

The Handout

An ARM Newsletter

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Division of Student Affairs



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At some point in our lives, most of us have probably been told to act like a lady/gentleman. And while this parental advice probably elicited an eye roll from us when we were younger, it is actually very important. Knowing the ins and outs of basic professional etiquette is crucial when entering the job market. You don't need to act like a completely different person, but conducting yourself in a mature, professional manner is a life skill that should be practiced now.

Conversations

- ◆ One thing many young people do is “up-turning” the end of their sentences. Meaning, at the end of statements they will raise the pitch of their voice like they

are asking a question? And it sounds really immature? So try to be aware of how you speak, especially when nervous.

- ◆ Simple things like maintaining eye contact, a firm, confident handshake, and addressing people with titles like “sir” and “ma’am” immediately make you sound more experienced, credible, and reliable.

Electronic communication

- ◆ In this day and age, much of our professional communication will happen online. Make sure you have a professional sounding email address, respond promptly and concisely, and show initiative, even when only communicating over email.
- ◆ When taking video conferences or interviews, make sure the camera is set down and steady. My mother often conducts phone interviews for her company, and says that her biggest complaint is when someone is clearly holding their phone in their hand and walking around with it. “Don’t expect me to work with you if you make me look at a shaky camera!” In the same vein, make sure there is nothing

(Cont. on pg. 2)

In this edition of The Handout:

• Professionalism	page 1	Maggie Walsh
• How to Study with ADHD/ADD	page 2	Angela Nicastro
• Budgeting In College	page 3	Gabrielle Christofor
• Managing Your Emotions at University	Page 4	Tamia Scott
• How to Take Notes Using Microsoft OneNote	Page 5	Sara Slaiby
• How & Why to Vote	Page 6	Caitie Barry
• FLINCH: Building Discipline by Embracing the Uncomfortable	Page 7	Audrey Redpath
• Housing Announcements	Page 7	HRL

HOW TO STUDY WITH



/ADD

We all have had problems studying at one point. Sometimes we have to study for a class we don't find interesting, or there's just too much information for us to comprehend before the next test. We try to study as much as we can but when we do it seems like it's impossible to memorize what we need to know. You know the feeling of just complete hopelessness the night before a test and you still feel like you haven't made any progress . . . now imagine you were diagnosed with ADHD/ADD.

Before I start, I would like to say

this article **is not meant to diagnose anyone in any way. This is written for people who have been diagnosed and are in need of ideas of how to study better. If you think you have ADHD/ADD, please consult a professional.**

As someone who grew up with ADHD, I thought it was completely normal to be constantly unfocused, have thoughts running a million miles a minute at every second of every day, and have my mind feel out of control a majority of the time. I'd have one thought, and right before I could even finish it a

new one would pop up and I'd forget about the old one. As you can imagine, this started to affect my grades in school when paying attention was kind of important. Experiences of ADHD/ADD differ for each person, so it's hard to really explain how it feels, but according to ADHD Collective, most people describe it as "It feels like my brain is a browser with way too many open tabs." A few others say "It feels like I'm driving with the emergency brake on," "I have time gaps, thought gaps. You know when you lose something and they

(Cont. on pg. 6)

Professionalism—Cont. from pg. 1

distracting or potentially embarrassing in the background.

Clothing

- ◆ It can be very hard to remember what is acceptable professional clothing and what isn't; and of course, it all depends on the dress code at your establishment, so always check the dress code first.
- ◆ However, some foolproof tips are:
 - ◇ shirts/blouses should come to your collar bones,
 - ◇ skirts should fall **at or below** the knee,
 - ◇ slacks should touch the tops of your shoes,
 - ◇ and you should never wear sneakers or flip flops.



ity and work ethic, not your figure. So wear things that are comfortable and flattering, but leave the tight shirts and skinny jeans at home.

Professionalism is always a work in progress, and it all depends on where you are, who you're working with, and what their expectations are. But when entering the working world for the first time and attending job interviews, it is important to know the basics of professional etiquette.

You got this!

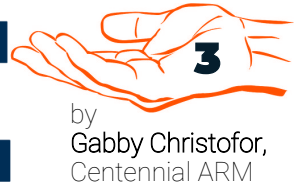
A WCSUMEDIA Podcast

- Stay Healthy This Winter
- Beat the Winter Blues
- Mid-Semester Check-up
- Want a Room for Fall 2020?

