



Parkersburg
West Virginia University®

2011-2012

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Office of the President

Dear Students,

I want to personally welcome you to our college. We are so very pleased that you have chosen to attend West Virginia University at Parkersburg. You are attending a college that has a 50-year history of providing higher education in the mid-Ohio Valley--of making a difference in the lives of many citizens. We want to make a difference in your life.

Regardless of whether you are a first-time college student, a continuing student, or a student returning after time away from college, WVU Parkersburg has much to offer you. There are many options to be educated and trained for a first-time job, to prepare for a new career, and to enhance job skills. Classes are offered to fit your individual needs, times, and delivery modes. Our faculty will engage you in the process of learning, and our staff will support you with many services and resources. We want to help you advance in knowledge and prepare for the challenges of an ever changing world.

I invite you to take advantage of all that WVU Parkersburg has to offer in education and training, co-curricular and extra-curricular activities, service learning and community service, and student organization membership opportunities. Enjoy learning and growing.

Sincerely,



Marie Foster Gnage, Ph.D.
President

West Virginia University at Parkersburg
300 Campus Drive; Parkersburg, WV 26104
An Equal Opportunity/Affirmative Action Institution

HONOR CODE

West Virginia University at Parkersburg is a community of scholars engaged in life-long learning that expects all members to accept and live by the principles of the honor code. We believe that education must include knowledge and ethics; instilling the elements of honor and compassion towards oneself and others within every member of our community. As a member of the college community I will follow these principles:

Civility – I will show both common politeness to all members of the college community without exception to race, religion, creed, gender, disability or orientation and seek to engage, support and improve the civic organizations, goals and values of the community.

Honesty – I will seek to always communicate truthfully, be it speaking, writing or listening, with all whom I interact, both in and out of the classroom.

Inclusiveness – I will seek to understand the variety of cultures and worldviews that have shaped the human experience, create a safe place where members of different cultural and social backgrounds may feel welcome and to hold all members of the community to the ideals of this honor code.

Integrity – I understand that I am required to be ethically consistent; living up to the Honor Code at all times, in all situations, and with all members of our community.

Respect – I will conduct myself with dignity and interact with a sense of equality towards all students, of regard to all instructors and staff, and worth towards myself.

COMMITMENT TO CIVILITY

This Commitment to Civility applies to students, faculty, staff, administration and visitors of West Virginia University at Parkersburg. As a member of the WVU at Parkersburg campus community I will follow these civility commitments:

- Exhibit integrity, respect, tolerance, and inclusiveness.
- Be objective and fair in the treatment of others.
- Be professional and ethical in our conduct and performance of duties.
- Support a community conducive to the learning process.
- Encourage open and honest communication while maintaining professional courtesy and respect.
- Strive to achieve and maintain a safe and healthy environment.
- Protect the confidentiality, integrity, and security of college information.
- Abide by the laws and regulations governing the institution.

Students are encouraged to become familiar with the “Policies, Rules, and Regulations Regarding Student Rights, Responsibilities and Conduct in West Virginia State Universities and Colleges”

**West Virginia University at Parkersburg
Fall 2011 Academic Calendar**

FALL 2011	
Monday, March 28	Priority Pre-Registration for current students
Monday, April 4	Open Pre-Registration begins
Friday, August 12	All Fees Due
Monday, August 15	Faculty/Staff Professional Development
Tuesday, August 16	De-Registration of unpaid students (Registration closed during processing)
Monday, August 22	Classes Begin
Friday, August 26	Registration closes 4:00 pm
Monday, September 5	Labor Day Holiday; Campus closed
Friday, October 14	Last Day to Apply to Graduate in December
Sunday, October 16	Mid-Term D and F Grades Due
Monday, October 31	Priority Pre-Registration for Current Students
Monday, November 7	Open Pre-Registration for Spring
Friday, November 11	Last Day to Withdraw from a full semester class
November 21 – 25	Thanksgiving Recess
November 23 – 25	Thanksgiving Holiday; Campus closed
Friday, December 9	Last day of classes
Monday, December 12	Reading Day – No day finals
	Evening Finals continue
Tuesday, December 13	Final Exams (day) begin
Friday, December 16	Final Exams End
	Commencement, 7:00 pm
Monday, December 19	All Grades Due by 8:00 am; grade processing begins
December 23 – 27	Christmas Holiday; Campus closed

