

Master of Science in Information Technology Handbook

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* This IT handbook is our effort to provide you with the answers to many questions that may arise during your time in this program. This handbook will be updated as frequently as necessary. Please note that the information is accurate at the time of printing; however, should you find errors, please let us know.

Updated 1/5/2009

Welcome!

Welcome to the University!

Welcome to the Master of Science in Information Technology (MS-IT) program at Valparaiso University! Founded in 1859, Valparaiso University is a private, comprehensive master's level institution located 50 miles from the center of Chicago. It is among the oldest universities in the Midwest, having a long and rich tradition of preparing students for professional careers while, at the same time, advocating the integration of liberal and professional education.

The Graduate Division of Valparaiso University was established in 1963 with the MA in Liberal Studies program—it was among the first universities in the US to have such a program. In recent years, the Graduate Division has more than doubled its enrollment, drawing students from all over the USA and the world. At the same time, the Graduate Division continues to become increasingly selective in its admission, taking only about 7 of 10 students that apply. The current enrollment of the Graduate Division is approximately 400 students, making it sizable enough to affect the campus environment, yet small enough to ensure class sizes of about 15-25 students.

In this handbook, you will find a variety of useful information about the MACS program. Special opportunities such as the Graduate Student Advisory Council and internship opportunities are included, as well as information about alumni of the MACS program. We hope that this information helps you during your time in the program with answers to frequently asked questions and information about career preparation.

Valparaiso University has earned recognition by NAFSA, receiving the prestigious 2008 Senator Paul Simon award for *Internationalizing the Campus*.

MS-IT Program Goals

All programs of the Graduate Division, including the MS-IT program, strive to meet three common goals:

- (1) to deliver strong, viable, and academically rigorous opportunities for advanced study,
- (2) to provide personal or professional enrichment and development,
- (3) to achieve a high level of student satisfaction.

The MS-IT program is intended to prepare students having undergraduate background computer science, engineering, information technology, or related fields with the knowledge, skills, and perspective for a successful career in the field of information technology in both the US and abroad. The MS-IT provides basic coverage of the fundamental areas of information technology and offers depth in three emerging areas: Computer & Information Security, Platform Technologies & Networking, and Management of Data/Information. The program is distinguished from other IT programs in a number of ways, including:

- (1) A highly applied approach, with emphasis on hands-on learning;
- (2) Requirement of a year-long rotating internship experience on campus or at a local technology firm;
- (3) Incorporation of emerging technologies into all coursework;
- (4) Emphasis on a collaborative and teamwork approach;
- (5) Development of skills in technology leadership;
- (6) Elective coursework in other professional based programs.

Special Opportunities

Graduate Student Advisory Council

Each graduate program has one or two representatives on the Graduate Student Advisory Council (GSAC). The Council works as an internal governing system and keeps the Dean of Graduate Studies apprised of concerns from a student perspective. Members are usually appointed by the Graduate Dean in consultation with Program Directors, but self-nominations are also considered. Members of GSAC are expected to represent the interests of fellow students in their program to the Graduate Office. The Graduate Dean typically invites council members to dinner once or twice each semester to discuss their ideas and provide information and feedback about their experiences.

Current GSAC representatives can be found on the website at www.valpo.edu/gce/graduate/advisorycouncil.php.

Did You Know?

The average class size of Valparaiso University's graduate courses is between 17 and 20 students.

Off-Campus Study Opportunities

Study Abroad

Graduate students are encouraged to consider study abroad opportunities if their schedule allows them. Opportunities offered during the summer months are most likely to fit into students' schedules. Currently these include study programs in Hangzhou, China (PRC) and (on occasion) India. However, study opportunities at the University's Study Centers in Cambridge, England; Reutlingen, Germany; Puebla, Mexico; or Namibia, South Africa can sometimes be individually arranged through the International Studies Office for summer study.

International Studies Office website: www.valpo.edu/study_offcampus/

Study/Travel Abroad (3 or 6 credits): Study involving significant travel abroad through faculty-sponsored courses or residential study at the Cambridge and/or Reutlingen centers. Requires an approved plan of study and an extended written project.

Study USA

Students can also study off-campus in the USA at various locations including, but not limited to, Washington D.C., New York and Chicago. Opportunities offered during the summer months are most likely to fit into students' schedules.

Study/Travel USA (3 credits): Study involving significant travel abroad through faculty-sponsored courses or residential study at a US location. Requires an approved plan of study and an extended written project.

Did You Know?

19% of VU graduate students earned their undergraduate degree at VU!



Valparaiso University
Graduate Studies and Continuing Education

Professional and Career Development
SPRING, 2008

INSTRUCTOR: Jennifer DW Guziewicz, MBA

TELEPHONE/E-MAIL: Phone: 219.464.5313
E-Mail: Jennifer.Guziewicz@valpo.edu

OFFICE HOURS: By appointment

Assistant Instructor: Prof. Guziewicz will be assisted throughout the semester by
Jamie Haney, MALS, and her contact information is:

Jamie.Haney@valpo.edu
219-464-5313

COURSE: **Professional and Career Development**
Thursdays, 4: 15 – 5: 30 p.m.
Location: MUH 114 (Mueller Hall)

COURSE DESCRIPTION:

- *Encourages students to reflect upon their career goals, strengths, and challenges as they plan their entry into the job market, and to develop successful skills and strategies for a job search. Includes resume and cover letter preparation, networking, interviewing, approaching referees, and other topics relevant to preparation for either career advancement or further graduate study.*

REQUIRED TEXT:

There is no required textbook for this course, however a binder will be provided with materials. In addition, throughout the course, materials will be distributed for inclusion in this binder. A charge of \$10 will be collected from each student to pay for these materials.