Remember, the things you are trying to emphasize are your personal-

COLLEGE

BUDGETING IN



It is inevitable that you will be spending your own money in college. Between going out with friends, shopping on your own, buying food and buying things you definitely don't need, the number in your checking account will go down and down. It is hard to say no, especially when your friends are the ones asking you to go out. Part of the college experience is going out and making choices on the fly. However, being spontaneous every weekend can cause your bank account to run dry.

Besides the necessities of school such as books and tuition, food is one of the most common things college students spend way too much of their own money on. I am guilty myself. Last month, in only 30 days, I spent \$200 on food (groceries and out). When you begin to add up your credit card bills and checking account transactions, it's shocking how much is spent out, especially considering how much we pay for a meal plan. In 2018, college students spent \$65 billion on food. On average in a year, students will spend about \$4,100 eating out or take out, and about \$2,250 on groceries. I understand the feeling that you have to get food that is

different from the dining hall. This can be done in moderation. Set budgets for yourself and see if you fall within your budget for the first few months, then adjust accordingly. If it is difficult for you to know what you need to cut back spending on, checking account/ credit card statements will tell you the categories your spending falls under. If that is too overwhelming to start with, apps such as "Mint" can assist in tracking expenses by connecting straight to your accounts and categorizing your spending.

Another money guzzler is clothing. While looking at the statistics for how much students spent on food, I saw that college students combined in 2018 spent 21 billion dollars on clothing/ shoes. This is easily avoidable. When you are out shopping, say to yourself, "do I **need** this or **want** this?" Most of the time— unless you went out to specifically buy something—it is a want. You could try saying no to shopping trips if you are easily enticed by cool clothing, or suggest going to a thrift shop. Second hand clothing is better for your pocket, for the environment, and it feels like an accomplishment when you find hidden, unique items.

We don't want to have to say no to ourselves and others due to our financial situation all the time. Every transaction is a choice, but we can be smarter about our choices by considering how much we want to spend before leaving our room. Make a budget for food. Have fun with discounts and sales. Take advantage of student discounts. Making simple changes to spending habits each week can result in more money daily and stronger credit overall. We have enough to worry about as college students, let's not make a bank account in the negatives one of those worries, too.

Research/Statistics from:

Frazier, Karen. "Amount of Spending Money a College Student Needs." *LoveToKnow*, LoveToKnow Corp.

Helhoski, Anna. "Budgets 101: How to Make Your Spending Money Last in College." *USA Today*, Gannett Satellite Information Network, 20 Aug. 2018.

Lexington Law. "College Student Spending Habits for 2020." *Lexington Law*, 68 Jan. 6464.



8 Great Essay Writing Tips:

It's about time for midterms and papers, so here are some hints for writing your next essays

and papers. Take a look at these hints, then see more at [Daily Writing Tips \(dailywritingtips.com\)](http://DailyWritingTips.com)

1. Don't Start Without Writing a Plan
2. Don't Leave Your Writing Until the Last Minute

3. Know Your Best Time of Day to Write
4. Ask for Sample Essays or Projects to Look at
5. Know How to Present Your Work Correctly
6. Look Up a List of Commonly Misused Words
7. Edit Your Essays On Paper Where Possible
8. Share Your Essay-in-Progress With Fellow Students

Managing Your Emotions While at University

by **Tamia Scott**, Litchfield ARM



We were not taught to address emotional wounds. What do we do when we feel lonely, anxious, or even distressed? We think about it over and over again, telling ourselves that we are lonely, we are anxious, we are sad. Why do we not do something about it? There are many possible reasons as to why we might not try to seek help. Many people express that they don't want to be seen as weak or believe that they have no one to talk to. We are so caught up with studying, working, and having a social life (online, or offline), we tend to forget to take time off for ourselves.

We don't always have to rely on others to keep ourselves sane and healthy. Sometimes you are all you need. Take time to reflect on your present self. Ask yourself some questions.

- *What is it that we like about life now? Let's continue to do that.*
- *What is it that we don't feel too good about? Is there anything we can do to change that? If there is, how are we going to put the changes into action?*

Ask yourselves difficult questions. While some may lead to answers, others may not.

