All Star Student

In the Scott College of Business, we strive for reaching new limits in education, leadership, collaboration, unity and excellence. These limits are pushed by our facility, advisors, staff, and most importantly by you! Here are some do’s and don’ts for being a successful student.

DO

- Show up on time
- Read your syllabi
- Come to class prepared
- Take notes
- Actively listen
- Ask questions
- Network with your classmates and professor
- Don’t be afraid to ask for help
- Utilize your resources
- Know deadlines for assignments
- Read through all of the Meis Worksheets!

Don’ts

- Skip class
- Sleep in class
- Disrespect your professor or classmates
- Pack up early
- Listen to music
- Ignore the professor
- Disrupt class
- Use your phone
- Work on other class work
Career Research

It is important to conduct research on companies and positions you are interested in. This worksheet will allow you to better understand these positions, the benefits and responsibilities of the position, and any additional education needed to obtain this role. Researching positions you are passionate about could also lead to new opportunities that may interest you.

Company & Position:________________________________________________________________________

Brief Description: _______________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

Entry Level Salary & Benefits: _______________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

Responsibilities: _______________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

Work Environment: _______________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________
Additional Training/Education Needed: ________________________________

___________________________________________________________________

What I like: ________________________________________________________

___________________________________________________________________

What I dislike: _______________________________________________________

___________________________________________________________________

Similar Occupations:

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# Interview Preparation

<table>
<thead>
<tr>
<th>Company:</th>
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<tbody>
<tr>
<td>Date/Time of interview</td>
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**What is the company and its history?**

________________________________________________________________
________________________________________________________________
________________________________________________________________

**How I stand out to other applicants**

________________________________________________________________
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<thead>
<tr>
<th>My Strengths</th>
<th>My Weaknesses</th>
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**How I am qualified:**

________________________________________________________________
________________________________________________________________
________________________________________________________________

**What questions do you have?**

________________________________________________________________
________________________________________________________________
________________________________________________________________
Questions for the Interviewer

Asking the potential employer questions is an important part of an interview. Having questions planned before the interview shows the interviewer you are actually interested in their company and that you came to the interview prepared and willing to listen. You may come up with some questions of your own during your pre-interview research but here are some basic questions to ask at the end of your interview:

1. Can you tell me more about the day-to-day responsibilities of this job?
2. What do you think are the most important qualities for someone to excel in this role?
3. What are your expectations for this role during the first 30 days, 60 days, year?
4. What is the company culture like?
5. Where do you think the company is headed in the next 5 years?
6. What are the biggest opportunities facing the company/department right now?
7. What does it take to be a top performer in this company?
8. What are the biggest challenges facing the company right now?
9. What do you like best about working for this company?
10. What is the typical career path for someone in this role?
11. How do leaders set employees up for success?
12. What are the next steps in the interview process?

While these questions are great to get you started when preparing for your interview. Be sure to develop company specific questions and feel free to alter the provided questions to better align with the company you are interviewing with.
Positive Experiences

Look at the words below, then write out a time you have displayed that characteristic. If you cannot think of a time when you displayed that characteristic look for an opportunity to do so within the next week!

Courage:___________________________________________________________
_________________________________________________________________

Kindness:___________________________________________________________
_________________________________________________________________

Happiness:________________________________________________________
_________________________________________________________________

Determination:_____________________________________________________
_________________________________________________________________

Selflessness:________________________________________________________
_________________________________________________________________

Love:______________________________________________________________
_________________________________________________________________

Put this some place where you can see it everyday and be proud of your accomplishments!
HOW TO SET UP YOUR NOTES FOR CLASS

Consistency: When setting up notes for a class, it is important to create a consistent layout to make it easier to find what you are looking for. You can achieve this consistency by labeling all of your work based on the class and chapter.

EX.
Class: Business 100 Date: 1/1/11111
Chapter: 3 Page: 78

Notes

Questions/additional resources:

This format can create an excellent guide for you to be able to go back through all of your notes you have taken over each chapter. You should be making sure you label your notes in a way that makes sense for you. By putting the class, date, chapter and even page number, it can be a great reference if you need to see the notes from a specific date, or if you’re reading the book and want to find the notes that correlate to that chapter.

A question/additional resource section on each page is a great way for you jot down any question you may have during class or when your taking notes outside of class to ask your professor or a peer. Professors may also show videos or talk about events or outside
content that may be beneficial and it provides a consistent place to put this information.
Group Project Focus Sheet

Project: ____________________________________________

Requirements: ____________________________________________

__________________________________________

__________________________________________

_______________________________________

Group Task: ____________________________________________

__________________________________________

__________________________________________

_____________________________________

Individual Task

Team Member 1: ____________________________________________

__________________________________________

Team Member 2: : ____________________________________________

__________________________________________

Team Member 3: : ____________________________________________

__________________________________________

Team Member 4: : ____________________________________________

__________________________________________
Reading can increase your general intelligence, social awareness, memory retention, learning capacity, and even your cognitive function skills. However most people don’t read enough to help develop these skills. Making some time each day can help you increase your own skill set and increase your learning capabilities. Below is a way for you to track what books you are reading and what page you are on.

<table>
<thead>
<tr>
<th>Title</th>
<th>Page #</th>
<th>Date</th>
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SWOT Analysis

Often times whether for a class or an organization you are in, it may be best to develop a SWOT analysis of the organization. This analysis will allow you to get a better understanding of the organization you are in or researching and can help you identify areas of the organization that need work.

**Strengths**- What are the internal strengths of the organization and what resources does the organization have?

**Weaknesses**- What are the internal weaknesses that the organization has and what resources are working against the organization.

**Opportunities**- What external opportunities are there for the organization?

**Threats**- What External threats does the organization need to be aware of?
Subscriptions and Deals

One of the things that college students tend to receive for being a student is a plethora of deals and discounts with their student ID or Student email. However, getting deals on things doesn’t mean you’re are saving a lot of money. The more deals you join the more you are ultimately spending. Here is a list of commons student discounts and also an area for you to fill out so you can keep better track of your expenses. There is also space for you to add your own subscriptions!

<table>
<thead>
<tr>
<th>Company</th>
<th>Regular Price (Average)</th>
<th>College Discount</th>
<th>How Much I pay</th>
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<tbody>
<tr>
<td>Netflix</td>
<td>$13.00</td>
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<tr>
<td>Hulu</td>
<td>7.99</td>
<td>4.99</td>
<td></td>
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<tr>
<td>Spotify</td>
<td>$9.99</td>
<td>$4.99 (Includes Hulu)</td>
<td></td>
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<tr>
<td>Amazon Prime</td>
<td>$12.99</td>
<td>$6.49</td>
<td></td>
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<tr>
<td>Ipsy</td>
<td>$10</td>
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<tr>
<td>My Fitness Pal</td>
<td>$9.99</td>
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<tr>
<td>Planet Fitness (with tanning)</td>
<td>$21.99</td>
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