POLICY:

Graduate students are expected to attend every class meeting. Any absence must be approved in advance by the professor of the class to be missed. If this is not possible, communication immediately after the absence is expected. Students also must meet all assignment deadlines regardless of an absence. Failure to meet these expectations will result in a grade adjustment.

OBJECTIVES:

The following are the primary course objectives:

- (1) Discuss and evaluate the methods available to assess career options.
- (2) Discuss and evaluate the methods available to assess continuing education.
- (3) Successfully complete a cover letter and resume.
- (4) Instruct, practice and improve interviewing skills.
- (5) Discuss and elaborate on aspects of personal and professional development goals.

COURSE FORMAT:

The course will utilize a lecture and discussion format. It is intended to be an interactive course. Skills needed to develop professionally will be discussed and practiced regularly in class, and students are expected to actively participate.

GRADING:

This course offers the S/U option. Students will be graded on (1) attendance, (2) participation, and (3) successful completion of all assignments.

Honor Code

As per university policy, all written work that is submitted should have a written and signed statement of the honor code: *I have neither given nor received, nor tolerated others use of unauthorized aid.* Assignments must be your original work and not have been produced for another class. Failure to abide by these expectations will be treated as an honor code violation.

**Looking for ways to enhance your graduate degree?
Consider adding a graduate certificate!**

Valparaiso University's Graduate Division offers the following certificate programs:

Teaching of English to Speakers of Other Languages (*TESOL*) (15 cr)

Legal Studies & Principles (15 cr)

Post-MALS Certificates in:

English (15 cr)

Ethics & Values (15 cr)

Gerontology (18 cr)

History (15 cr)

Human Behavior & Society (15 cr)

Theology (15 cr)

Theology & Ministry (24 cr)

Business Management (14 cr)

Business Management for Counseling Students (12 cr)

Business Management for Nursing Students (15 cr)

Many graduate certificates can be completed concurrently with a Master's degree program, using 6 to 9 credits of certificate course work as Master's program elective course work.

Visit the Graduate Studies website at www.valpo.edu/gce for more information.

IT Program Curriculum

Students in the MS-IT program should take Introduction to Information Technology during their first semester of enrollment. Core competency coursework should be taken prior to or concurrently with additional competency coursework. Experiential training should be distributed over at least two semesters to enable rotation through two or more IT focus areas. Social and professional issues may be taken anytime during the program.

Core Requirements & Competencies		14-15 credits
IT 501	Introduction to Information Technology	2 cr
IT 610	Software Development and Programming	3 cr
IT 620	User Interface	2 cr
IT 630	Internet and Web Technologies	2 cr
IT 640	Information Management	2-3 cr
IT 650	Platform Technologies and Networking	3 cr
Additional Competencies		5-6 credits
IT 550	Telecommunications	2-3 cr
IT 720	Integrative Programming and Technologies	2 cr
IT 730	System Integration and Administration	2-3 cr
IT 760	Information Assurance and Security	3 cr
Experiential Training		3-4 credits
IT 686 & IT 687	Internships	up to 4 cr
Social & Professional Issues		2 credits, 9 credits max.
IT 670	Professional Development (includes coursework on professional practices, project management, management of personnel, innovation, consulting, technical writing, etc.).	

Course descriptions of the above courses can be found in the Graduate Catalog, available online or in the Office of Graduate Studies (Kretzmann 116).

Internship/Experiential Training

IT 686 (1-3 credits): An initial supervised work experience in an IT organization or IT-related position. Each credit requires 100 clock hours. No more than 4 credits of IT 686 or 687 may be applied to the IT degree. *Prerequisite*: approval by the IT advisor and/or Dean of Graduate Studies.

IT 687 (1-3 credits): A second supervised work experience in an IT organization or IT-related position. Responsibilities and experience must differ from IT 686. No more than 4 credits of IT 686 and 687 may be applied to the IT degree. *Prerequisite*: IT 686 and approval by the IT advisor and/or Dean of Graduate Studies.

Local IT Internship Opportunities

A variety of Northwest Indiana companies offer internship opportunities in the field of Information Technology. The following table gives a sampling of some of the many companies that IT students can contact for opportunities.

Company	Street Address	City	State	Zip	Phone	Email
Celtic Insurance	PO Box 33839	Indianapolis	IN	46203		
Amt Computers	540 Indian Boundary Rd	Chesterton	IN	46304	219-926-2124	support@amtcomputers.com
NIIA	700 S Calumet	Chesterton	IN	46304		
The Pathfinder Group Ltd	134 1/2 S Calumet Rd	Chesterton	IN	46304		
Waretech Inc	132 Venturi Dr	Chesterton	IN	46304		
Elias Network Solutions	8929 Porter Ct	Crown Point	IN	46307		
United States Gypsum	301 Riley Rd	East Chicago	IN	46312		
PC Pounders	2047 W Glen Park Ave	Griffith	IN	46319	219-934-9565	
Applied Computer Techniques	111 W 10th St, Suite 116	Hobart	IN	46342	219-947-7086	
High Aspect Development Corp	45 Shore Dr	Portage	IN	46368		
Nugent & Co LLC	6356 Central Ave	Portage	IN	46368		
Bakos & Richards Consulting Inc.	5016 Crane Ct	Schererville	IN	46375	219-769-7188	
Best Servers LLC	1112 US Route 41	Schererville	IN	46375	219-322-2506	
Cenifax Network Solutions	24 US Hwy 30 E	Schererville	IN	46375	219-322-5250	
Always A Solution Computer Services	802 Evans Ave Ste 5	Valparaiso	IN	46383	219-548-2943	irene@alwaysasolution.com
Chester Information Technologies	444 Eastport Centre Drive	Valparaiso	IN	46383	219-464-9999	
F 1 Inc	359 Franklin St	Valparaiso	IN	46383	219-548-8665	
Hackerz Computer Solutions	681 McCool Rd	Valparaiso	IN	46383	219-364-9127	