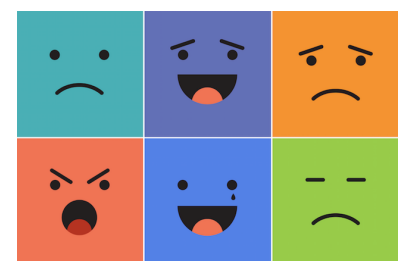
Next, be vulnerable. Being vulnerable means to let someone else into your emotional space and share your experiences while you are at your weakest point. I say 'point', because being vulnerable does not mean you are weak. It's only temporary. Allowing yourself to feel and express what you're going through will make it easier to open up and find ways to be better. Vulnerability will help strengthen those relationships that you may feel you don't have. This will build that relationship into everything you want it to be. Sometimes you need an outlet.

As your relationships start to grow you'll have to maintain them. Be there for others when they need you. In times of adversity, you will know that these friends are there for you as well. True friends have each other's back, no matter how busy they are, or even if they have their own issues at hand. Everyone has his or her own set of problems, but we can always make time to help another feel better. You helping them deal with their emotions will help you.

Lastly, seek help if needed. Seeking help from friends may provide some relief. However, if you still are unable to solve the root of the problem, or it gets

serious, maybe it's time to seek professional help. Fortunately, there are helplines and counseling services at our school. These counselors are trained to provide neutral and safe spaces for us to talk about our problems, and help us to figure out blind spots that we may have missed. We have the Counseling Center in the Student Center in room 222 or the Women's Center in White Hall 003A. There are many different options here on campus.

I hope that you are more equipped to handle emotional stressors that you may encounter throughout your school life and beyond. Just remember: be more aware of how you're feeling, be okay with asking for help, you are not alone, and you have ability to heal "emotional wounds".



Continued from pg. 6—**How & Why to Vote**

to double check to make sure you are still registered correctly to avoid any mix ups!)

If you are going to be out of town, like many college kids, you can submit an absentee ballot! Try to send your absentee ballot out as soon as possible because it's generally due by election day and needs to be requested!

Register to vote online here: <https://vote.gov/>

Get your absentee ballot here: <https://absentee.vote.org/>

Get Out There and Vote!



how to take notes



USING



OneNote

Microsoft OneNote, a commonly forgotten software, provides an application for everyone, especially students! When taking notes with Microsoft Word, you typically have a blank document where you can type, and insert diagrams or pictures. However, when studying, sitting in lecture, or writing down your thoughts, you're thinking may not be as linear as a couple sentences alongside a picture; this is exactly where **Microsoft OneNote** comes in handy.

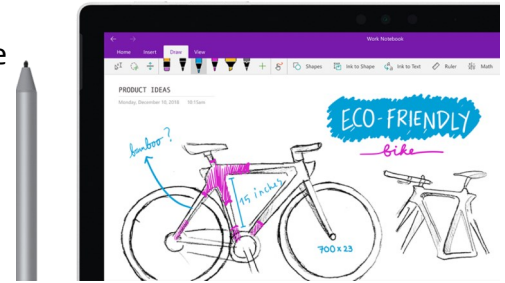
Although I could ramble on for pages about all of the benefits and useful tools that **Microsoft OneNote** has to offer, I am going to briefly explain the layout of the software, and how it can specifically be utilized for a college student.

First, when opening **Microsoft OneNote**, you'll see that you can create separate notebooks. A useful tip is to create a notebook for each class that you will be taking notes in. From there, you can create separate pages underneath the notebook. For example, if you wanted to separate your notes by content that will be on each ex-

am, you can create pages titled "Exam 1" "Exam 2" and so forth... From here, you can create a note with all of the information you choose to include. This is a great way to manage your class notes without the fear of mixing notes together, or losing track of notes that were taken in class.

Once you create your note, you can choose which way to take down your notes. There are a multitude of tags at the top of the page which can help to make specific information stand out. For example, there is a question tag; while taking your notes if you come across a question that arises from a specific section, you can stop your notes, press the question tag, and a small box with a question mark will appear within your notes. From here, you can type your question and when looking over your notes at a later time, you will be able to easily identify exactly when your question came about, and what information led to the question. Other tags consist of **Definition**, **Idea**, **Critical!**, **Important**, **To Do**, **Priority 1 & 2**, **Source for article**, etc.

