

IPS Newsletter

Bi-Semester Communication for IPS Students

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LIBERTY
UNIVERSITY

INDIVIDUALIZED PROGRAMS OF STUDY
HELPING YOU HELP YOURSELF TO SUCCESS!

Issue 3, February, 2012

From the Director's Desk.

Greetings at the beginning of this new year, 2012! I recently read in *Administrative Professional Today* that even casual remarks can either enhance or harm one's professional image. Therefore, we should be careful when we speak, making statements that highlight capabilities (possibilities) and not weaknesses. Following are some examples of phrases to avoid:

"I'm too busy/I don't have time/I'm just swamped." (INSTEAD: **"Let me reserve a time to take care of that for you. I can complete it ..."**)

"I'm having one of those days/ Things are crazy here/You've caught me at a bad time." (INSTEAD: **Resist the urge to complain and set a reasonable timeline for completion.**)

"I put a call in to them/I'm waiting to hear back." (INSTEAD: **Follow through before your boss asks for the info. Be sure to follow up on your own and get the information needed even if it takes several tries.**)

"Don't quote me on that/You didn't hear this from me." (INSTEAD: **Respect confidences. Anything you say can be attributed to you.**)

"We'll see how it goes/I'll try my best." (INSTEAD: **Deliver with a strong statement that doesn't seem to leave you an 'out'—I'll take care of that for you.**)

As you prepare for your professional career, use these undergraduate days to hone your professional communication skills by using such helpful hints. Observe those about you and make mental notes about what you would like to replicate and what you would not do. Enhance yourself by duplicating the successful models in your chosen field. Those leaders in your cognate areas should serve you well!

Blessings on the semester as you move forward!

Barbara Sherman, Director
Individualized Programs of Study

Resource Reservoir

"The Center for Academic Support and Advising Services"

by Dr. Brian Yates, Dean

While at Liberty, have you ever visited an advisor to get help with your classes or major? Have you utilized the resources of the Career Center? Have you taken advantage of tutoring or helped tutor through the Bruckner Learning Center? Have you completed a test in the Testing Center, be it a CLEP or make-up exam?

Hopefully you have answered, "Yes," to more than one of these. CASAS provides these services as well as others. Overall, in CASAS, we are focused on supporting you, the student, as you work toward your goals today and in the future. Just as we desire to craft a degree that will meet God's plan for your life, CASAS is an area that helps develop the unique talents that God has gifted each of you.

We are blessed to have you as part of the CASAS family! Know that we will always be here to support you—whether as a current student or alum. Never hesitate to stop by to ask a question, utilize our services, or simply chat. God has a special plan for your life... a plan we want to help you realize and achieve.

Testimonial

by Christina Overstreet

As a freshman, I had no idea what to declare as a major. I had plenty of ideas, but none of them seemed quite right. By the end of my third semester I was frustrated and just wanted to be finished, but still didn't know what I wanted to do after college so didn't know what to study. I was a sophomore by year but a junior by credit, so I really needed to make a decision.

I decided to take a wider variety of classes during my second semester so I could get a better idea of what I might like. One of them was *Intro to Social Work*. I really enjoyed the class and professor and thought it was something I could do. Liberty doesn't have a degree for social work, but I then found out about the Individualized Programs of Study. I decided on General Studies (now Interdisciplinary Studies) with cognates in Psychology, Sociology and English—a degree geared for social work while keeping other possibilities open.

Now, a year later, I'm graduating in May and working with CASA (Court Appointed Special Advocate) through December. I'm not sure what comes next but now have a starting point. I'm sure God's got something in mind for me wherever I end up.

Professional Tips. . . .

Dr. Phil says that the difference between a goal and a dream is a timeline. A wise professional organizer's definition of a goal is "a dream with feet."

These thoughts should guide you to understand that setting, implementing and achieving goals is crucial to any kind of success.

Goal-setting has no age limit. Waiting "until..." is a mistake. Here's how to set smart goals:

Specific (who, what, where, why, when)

Measurable (How much? How many?)

Attainable: develop the attitudes, abilities, skills, and financial capacity to reach goals

Realistic: Set them high enough to stretch you without breaking you

Timed: Without a timeline, it's just a dream

Prayer for the Month

St. Teresa's prayer

May today there be peace within.

May you trust God that you are exactly where you are meant to be.

May you not forget the infinite possibilities that are born of faith.

May you use those gifts that you have received and pass on the love that has been given to you.

May you be confident knowing that you are a child of God.

Let this presence settle into your bones and allow your soul the freedom to sing, dance, praise, and love.

It is there for each and every one of us.

Quote of the month. .

BHAG (Originally from Stanford professors James Collins and Jerry Porras): Big Hairy Audacious Goals

Collins and Porras say that BHAGs release the "Hubris Factor" (overbearing pride, confidence or arrogance); they foster extraordinary determination, which spurs people on to unforeseen heights.

Source: The Pryor Report, 1995

CLST 301

Your key to maximizing your vocabulary and developing higher level reading skills.



Register this March for Fall 2012!