Indiana Net Tech Inc	56 S Washington St	Valparaiso	IN	46383		
Keep It Inc	13 E Lincolnway	Valparaiso	IN	46383	219-531-5337	mbeck@keepitinc.com
Konkey Technologies Group	2002 Linden Dr	Valparaiso	IN	46383		
Urschel Laboratories	PO Box 2200, 2503 Calumet Ave	Valparaiso	IN	46384	219-464-4811	info@urschel.com
XSYS Inc	653 Steele Rd	Valparaiso	IN	46385		
Cititech Computer Center Inc	1545 Broadway	Gary	IN	46407	219-882-1785	
Analytech Consulting Resources Inc	9111 Broadway	Merrillville	IN	46410	219-736-6556	
Climcor	8252 Virginia St	Merrillville	IN	46410		
Midwest Telecom of America Inc	1567 E 93rd Ave	Merrillville	IN	46410	219-650-5555	
Millenium Technologies	1670 W 62nd Ave	Merrillville	IN	46410	219-981-2001	
Profile Systems	1000 E 80th Place	Merrillville	IN	46410	219-757-3575	
Think Tank Networking Technology Group	1575 E 89th Ave	Merrillville	IN	46410		
Total Biz	247 E 84th Place	Merrillville	IN	46410		
Baxter Healthcare	One Baxter Parkway	Deerfield	IL	60015	847-948-2000	
IBM		Schaumburg	IL	60173	847-240-3000	
IT-Stability, Inc.	2300 N. Barring Rd. Suite 400	Hoffman Estates	IL	60195	847-490-8440	
Celtic Insurance	PO Box 4136	Carol Stream	IL	60197		
Celtic Insurance	233 S Wacker Drive, Suite 700	Chicago	IL	60606	312-332-8661	
Chicago Mercantile Exchange	20 S. Wacker	Chicago	IL	60606	312-930-1000	info@cmegroup.com
Caterpillar	100 North East Adams Street	Peoria	IL	61629	309-675-1000	

External Scholarships

Source	Details	Amount of scholarship	Website	Comments
COS Funding Opportunities	Search for grants, scholarships and awards. Over 400,000 records included.	Varying	fundingopps.cos.com/	Requires creating an account
IL Researcher Information Service, Univ. of IL Library	Search for funding opportunities.	Varying	iris.library.uiuc.edu/~iris/search.html	Requires creating an account
American-Scandinavian Foundations	Multiple grants, awards and fellowships available.	Varying	www.amscan.org/	
Davies-Jackson Scholarship	Application period and deadline: mid-November. Two-year course of study at Cambridge University which leads to equivalent of a US Master's degree. Request application from: A. Graham Down, Director Davies-Jackson Scholarship Program, C/O CAPHE One DuPont Cir, NW, Suite 320 Washington, D.C. 20036	Valued at approximately \$50,000.	www.cic.org/caphe/assistance/davies.asp	When requesting application, clearly state college or university affiliation and graduation date.
Fulbright Grants	Competition opens in May. Winners notified between April and June. Requirements: 1. US citizenship 2. 1 page statement proposing research project and plan of study 3. 1 page Curriculum Vitae 4. 3 letters of recommendation 5. Language proficiency for non-native English-speaking nations.	Varying	www.fulbrightalumni.org/olc/pub/FBA/gfn/grants.html	
British Marshall Scholarships	Scholarships will fund tuition, living expenses, annual book grant, thesis grant, research and daily travel grant, travel to/from USA, spousal support. Winners announced in December.	20,000 British pounds	www.marshallscholarship.org/	Deadline for 2008 scholarships is October 3, 2007.
National Security Education Program Graduate	Fellowships provide support for domestic or overseas study, or combination of both. Selection and notification in May.	Maximums: \$12,000 domestic study \$24,000 overseas study \$30,000 combination	nsep.aed.org/	Deadline: January.
Rhodes Scholarships	Requirements: US Citizen between 18 and 24. Bachelor's degree. Other moral and academic requirements. Winners announced in December	10,000 British pounds for tuition, fees and personal allowance	www.rhodesscholar.org/	Deadline: October
Rotary Foundation International Scholarships	Three types: 1. Academic-Year Ambassadorial Scholarship 2. Multi-Year Ambassadorial	1. \$26,000 2. \$13,000 3. up to \$12,000 or	www.rotary.org/foundation/educational/amb_scho/index.html	Deadline varies between March 15 and July 15