SPRING 2012	
Monday, October 31	Priority Pre-Registration for current students
Monday, November 7	Open Pre-Registration begins
Monday, January 2	New Year's Holiday; Campus closed
Tuesday, January 3	Faculty/Staff Professional Development
Wednesday, January 4	All Fees Due
Thursday, January 5	De-Registration of unpaid students (Registration closed during processing)
Monday, January 9	Classes begin
Friday, January 13	Registration closes 4:00 pm
Monday, January 16	Martin Luther King Jr. Holiday; Campus closed
Friday, March 2	Last day to apply to graduate in May
Sunday, March 4	Mid-Term D and F Grades Due
Monday, March 12	Spring Break (Recess) begins; Campus open
Monday, March 19	Classes resume
Monday, March 26	Priority Pre-Registration for current students
Monday, April 2	Open Summer and Fall Pre-Registration
Friday, April 6	Last Day to Withdraw from a full semester class (Must withdraw via OLSIS on April 6 due to campus holiday)
Friday, April 6	Friday before Easter Holiday; Campus closed
Friday, April 27	Classes End
Monday, April 30	Reading Day – No day finals
	Evening finals continue
Tuesday, May 1	Final Exams (day) begin
Friday, May 4	Final Exams End
Monday, May 7	All Grades Due by 8:00 am; grade processing begins
Tuesday, May 8	Primary Election Day; campus closed
Saturday, May 12	Commencement, 2:00 pm

CAMPUS SAFETY AND PHONE NUMBERS

Campus Police and Threat Assessment

The function of the Campus Police is to enable a safe and secure environment for students, faculty and staff within the campus community by ensuring that the campus community and visitors exhibit appropriate behaviors and abide by campus policies, and local state, federal laws. In addition, the campus police department is responsible for monitoring parking on campus and enforcing parking regulations through the use of warnings and tickets.

Campus Police Office: 304-424-8235 Cell Phone: 304-834-7383

To report a non-emergency concern to the campus Threat Assessment Team, call 304-424-8209. Or use the online reporting form at www.wvup.edu/distress.

The Threat Assessment Team is focused on a practical, interdisciplinary and organized approach to the recognition, prevention, assessment, management and limitation of internal and external behavioral threats to the safety and well being of the students, faculty, staff and visitors of West Virginia University at Parkersburg.

HELPFUL CAMPUS TELEPHONE NUMBERS

Calling Campus Extensions: Dial (304) 424-8 and then the three digit extension number listed below	
Academic Affairs	Ext. 242
Bookstore	Ext. 240
Business Office	Ext. 223
Campus Police & Security	Ext. 235/376 (office) 834-7383 (cell) or 834-7376 (cell)
College Chemical Hygiene Officer	Ext. 390
College Switchboard	Ext. 0 or 424-8000
Computer Services	Ext. 296
Counseling Center	Ext. 388 or 424-8378
Disability Services	Ext. 378
Early Learning Center	Ext. 311
Facilities & Grounds	Ext. 255
Facility Rentals & Events	Ext. 386
Financial Aid Office	Ext. 210
JCC Administration & Services	Ext. 269/369
Library	Ext. 260
Maintenance	Ext. 265
Public Relations	Ext. 203
Records Office	Ext. 220
Student Services	Ext. 209
Workforce & Community Education (WCE)	Ext. 277

CODE OF STUDENT CONDUCT SUMMARY

(BOARD OF GOVERNORS POLICY D-46)

The Complete Code of Student Conduct can be obtained at the Student Services Office or online at http://www.wvup.edu/Board_of_Governors/Policies/D/D-46.pdf

GENERAL:

West Virginia University at Parkersburg expects that every member of its academic community share its historic and traditional commitment to honesty, integrity, and the search for truth. In addition, West Virginia University at Parkersburg is concerned with the living and learning environment of all its students. It is expected that each person will grow to have greater respect for self, others, and property.

Students and student organizations are required to engage in responsible social conduct that reflects credit upon the college community and to model good citizenship.

It is further expected that every member of the academic community will respect the democratic process, a society based on law, and the basic tenets on which our country was founded. All students at West Virginia University at Parkersburg are citizens of the larger community, and as such are free to exercise their fundamental and constitutional rights. Rights and responsibilities under local, state, and national law are neither abridged nor extended because of student status, and each student must be mindful of his/her responsibility in this regard.

