young kids, wife, and mentor for young moms and students. She loves to spend her pastime by reading, traveling to new places, hiking, and baking.

Zein Saad

Whether it's excelling in academics, exploring the world, or connecting with others, Zein Saad brings dedication, curiosity, and ambition to everything he does. Raised in Brazil and rooted in Lebanon, his multicultural background fuels a deep appreciation for diverse perspectives and global connections. Currently pursuing a degree in Finance, as well as serving as Vice President of the Phi Theta Kappa Honor Society, Zein's commitment to growth extends beyond the classroom. He seeks to broaden his horizons through cultural immersion, meaningful experiences, and constant self-improvement.

Christopher Timlin

A Second year student at Schoolcraft College, Christopher Timlin is an active community member in and outside of his college and a lifelong learner. He is currently Secretary of the Omicron Iota Chapter of Phi Theta Kappa, and is an active member of the schoolcraft honors program. He has a love of history, geo-politics, economics, programming, computer building, video games, and dungeons and dragons. He is currently pursuing a bachelor's degree majoring in economics with a minor in computer science. As a developing leader, he is looking forward to new opportunities to grow and to make his community a better place through new and exciting volunteering and enrichment opportunities.

Sanika Tailor

Sanika Tailor is a student at Schoolcraft Community College. Set to graduate this winter with an Associate Degree in Business Administration, she will be transferring to Wayne State University to pursue a double major in Information Systems and Digital Marketing. In addition to her responsibilities as a student, Sanika currently works on campus as a Digital Marketing Assistant, where she helps with online promotions and engagement. If that weren't enough, she is also the President of the Business Club, where she organizes events and plans for club activities making sure they align with the members of the club. With a passion for digital marketing and community involvement, Sanika looks forward to combining her skills in marketing and technology to make a positive impact in the future.

Kenny Uy

Kenny is a passionate, hard working Student at Schoolcraft Community College, and is currently Pursuing a degree in Computer Information Systems. Through his immense dedication and drive, he has quickly become an integral part of our Schoolcraft community. In addition to his academics, Kenny has a passion for volunteering and community engagement, and his thoughtful approach to everything that he does means he is well poised to impart to you his knowledge through this manual.

About Phi Theta Kappa

With a legacy of excellence, Phi Theta Kappa Schoolcraft has had a history filled with successful teams and outstanding individuals. Rotating its leadership every year, however, means its philosophy can change from one year to the next, but always with one overarching goal: To maintain the hallmarks of PTK - Service, Scholarship, Leadership, and Fellowship - to become better scholars and leaders, and to help facilitate the creation of more.

Our officer team for the 2024-2025 school year, who wrote this manual, consisted of Elvis Veliu, Josue Orta Ruiz, Eugene Park, Zein Saad, and Christopher Timlin, but enlisted the assistance of various other members, including Kenny Uy and Sanika Tailor, who also wrote for the book. We are a diverse team with a breadth of different interests, but who have moreover shared in the common goal of excelling academically and doing good in the community. To this end we have all done our fair share, and hope that we can pass on this legacy to those who will replace us, and all those who come afterwards.



EHIPASSIKO PRESS

About Ehipassiko Press

Ehipassiko Press was started in June 2023 to publish Open Educational Resources (OERs) primarily in the fields of education, spirituality, and addiction recovery. We have since expanded our mission to include books that serve as reflective journals in a number of disciplines as well as to support student voices.

Although we are not a Buddhist press, we extend the Buddhist tradition of not selling Dhamma to all our books. Therefore, our books are published with a Creative Commons license and are released online for free.

In the spirit of OERs and not selling Dhamma, paperback editions of our books are offered through Amazon for cost of production. Neither our authors nor Ehipassiko Press receive royalties or other forms of compensation from our publications.

Please go to ehipassikopress.org for information about our other publications.

You may contact us at info@ehipassikopress.org.

Branding *A Forest of Knowledge* for Your College

We were pleased to support the work of Phi Theta Kappa Schoolcraft by publishing this edition of *A Forest of Knowledge* and making it available for free online and as a low-cost paperback edition. As part of our commitment to students and through the generosity of Phi Theta Kappa Schoolcraft, we will work with colleges to bring out editions targets specifically to their students. Please contact us if you are interested in pursuing such a project.

Publishing Student Written Books and Reflective Journals

In 2024, we launched a student voices series to publish reflective journals and other works written by students. Please contact us if you want to publish your work as part of this series. Ehipassiko Press is not a vanity press. Therefore, we do not charge for our services. Students do not need to worry about how to write a formal proposal. Just email us your idea to begin the discussion.

Publishing Faculty/Staff Written Books and Reflective Journals

We encourage college faculty and staff to email us their ideas for books and reflective journals that they would like to write. A formal proposal is not required.