	Scholarship 3. Cultural Ambassadorial Scholarship (for either three or six months of intensive language training) Winners are notified in mid-December.	\$19,000		
George J. Mitchell Scholarships	For US citizens between 18 and 30 working towards Master's degree offered by University in Ireland or Northern Ireland. Winners notified in early December.	Covers tuition, housing, living expense stipend, & international travel	www.us-irelandalliance.org/scholarships.html	Deadline: Mid-October Application forms are online.
National Hispanic Scholarship Foundation	Request application from: National Hispanic Scholarship Fund One Sansome Street, Suite 1000 San Francisco, CA 94104 Telephone: (415) 445-9930 Winners notified in Spring.	Range from \$1,000 to \$3,000.	www.hsf.net/	Deadline: mid-October
Bill Emerson National Hunger Fellowship	See website for requirements.	Varying	www.hungercenter.org/national/national.htm	Deadline: January 18, 2007
Scoville Fellowship	For application, contact: Herbert Scoville Jr. Peace Fellowship 322 4 th Street NE Washington, DC 20002 scoville@clw.org	Benefits: \$1,900 monthly stipend, travel expenses to D.C. & health insurance	www.clw.org/scoville/flyer.html	Deadline: October 10 for Spring 2007 Fellowship
Kappa Kappa Kappa Scholarships	Must be enrolled full time during subsequent year after application, be citizen of United States and resident of Indiana from within jurisdiction of sponsoring chapter.	Additional requirements for specific scholarships.	www.trikappa.org/education/htm	Contact local Tri-Kappa chapter for more information.

Current Students & Graduate Alumni

Where are your fellow students from?

Home States & Countries

Students applying to the Information Technology program are from a variety of states and countries, including Indiana, Illinois, India, Macedonia, Saudi Arabia and China.

Undergraduate and Past Graduate Institutions of IT Students:

Acharya Nagarjuna University (India)
Al-Imam Muhammad Ibn Saud Islamic University (Saudi Arabia)
Bharat Institute of Engineering & Technology (India)
Carnegie Mellon University (PA)
Dalian Fisheries University (China)
Dalian Neusoft Institute of Information (China)
Indiana University Bloomington
Jawaharlal Nehru Technological University (India)
Jishou University (China)
King Saud University (Saudi Arabia)
Mody Institute of Technology (India)
Northeastern University (MA)
S.S. Cyril & Methodius University (Macedonia)
St. Xavier University (IL)
Wabash College (IN)
Valparaiso University (IN)
Zhejiang University of Technology (China)

Did You Know?

Enrollment in all graduate programs at Valparaiso University is 50% full time & 50% part time.

Valpo Graduate Alumni

The Office of Graduate Studies website has a separate Alumni Connect webpage dedicated to alumni, their careers, feedback about their time at Valpo and their contact information. If you have questions, alumni who are eager to answer questions have provided an email or phone number at which they can be contacted. The Alumni Connect website is www.valpo.edu/gce/graduate/alumni/index.php.

Career Preparation

Can your Facebook profile jeopardize your career prospects? The answer is a resounding **YES**. Sites like Facebook, MySpace, LiveJournal, and Friendster are everywhere these days – researchers estimate that up to 90% of American college students use them! Unfortunately, lots of these students use these sites in ways that can have dire consequences on their future careers.

Facebook, in particular, is rapidly becoming a valuable tool for employers, who can use the site to gather information about students they're thinking of hiring. Searching for profiles in Facebook allows potential employers to run background checks on students, to scrutinize them prior to interviews, to evaluate their personalities, and to investigate other issues such as sexual preference and social tendencies.

You already know that getting a Facebook account is a very easy process. The same can be true for potential employers, who might wrangle e-mail addresses ending with .edu through alumni, through signing up for extension courses, etc.

Administrators at colleges around the country, ranging from New York University to UCLA, have noticed that employers are using these techniques.

Mary Ellen Slayer of *The Washington Post* recently reported that the benefits of creating online profiles – such as making communication between friends quick and easy – are often outweighed by the downside. “Online profiles make you easy to find. And not just your resume, which is why you have to be careful about what you post. That four-year-old party pic of you doing a keg stand could some day cost you a dream job.”¹

John Palfrey, lecturer and executive director of the Berkman Center for Internet and Society at Harvard University Law School, suggested making the information in online profiles as neutral as possible. In the Brown University student newspaper, Palfrey recently commented, “It’s about common sense. You should presume that anybody from whom you want something in the future could see the profile. That person could be an employer, graduate school board member, or a current professor. If you put something on your profile that you wouldn’t want them to see, you’re making a huge mistake.”²

Remember that your online profile could have consequences for your future long after graduation, and be very careful about what you decide to post. Your dream job could be in jeopardy.

Did You Know?

When asked about their development as a well-rounded person in the MALS program, graduates rated their development as a 3.4 on a 4.0 scale.

Graduates also said the MALS program promoted scholarly activity, reflection and critical thinking successfully as a 3.4 on a 4.0 scale.

¹ Mary Ellen Slayer, “Maintaining an Online Profile – and your Professionalism,” *The Washington Post* (February 12, 2006).

² Stu Woo, “Schools Use Facebook to Run Background Checks on Students,” *Brown Daily Herald* (November 3, 2005).

Resume Building: Sections to Include on your Resume³

Identifying Information

The top of the resume should include the following:

- Name
- Current address and telephone number, including area code
- Permanent address and telephone number, if pertinent
- Email address, if available
- Optional: your Web page address

Objective

Although the objective is optional, it has the advantage of telling the recruiter or hiring manager, at a glance, the type of position you are seeking.