The college will not request special consideration for students charged with violations of a city, county, or state law on the basis of their status as students, nor will prosecution by federal, state, or local authorities necessarily preclude disciplinary action by the college.

Students charged with violations of the conduct code will be provided substantive and procedural due process and the right of appeal. Their right to be treated with respect and dignity will be protected.

When a student is charged with a specific violation, the college will employ procedures for determining if the charge is fair and accurate. This document enumerates and explains specific procedures used in determining the fairness and accuracy of such charges and the sanctions which might be imposed if the charges are found to be true.

Opportunities for participation in the process and equality of treatment are afforded all students, irrespective of race, religion, age, sex, handicap, or national origin. To ensure this, state and federal regulations and the guide lines and requirements of Title VI of the Civil Rights Act and Title IX of the Higher Education Act of 1972 are followed.

The mission of West Virginia University at Parkersburg, as further elaborated in its mission statement, is to, among other things, educate its members and prepare them for responsible and full participation in society. In implementing this Code, the college is not seeking to be punitive or adversarial. The collegiate nature of the educational mission requires that all members of the college community unite to administer and support this Code and to suggest change and improvement as necessary.

JURISDICTION OF THE CODE OF STUDENT CONDUCT

The Code of Student Conduct shall apply to conduct that occurs on WVU at Parkersburg premises, at WVU at Parkersburg sponsored activities, and to off-campus conduct that adversely affects the WVU Parkersburg community and/or the pursuit of its objectives. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). The Code of Student Conduct shall apply to a student's conduct, while a student, as defined in this Code, even if the student withdraws from school while a disciplinary matter is pending. The Vice President of Student Services or his/her designee shall decide whether the Code of Student Conduct shall be applied to conduct occurring off campus, on a case by case basis.

STANDARDS OF CONDUCT

The Institution considers the following to be categories of misconduct:

- Unauthorized possession or duplication of keys to college-owned or controlled property
- Smoking in areas designated as restricted or “non-smoking areas”
- Disruption of, or inciting others to disrupt or obstruct, teaching research, administration, disciplinary proceedings, University activities – on or off campus
- Unauthorized occupancy of college buildings
- Theft, attempted theft, alteration, or malicious destruction of college, faculty, staff or student property or equipment
- Possession, use or distribution of alcohol, illicit drug, or controlled substances, except as permitted by law; or remaining on school property while under the influence of intoxicants
- Intentional false reporting of a fire or bomb or other explosive device that allegedly has been placed on school property. Tampering with or falsely activating any safety equipment
- All forms of dishonesty including cheating, plagiarism, forgery, or knowingly furnishing false statements to college officials
- Lewd, indecent or obscene conduct on college-owned, sponsored or supervised function
- Illegal or unauthorized possession or use of firearms, guns, knives, other weapons, explosives, dangerous chemicals, fireworks or other items with potential to cause harm, or use of any item, even if legally possessed, in a manner that harms, threatens, or causes fear to others
- Physical or verbal abuse, intimidation, threats, or harassment of any kind which threatens or endangers the health, well being or safety of any person
- Abuse of the Code of Student Conduct and hearing procedures; violation of prior disciplinary rulings or sanctions
- Hazing of any kind as defined by college hazing policy (See Answer Book #VI-3C)
- Sexual harassment as defined by college policy (See Answer Book #IV-21)
- Misuse of the college computer system or the West Virginia Computer Network:
 - a. Disruption or interference with the normal use of the computers, computer-related equipment, data, or programs of individuals, the Network or the College;
 - b. Use of this equipment, data, or programs in performance of any act listed as prohibited in this document;
 - c. Attempts to breach security in any manner;
 - d. Use of a computer account for other than the purpose for which assigned
- Failure to comply with the lawful directions of college official or employee who is acting on the performance of their duties
- Violation of federal, state, or local law
- Violation of any published college policies, rules or regulations published in hard copy or available electronically on the college website
- Inciting others to commit any of the acts listed above; involvement as an accessory to any of these acts; assisting or encouraging others to engage in violation

DISCIPLINARY ACTION

Violation of these standards may result in the initiation of a disciplinary complaint against the student by another student, by a faculty or staff member, or by any academic or administrative officer of the college and subsequent disciplinary action by the college.