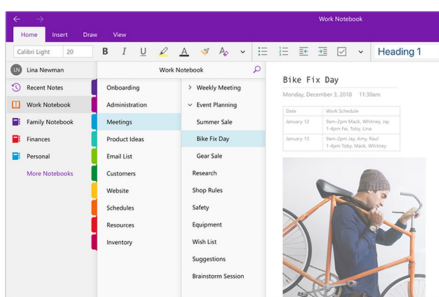
Another perfect feature for students is the ability to change from text, to drawing, to audio recording, to image, to a table—all within one note. For classes that require equations such as math or sciences, it is sometimes very time consuming



to type out equations when exponents are used or subscripts are used multiple times. Therefore, when using **Microsoft OneNote**, you can quickly change from typing your notes to drawing out an equation right below your notes, then picking right back up with typing your notes.

When typing your notes in **Microsoft OneNote**, it is possible to lock the notes. This means that the journal you originally created with the title of the class can be locked using a password. This can be beneficial if you share a computer with family members or friends and prefer to keep your notes private. You simply click on the journal title, click on the view tab, and press Password Protection.

Overall **Microsoft OneNote** provides a software system that can be utilized to take creative and dynamic notes on your laptop. You can customize your notes to look and be the way that you prefer without putting in extra work.



How & Why To VOTE

by Caitie Barry, Grasso ARM

An important part of being an active United States citizen is voting! Americans have been fighting for their right to vote since the start of this country. Although most people recall 1920 as the year women got the right to vote, women of color were not able to exercise their right to vote safely until 1965, with the passage of Voting Rights Act. Years and years of suffrage, protests and activism were done so it is important to remember the bleak history of this country, and how hard people fought so we could have our voices heard.

No vote is insignificant! Although Presidential elections tend to get higher rates of voter turnout, town and state elections are just as critical to see the change you want to see in the world. The next large election will be the 2020 presidential election, on November 3rd. Leading up to this election, there will be the democratic primary vote. Only registered democrats are able to vote in this, so if that's you, make sure to vote! This will determine who the democrat nominee is for the upcoming election.

- Massachusetts: March 3rd.
- Connecticut: April 28th
- New York: April 28th
- New Jersey: June 2nd

As a college-aged individual, this might be your first time voting, so it important to register in advance! Once you register once, you shouldn't have to register again (of course it is important



How to Study With ADHD/ADD

(cont. from pg. 2)

tell you to retrace your steps? 98% of the time, I can't," and "All my thoughts fizzle and pop."

So when you have a hard time remembering things, staying focused, and need to get work done, how does one with ADHD/ADD do it? Even if you haven't been diagnosed and just want some extra tips on how to study, try some of these!

- Develop a regular routine - Repetition is key!
- Highlight or color code important information.
- Find a place where there's not many distractions, and one where you are comfortable.
- Instead of studying for multiple hours at a time, study for 30 minutes to an hour, and take a break, then go back to it later.
- Use tutors when necessary.
- Rewrite your notes; some people find it helpful to handwrite notes in class, then type in onto their computer, or vice versa, then write them on flashcards to study later.
- Use active reading techniques and always try to explain what you read in your own words to see if you understand the material.
- Don't be afraid to go to your professor for a little extra help.
- Use a laptop or computer to take notes during class – I know this sounds counterintuitive be-

cause there's more room for distraction, but instead of sitting still and just moving one hand to write you'd be able to use both to type and hopefully release some restlessness.

- Try to avoid procrastinating – Since it might take you a bit longer to learn the material, give yourself a good amount of time to get it done and in your brain so you can get that A you've been wanting.
- Create a To-Do list, but keep it short so it'll be easier to memorize

I know this list looks overwhelming, and you might be thinking "I've tried all these and they don't work!" Well that is what your ARMs, Tutoring Center, and Accessibility Centers are for! We are here to help you in any way we can to make sure you are learning to the best of your ability, and as someone who goes through this as well, I can tell you it does get overwhelming at times, and these tips won't work for every person. What's important is you take it slow, find your routine and comfort zones, and know when help is needed such as a tutor or study buddy. I can tell you it does take a bit more willpower to stay focused and get things done, but that's where you can get creative; find out what keeps you going and on track, and keep doing it!

Flinch:

Building Discipline by Embracing the Uncomfortable

by Audrey Redpath, Pinney ARM

With midterms next week, many of us are confronting ourselves at our least productive point in the semester. Routine can wear you down but, more than that, as time passes we rely more on what's comfortable and start to avoid the difficult and uncomfortable paths that challenge us and better reward us for our time and effort.