The resume objective can take many forms. It can state: 1) the specific position you are seeking; 2) the skills you wish to use on the job; and 3) the field or organization type by which you wish to be employed, or very often, a combination of all of the above. It is important to strike a balance between too much and too little information. It is also important to provide enough specific information for the reader to determine where to direct your resume. Your in-depth employment objective is reserved for the cover letter. Avoid phrases like "...a position in public relations or advertising." If you are applying in different fields, use a separate resume with an objective appropriate for each field.

Sample Objectives

Position Stated: Seeking a position as an entry-level electrical engineer.

Position and interest areas stated: Seeking a position as an electrical engineer in research and design.

Skills and organization type stated: Seeking to obtain a position in investment banking using excellent quantitative and analytical skills.

Education

As a current student or recent graduate, you will probably want to highlight your education by placing this section near the top of your resume. This section must include the first three items listed below. The other entries are optional.

- Name of the degree granting institutions, listing first the most recent degree earned.
- Degree received and major/concentration/emphasis.
- Graduation date or projected graduation date, or the dates of attendance if no degree was completed.
- Any minors, specialization or focus areas.
- Overseas academic experiences.
- Courses that are relevant to the positions for which you are applying.
- Honors and GPA are optional, although recommended if they are a strong selling point. Be sure to indicate GPA as based on a 4.0 scale (e.g. 3.6/4.0).
- Senior research/honors thesis title and often a brief description. This can also be listed in the Experience section, if relevant.
- High school is not generally listed. However, exceptions do exist: if you received an award especially relevant to your job objective, if you attended an extremely noteworthy high school, or if you are applying for a job in the geographic region of your high school.

³ www.crummer.rollins.edu/career_management/skills/resume.pdf

Experience

When describing your experiences, include the following:

- Title of position.
- Name of organization and location with city and state.
- Dates of employment/involvement.
- Description of responsibilities beginning with action verbs. Avoid phrases such as “Duties included...”
- Mention believable, verifiable accomplishments.

Suggestions for Describing Your Experiences

- Describe your experiences in terms of accomplishments including the variety of tasks performed and progressive increases in responsibility.
- Be action oriented. Begin each sentence with an action verb (organized, developed, directed, etc.) See p. 7 for more examples of action verbs.
- Use nouns that convey key skills or knowledge areas (e.g. familiar with C++, proficient with Excel, fluent in Spanish).
- Keep personal pronouns out of your descriptions.
- Quantify your experience whenever possible to demonstrate the scope of your responsibilities. For example, “planned and managed a budget of \$10,000” or “supervised a crew of four.”
- Include paid jobs, internships, volunteer community service, extracurricular projects involving leadership or teamwork, special academic research or honors projects, etc.

High school experiences are usually not appropriate. However, important high school experiences that have some relevance to your job objective, and are not repeated or expanded upon in college, may be appropriate. If in doubt, include it and ask for feedback from an objective person critiquing your resume. In the final analysis, use your best sense of what presents you in strong, clear, succinct terms.

Additional Information (Optional)

This section can include languages, computer skills, interests, sports, extracurricular activities, volunteer experiences, etc. However, if one of these areas is especially relevant to your objective, you may choose to put it into a separate section (see below).

Other Possibilities for Sections

Choose your headings based on your background and the qualifications you believe will be important or of interest to the employer. Be descriptive in your selection of a heading. Sample headings including: Computer Skills; Lab Skills; Languages; Leadership or Teamwork Activities; Honors and Awards; Professional Affiliations; Community Service; Outstanding Accomplishments; and Summary (usually included near the top, listing specific skills, past experiences, etc.).

References

If references would be well known to your reader, you may want to include their names on your resume. Usually, if references are requested, a separate reference sheet is paper clipped to your resume (or presented later in your job search if you are a finalist for a position). This should have your name at the top and list the names, titles, addresses, and phone numbers of your references. Remember: it is important to contact your references prior to submitting their names to potential employers.

International Students

It is often a disadvantage to include your non-immigrant visa status or permanent address (if outside the U.S.) on your resume. If a company is interested in you, the subject of your visa status should be discussed later during the interview. The only exception would be if you have obtained permanent residency. In this case, it is an advantage to list your permanent residency status on your resume.

What is Networking?⁴

Networking means contacting people in a field or organization in which you wish to work, to ask for information, not a job. Networking, also known as informational interviewing, is the job seeker's equivalent of market research. It is essential in learning about a field and job functions that fit your talents and in evaluating organizations that could be a good match for you. Networking is also a method of discovering jobs not publicly advertised. In a networking meeting, you meet with a person who works in the field you are exploring to:

- Expand your knowledge of the job market in the field(s) you want to explore,
- Learn about opportunities that may interest you and the skills they require,
- Clarify what jobs are really like before you commit yourself,
- Shorten your job search time, find quality jobs, and target positions that best fit your particular mix of interests and skills,
- Learn about salary ranges, typical career paths, how specific organizations find new people, and which companies are hiring,
- Become a more impressive candidate and build your confidence for later job interviews,
- Build support for your job search by expanding the number of people who can help you.