Complaints need to be submitted to the Vice President for Student Services as soon as possible after the event or discovery takes place, but no later than ninety days.

The Vice President for Student services shall conduct a preliminary investigation to ascertain the appropriate disciplinary action.

Disciplinary actions of the college include, but are not limited to:

- An official warning
- Activity Restriction
- Probation
- Fines
- Restitution
- Discretionary Sanctions
- Interim Suspension
- Suspension
- Expulsion
- An official warning
- Activity Restriction
- Probation
- Fines
- Restitution
- Discretionary Sanctions
- Interim Suspension
- Suspension
- Expulsion

Any student involved in a disciplinary hearing or the appeal process will be afforded proper due process. This includes, but may not be limited to, a written statement of the charges, a fair hearing, and the opportunity to present relevant evidence.

The Complete Code of Student Conduct, including Disciplinary Hearings and Appeal Procedure and Confidentiality can be obtained online at

http://www.wvup.edu/Board_of_Governors/Policies/D/D-46.pdf

ACADEMIC RIGHTS & RESPONSIBILITIES OF STUDENTS SUMMARY

(Board of Governors Policy D-47) The complete Academic Rights and Responsibilities policy can be obtained at the Academic Affairs Office or online at: http://www.wvup.edu/Board_of_Governors/Policies/D/D47_Student_Academic_Rights_Responsibilities_1.pdf

CONFLICTS WITH INSTRUCTORS AND PROFESSORS

Each student has the right to be graded or have his/her performance evaluated solely upon performance in the course work as measured against academic standards. The student shall not be evaluated prejudicially, capriciously, or arbitrarily. The student shall not be graded nor shall his/her performance be evaluated on the basis of his/her race, sex, age, disability, veteran status, religion, sexual orientation, color, or national origin.

If a student believes that these rights have not been observed by an instructor or professor or that their final grade is in error the student must, within 30 days of the incident follow this procedure to seek a redress of their concerns, and must do so in a civil manner:

1. Ask for a meeting with the instructor or professor in question. Express your concerns in a polite and respectful manner. Try to come to a mutually agreeable solution.
2. If this does not yield a result you think is acceptable, seek a meeting with the Division Chairperson supervising the instructor or professor in question. Express your concerns in a polite and respectful manner; try to come to a mutually agreeable solution.
3. Failing the previous step, the student may make a final request with the Senior Vice President of Academic Affairs. Express your concerns in a polite and respectful manner. Try to come to a mutually agreeable solution.
4. If the student is unsatisfied by the results of the above procedure, he/she may request a formal Academic Hearing, as detailed below.

ACADEMIC CONDUCT

Students of West Virginia University at Parkersburg are **prohibited from being academically dishonest** which includes *cheating* and *plagiarism* and are required to maintain academic standards.

Cheating includes:

- (1) Giving or receiving of any unauthorized assistance in taking quizzes, tests, or examinations;
- (2) Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
- (3) The acquisition or use, without permission, of tests or other academic material belonging to a member of the Institution's faculty or staff; or
- (4) Engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.

Plagiarism includes (but is not limited to):

- (1) The use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment; or
- (2) The unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials

Students are also required to comply with the **academic requirements and standards** published by the institution and/or its constituent academic units. Students are expected to adhere to these academic standards in all academic settings, classrooms, laboratories, clinics and any other activities which are part of academic requirements.

Failure to be Academically Honest or to meet Academic Requirements and Standards may result in academic penalty. Penalties may include:

- (1) A lower grade or failure of the course, or exclusion from further participation in the class.
- (2) Denial of admission into a program within the institution.
- (3) Academic probation, which consists of a written reprimand for failure to meet specified requirements or standards.
- (4) Academic suspension, which consists of the separation of the student from the program or college for a definite period of time not to exceed one year.
- (5) Academic dismissal or expulsion, which is defined as termination of student status, including any right or privilege to receive some benefit or recognition or certification.

If a student is so accused students have the right to a full Academic Hearing.

ACADEMIC HEARING PROCEDURES

The complaining party will give written notice to the student:

- (1) of his/her failure to meet or maintain an academic standards,
- (2) of the methods, if any, by which the student may correct the failure, and
- (3) of the penalty which may be imposed therefore.