This article is about taking cold showers. It's also about making your bed. It's about choosing to defend your thesis in public, or submit your research to Western Research Day. It's about the things that we don't do because something holds us back - because we think the task is unpleasant, risky, or boring.

When we get comfortable, we take for granted the things that make our life easier. By intentionally removing an easy element from your routine - taking a cold shower instead of a warm - you can build resilience against the negative and steel your mind against tasks you're not prepared for. The Flinch is a concept defined by Julien Smith, focusing on that self-programming each of us has that prevents us from taking risks and establishing new habits and behaviors outside of our comfort zone.

"You will never be entirely comfortable," Smith writes. "This is the truth behind the champion - he is always fighting something. To do otherwise is to settle." To continue learning and improving yourself requires a challenge — very few exceptional people are forged getting straight As in classes on subjects they don't need to study for. Exceptional students exist in every area of the student population, from students struggling to maintain Satisfactory Academic Progress goals to students preparing to graduate Cum Laude, because they're building their personal resilience through the confrontation of things that challenge them.

Smith describes the flinch as the hesitation that draws us back, consciously and subconsciously, from fear and anxiety. The most primal example is our natural flinch when we prepare to step into a stream of cold water. Without that fear of the cold, of how it would make us feel, we wouldn't flinch. But Smith says getting rid of fear isn't important: "facing it is."

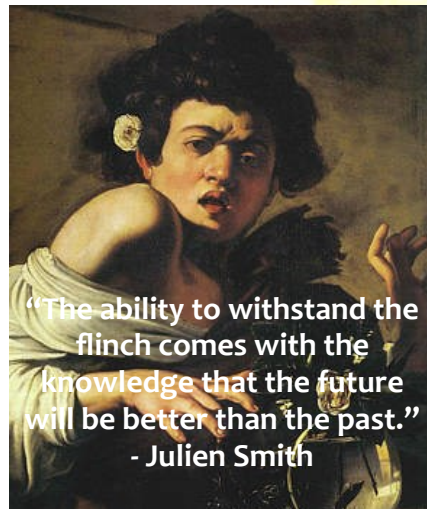
Checklist For Building Discipline Through the Flinch

- Turn on the water in your shower, and wait for it to hit peak cold. Acknowledge your reluctance to touch it, and then jump in. Do it every morning, for a week.
- Pick another task, like the cold showers, with no physical and social consequences, that you can do in 5-15 minutes of your free time. Something uncomfortable or that you would normally avoid. Rinse and repeat.

As Smith says, "do the opposite of your habits" and escape the comfortable. It builds your tolerance to the flinch, and ready to take it on when it happens in your real life.

- Acknowledge an academic task or opportunity - aiming for an A on a test or essay in a class that you normally hit with Cs or Ds, or expanding to a research project or public speaking opportunity in a topic you feel comfortably "okay" in - that is scary because you have to embrace the possibility of failing. Think about the flinch, and the way you've pushed past it before. Jump in.

In the moments before you take action, the flinch tries to force you to bail. These tasks can seem pointless, and it's easy to rationalize your way out an exercise meant to improve you that doesn't have an immediate tangible benefit. Julien Smith calls it "training" and it's worth considering like that: train to be uncomfortable, to take risks, and to improve yourself. Escape the slump. You won't know if it doesn't work for you unless you try.



Housing Announcements:

Fall 2020 Room Selection

Can it be that time already? Yes. Here are some dates and info that you need to know:

- ⇒ **Housing Deposits (\$250) are due—MARCH 20, 2020**
- ⇒ Honors Housing and Gender Neutral Housing applications due—March 27, 2020
- ⇒ Group Pre-Registration Packets due—March 30, 2020

Only students who have paid a deposit by the March 20 due date will be eligible (allowed) to participate in the fall room selection process and to be a part of a group. They will receive an application/contract once the due date has passed. Once you've received your application/contract, you and your group members will complete a Group Pre-Registration form, along with any other forms you might need (credit exception, registration waiver, etc.). These group registration forms are due, again, on or before March 30th in the Newbury Hall Housing & Residence Life offices. If your forms are late or your packet is incomplete, your group will not be able to participate.

Group leaders and seconds will then receive an email with a 5-minute appointment time. Full groups will have appointments on April 3 or 6. Partial groups will be at some time on April 6, 7, or 8.

There's much more information available. Look for the email which gives you the whole scoop on the process. There will also be signs posted in your building, and your RDs or the Housing Office can also answer any questions you might have.