Eight Steps to Successful Networking

1. Think about what fields you want to explore
Consider the content of the work you'd like to do and environment in which you want to work. Books, guides, and online publications describe specific fields, job functions and typical career paths, and list organizations. Look for a job that is a fit for you rather than trying to fit yourself into an available position.
2. Develop a list of possible contacts
To find these contacts, use an alumni database from your alma mater, family, friends, professors, or perhaps people who have published articles in newspapers or journals in your field. It is most useful to talk directly with people who are doing the job you're interested in, not to someone in human resources; although HR people play an important role in the hiring process, their job is to screen candidates, not provide advice and contacts.
3. Ask for the interview
You can do this by phone, email, or by letter with a follow-up phone call. Assume that the person is very busy but will enjoy giving you advice, and perhaps ask you for advice in the future.
4. Prepare yourself
Read about your contact's field and organization so they will feel you are seriously interested and you will get the most out of your meeting. Building a target list of 5-10 organizations in which you are interested will demonstrate your focus.

⁴ www.crummer.rollins.edu/career_management/skills/networking.pdf

5. Conduct an effective meeting
Keep to the time limit you requested. Remember that you are the one who initiated contact and it is your responsibility to ask questions to learn about what you need to know, with courtesy and appreciation for your contact's time and energy. It is also important to describe your background and interests in a clear, concise way. Your goals are fourfold: - To learn more about the career path you're considering. - To present your background and interests clearly. - To learn more about the company itself. - To obtain referrals.
6. Ask for further referrals
Once you have developed a relationship, ask for referrals. When you present your interests and needs in a concise and specific way, your contact will feel more confident in referring you to colleagues for similar information meetings.
7. Follow up
Send a thank you note, which can be typed or handwritten on quality paper, including your address and phone. Thoughtful people tend to be remembered.
8. Create a tracking system
Keep track of your contacts. You may want to re-contact this person later, and it is a good idea to write them when you find a job. Networking is a "two-way street," and they may want to ask you for help in the future.

Did You Know?

When asked how satisfied MALS graduates were with their preparation of professional skills and knowledge, 92% said they were satisfied with their preparation and had engaged in scholarly activities, reflection and critical thinking during their studies.

Free Business Cards from VistaPrints.com

<http://www.vistaprint.com/vp/ns/splash/freebc.aspx?xnav=top>

250 full-color business cards free – choose from 42 design choices on durable, premium grade card stock.

<u>Qty</u>	<u>Matte</u>	<u>Glossy Finish</u>
250	FREE	\$9.99
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Are the business cards really free?

Yes! You pay only for shipping and processing and for any product upgrades that you make to the product. If you want to get your free product faster, expedited delivery is also available for an additional charge. You may incur additional fees if your order contains multiple free products.

Common Myths About Networking⁵

Myth #1

“Networking is an extroverted, aggressive, ‘hard-shell approach’ that involves deceiving and using people by asking for information and advice to get job interviews.”

If you are to use networking to its maximum advantage, you will avoid this hard-shell approach, and be honest and natural with others. You are much more likely to find a job which is a good match for you if you assess your own skills and interests and research fields and organizations before you start applying directly for a job. Having honest, relaxed information meetings will help you find a place in which you can feel comfortable and do your best work.

Myth #2

“I prefer doing this by phone. I’m too busy (or shy) to see people in person.”

Face-to-face meetings are far more effective in helping you experience the environments in which you might work and in developing the understanding and confidence that your contact needs to entrust you with referrals to his/her network. Of course, if the perfect alumni contact is in New York, you will probably have to talk by phone (and perhaps meet later).

Myth #3

“I know enough about my field. I don’t need information; I need a job. I am going to send cover letters and resumes to personnel directors of 20 targeted companies.”

You may land a job this way, especially if your degree and skills exactly match what an organization is seeking. If a large organization has a formal program to hire MBA students, this could work well for you; but this kind of management training program is rapidly disappearing as companies downsize and more skilled workers are available for lower level positions. Most managers in large companies, owners of small companies, and personnel directors all prefer referrals to applications from strangers.

Myth #4

“I’ll ask for advice. Then when I meet with them, I’ll ask for a job, because that’s what I really need.”

The goals and rules of networking and interviewing are completely different. You cannot successfully do both at the same time. To directly solicit jobs from networking contacts in information interviews is to undermine the basis of your relationship: the relaxed exchange of information.

Myth #5

“I got into college and found summer jobs by applying to a few places and deciding on the best offer. The job market can’t be that different.”

It is not easy to find a job or build a career given the current structure of the job market, which is relatively disorganized, although it projects the illusion of coherence and structure. Most of the systems organized to help you find a job do not provide the information you need to land a job that is most related to your skills and interests. Many employers bypass time-consuming and risky organized systems (such as newspaper ads) and prefer to ask current employees for referrals. Research has shown that this method most often leads to a successful match. Therefore, the more direct contact you have with people working in your target field, the more you can see where opportunities lie that fit your interests, and be the one they refer when openings arise.

⁵ www.crummer.rollins.edu/career_management/skills/networking.pdf

Academic Information

Financial Aid

The Federal Government may have available financial assistance as follows:

Maximum total Federal loans: \$18,500

Maximum Subsidized Federal loan amount: \$8,500

The amount of aid will vary based on the student's enrollment status:

Full-time Graduate: at least 9 credit hours each semester

Part-time Graduate: at least 5 credit hours each semester

Full-time Summer Graduate: at least 6 credits (combined from both summer sessions)

Students should fill out the Free Application for Federal Student Aid (FAFSA) using a federal pin number, if they wish to qualify for federal loans.

FAFSA website: www.fafsa.ed.gov

PIN website: www.pin.ed.gov

*Students may also wish to take out private loans on their own to support their education. Options are available through Sallie Mae, Key Bank and other private institutions such as your bank.

Sallie Mae website: www.salliemae.com

Key Bank website: www.key.com/index.html

For more questions about scholarships and financial aid, contact the Valparaiso University Financial Aid Office at 219-464-5015 or finaid@valpo.edu.

Using & Forwarding Your Valpo E-mail

Valparaiso University provides an individual e-mail address to each student. These University supplied e-mail addresses provide a uniform way to maintain communication between faculty, staff and students. Valparaiso University relies on these e-mail accounts for students as a primary means to communicate information. **ALL STUDENTS MUST CHECK THEIR VU E-MAIL REGULARLY.** When individuals do not use their University-assigned e-mail accounts, information is often not conveyed. *Individuals who do not routinely check their University E-mail accounts assume all risks and consequences of such neglect.*

Information Technology provides the option of forwarding mail to an individual's chosen e-mail address, but cannot guarantee delivery. Those who choose to forward their University addressed e-mail do so at their own risk.

Forwarding Your VU E-mail

To forward your VU e-mail to another account (i.e. Hotmail, Yahoo, etc.), visit the Online Service Center at www.valpo.edu/it and log in with your regular log-in (first letter of first name, first seven letters of last name) and password (your ID number or the new password you created). Then click on "E-mail Forwarding" on the left-hand side of the page, and follow the instructions to forward your VU e-mail.

The Importance of Completing Registration Confirmation

The Valparaiso University Office of the Registrar requires all students to confirm their registration for **EACH** semester that they are attending VU. The process for Registration Confirmation is as follows:

1. Read your VU e-mail (or forwarded e-mail) for e-mails from both Graduate Studies & Registrar near the start of each semester or summer session.
2. You must complete your Registration Confirmation (on DataVU) within the 10 day time frame or you will be charged a non-refundable \$40.00 Late Confirmation Fee!!
3. If you have an issue with completing your Registration Confirmation – contact Graduate Studies **IMMEDIATELY** and we will assist you as necessary.
4. If you have any comments about the Registration Confirmation process, please email Ann.Trost@valpo.edu.

The Honor Code

Since 1943, all academic work at Valparaiso University has been done within the context of an honor system. This honor system is part of the way the University attempts to assist both students and faculty to do work and live lives characterized by integrity. The Honor Code Pledge which students must write out and *sign* on every piece of written work submitted reads as follows: "I have neither given nor received nor have I tolerated others' use of unauthorized aid." Every instructor is responsible for clarifying what constitutes unauthorized aid in his or her course. In the Valpo Core course, the following will be considered violations of the Honor Code:

- (1) Unauthorized giving, receiving, or use of material or information while writing examinations or quizzes.
- (2) Fraudulent or deceptive generation of data or the knowing use of data gathered in such a manner.
- (3) One person taking a quiz or examination, or producing a paper, for another.
- (4) The use of ideas, data or specific written passages of others that are unacknowledged or falsely acknowledged.
- (5) Presentation of a paper or other work for credit in two distinct courses without prior approval of both instructors.
- (6) Theft or destruction of library materials or other materials which are meant to be accessible to all other students and faculty.
- (7) Knowingly presenting false accusation or testimony before the Honor Council or its representatives.
- (8) Presenting a draft and/or paper which is someone else's work.
- (9) Tolerance of any of the above.

Some kinds of aid and collaboration are strongly encouraged and are NOT violations of the Honor Code in this course. These include:

- (1) Making use of the services of the Writing Center.
- (2) Discussion or brainstorming about written or oral assignments, movies, or other TBA events with other students, faculty, or staff.
- (3) Getting other students' reactions to written or oral work prior to submitting or presenting it.
- (4) Working with classmates to revise drafts of assigned papers.

The Honor Council is administered by the Graduate Council. For more information on the process, please consult your graduate catalog under Honor Code Administration and Student Academic Fair Practices (SAFP) for Graduate Students.

Statement on Plagiarism

Definition

Plagiarism is the use of the words, facts, ideas, or opinions of someone else without a specific acknowledgment of their source. It is the attempt—deliberate or unintentional—to pass off as one's own work what in fact has been borrowed. Whenever you are writing on an unfamiliar, specialized, or technical subject, it is likely that you will be using printed or oral sources of information. To fail to indicate that you used such sources and/or to fail to identify them constitutes plagiarism.

Direct Quotations

Whenever you use the exact words of a speaker or writer, you must enclose those words in quotation marks and indicate the precise source of the words in a parenthetical reference. This rule applies whether the quotation is two words or two paragraphs long. Furthermore, a quotation must be exact in every detail: no words may be changed, and none may be omitted that would change the meaning of the passage. An omission that would not affect the meaning is permissible, but it must be indicated by an ellipsis, three spaced dots (. . .). Furthermore, spelling, punctuation, capitalization, and all such mechanical details must conform exactly to the original.

Other Borrowings

A large part of the borrowed material in any paper is likely to be paraphrased or summarized rather than quoted. There are two important facts to be remembered in this connection. First, the material is still borrowed; therefore exact sources must be acknowledged in parentheses. And second, the wording of paraphrased or of summarized material must be substantially different from the original. When you put another writer's ideas into your own words, those words must be really yours; you may not echo the vocabulary and the phrasing of your source.

Similarly, whenever you use the organization that someone else has provided, whether it be a pattern which you imitated or an actual small part of your overall structure, you should indicate your source in an explanatory note.

Proper Extent of Documentation

When students are told that everything they learn from their reading must be documented they often react with an anguished cry, "But then my whole paper would have to be documented." This protest is not warranted, however, because a research paper, properly speaking, is not just a collection of facts and ideas gathered from sources. Unless you do something original with your material, you probably have not fulfilled the assignment. That is, ordinarily you must present some interpretations of your data and reach some conclusions about your subject. These interpretations and conclusions, which you are basing upon the material you have borrowed, represent your original contribution to the subject.

In using this material, you must demonstrate that you have mastered it. First, you must be careful that you never distort the meaning of another's work, whether you have summarized, paraphrased, or quoted. Second, you must make sure that your interpretations and conclusions follow logically from the evidence you have presented. Therefore, because you have mastered the material and have used it to reach a valid, original conclusion, the paper is your paper.

In this connection, it is helpful to remember the words of the writer James Stephens, "Originality does not consist in saying what no one else has said before. It consists in saying what you yourself truly believe."

As a general rule, the newer a subject is to you, the more acknowledgments you will need. But though it is theoretically true that the number of notes required will vary inversely with the extent of the writer's previous knowledge, it is not always true in practice. In handling certain subjects you will discover that sometimes an entire paragraph, sometimes a half paragraph, has been derived from one source, though at different places in that source. In this instance you may document the borrowing with a series of page numbers rather than with a single page number. Make certain that all the sentences in the paragraph before the parenthetical acknowledgment are derived from the sources indicated.

Study the documentation of representative scholarly books and articles to become more fully aware of what is involved in the whole business of using acquired knowledge. Keep and use the handbook required for this course. No professional will carelessly lay himself or herself open to a charge of plagiarism. You should be equally careful.

Some Exceptions

There are, however, some exceptions to the rule that you must document everything in an investigation paper that you didn't know before you started. There is much information which is generally known and which is readily available in a wide variety of sources. Dates, for instance, rarely require documentation. Perhaps you don't know that Napoleon was defeated at Waterloo in 1815, but many people do and the fact is obtainable in dozens of places—history books, encyclopedias, dictionaries, almanacs, and even calendars; to document such a fact would be sheer pedantry. On the other hand, if you wanted to mention the number of French and British troops who died at Waterloo, you could certainly have to acknowledge the source of your information; you could not assume that those figures could be known without some special investigation. Another exception to the general rule is the quotation which is so familiar as to be almost proverbial, "To be, or not to be," for instance. An acknowledgment after that phrase would be both an insult to the intelligence of your audience and a confession of your own ignorance of what documentation is for. In general, then, you need not document any material that may be assumed to be common knowledge. But if you are unsure whether the educated public is likely to know what you don't, or if there is disagreement among the experts, it is better to be safe and use what may be an unnecessary note than to omit one and thus provoke a suspicion of plagiarism. Never give your reader an occasion to ask, "How do you know?" or "What is your evidence for this point?"

The ultimate responsibility for academic honesty belongs to you. You are responsible for knowing exactly what plagiarism is and for scrupulously avoiding any suspicion of it in all your writing. From that responsibility no one can excuse you.

The references to the techniques of documentation in this statement conform to the MLA guidelines adopted in 1995.

Description of Academic Forms

Academic Calendars can be found online at www.valpo.edu/registrar/acadcalendars.php. There are also many forms that you may use or need during your time in the Graduate Division at Valparaiso University. Each of these forms is available in the Office of Graduate Studies & Continuing Education (Kretzmann 116) or online at <http://www.valpo.edu/grad/forms.php>. Graduate forms are generally of two types:

Academic Procedures: Certain forms are required of students for carrying out or meeting standard academic policies and procedures of the Graduate Division. These include:

1. Enrolling in Independent Study, Special Studies, Research Projects, Reading Courses, Pre-thesis or thesis work, and Integrative Projects.
2. Transferring credit from another university to Valparaiso University's Graduate Division.
3. Applying for candidacy status (required after completion of the first 9 credits).
4. Applying for a degree and diploma.
5. Readmission to the Graduate Division formally.
6. Withdrawing from the University.

Petitions: These forms are required to request exceptions or variances to graduate policies and procedures as stated in the Graduate Catalog. These include requests to:

1. Take a credit overload (more than 12 graduate credits).
2. Add a course after the deadline.
3. Withdraw from a course after the deadline.
4. Extend a grade of incomplete (I).
5. Make an exception to degree requirements.
6. Extend the deadline for earning your degree.
7. Attend another institution for coursework that may be applied to a VU graduate degree.
8. Change a course from undergraduate to graduate level.
9. Appeal financial charges based on official course withdrawal date.

The most commonly-used forms can be found on our website and they include:
Change of Information form – used to update your address, phone number, etc.

Drop/Add card – used to drop or add a class prior to the Drop/Add deadline.

Petition to Withdraw From a Course After the Deadline – special permission is required to drop a course after the Drop/Add deadline.

Practicum – for students wishing to complete a Practicum, the form, a summary of duties and goals for the practicum and the signature of the supervising professor are required.

Independent Study – students planning to complete an independent study must complete the form, submit a summary of the study plan, a book list and have their desired professor sign the form.

Petition for Early Graduation – to walk in a graduation ceremony before all coursework is completed.

Formal Application for Degree & Diploma – ALL students must complete this form in order to receive their degree and diploma, regardless of whether they choose to walk in the graduate ceremony.

Instructions for Printing Your Degree Audit – Degree Audits assist students in reviewing their required coursework, determining what coursework remains to be completed, and anticipating a graduate date.