If a penalty is imposed, the student must likewise be informed thereof by written notice. Within thirty (30) days of receipt of such notice, the student may request, in a writing submitted to the Senior Vice President for Academic Affairs, a meeting with the instructor, Division chair, or other individual responsible for the imposition of penalty (the "Responsible Party"), to discuss the information forming the basis therefore.

If the matter cannot be mutually resolved at this meeting, the student may request, in a writing submitted to the Senior Vice President for Academic Affairs within thirty (30) days of the meeting, a formal hearing on the matter before a Hearing Panel.

Hearings shall be conducted in private except as otherwise authorized by the Senior Vice President for Academic Affairs. The Responsible Party, the student and their respective advisors, if any, shall be allowed to attend.

The Responsible Party and the student shall each have the right to bring, at his or her own expense, an advisor to the hearing. Except as otherwise expressly set forth herein, the advisor must be a member of the college community. In cases where academic dismissal or expulsion is likely to be sought in connection with charges of academic dishonesty, the advisor may be an attorney who may directly participate in the hearing, provided the Senior Vice President for Academic Affairs is notified of such at least two weekdays in advance of the hearing.

After the hearing, the Hearing Panel shall determine, by majority vote, whether the student has failed to meet the requirements or standards at issue, and whether the penalty or penalties imposed are warranted as a consequence thereof.

APPEALING A HEARING PANEL DECISION

The following details the process to follow if the President remands an appeal decision back to the Hearing Panel. This information augments the information found in Section 8, Academic Appeals, of WVU Parkersburg Policy D-47, Student Academic Rights and Responsibilities.

Procedures:

1. All parties shall have copies of the materials to review one week in advance of the Hearing Panel meeting.
2. The following should be included in the file:
 - a. Letter from President remanding the decision of the Hearing Panel back to the panel.
 - b. Letter from either the Respondent or the student appealing the decision of the Hearing Panel to the President.
 - c. Letter from Hearing Panel to Senior Vice President for Academic Affairs from the initial Hearing Panel meeting with the decision.

- d. Letter from the student requesting a Hearing Panel meeting to appeal grade, etc.
- e. Any evidence (handouts) provided during the initial Hearing Panel meeting.
3. The second Hearing Panel meeting will begin with all parties present.
4. The chair of the remanded hearing will be the same person serving as chair of the first hearing.
5. The student and respondent will be present to answer any questions that members of the Hearing Panel may have. Questions and responses should be limited to only those directly associated with the issues of the original appeal.
6. This portion of the Hearing Panel meeting will be recorded.
7. After questions/responses are provided, the student and respondent will be dismissed and the Hearing Panel will begin their deliberations. This portion of the hearing is not recorded.
8. Once a decision is rendered, the chair of the Hearing Panel will send a letter, signed by all Hearing Panel members, to the Senior Vice President of Academic Affairs.
9. The Senior Vice President for Academic Affairs will notify the student and respondent of the decision of the Hearing Panel.

The Complete Policy on Student Academic Rights and Responsibilities, can be obtained online at www.wvup.edu/Board_of_Governors/Policies/D/D47_Student_Academic_Rights_Responsibilities_1.pdf

STUDENT GOVERNMENT AND ORGANIZATIONS

STUDENT GOVERNMENT ASSOCIATION

Derick Wolfe, President, Office 1409, wvupsga@mail.wvu.edu

The Student Government Association welcomes you to WVU Parkersburg! We are here to help our students and our community. We monitor and express student views on many campus issues; including, but not limited to: safety, academic affairs, student services, and tuition & fees. Stop by the SGA office at any time to receive information on how to become a member or simply get involved in any of our activities. Partaking in extracurricular activities enhances your college experience while creating friendships that last. Together, we will work toward a healthy and rewarding campus life.

For more information see: <http://www.wvup.edu/sga/>

STUDENT ENGAGEMENT AND ACTIVITIES ORGANIZATION

Advisor: Tom Yench, Office 1407, tom.yench@mail.wvu.edu, 304-424-8309

The Student Engagement and Activities Organization (SEA) is the core student volunteer group that plans, organizes, and runs student campus events. Members are involved in everything from planning student trips, organizing charity events, managing campus entertainment, supporting athletic teams, and even the occasional pig roast. All students are welcome to join! For more information see: <http://www.wvuplife.org/>

JCC CAMPUS ACTIVITIES BOARD

ADVISOR: VIOLET MOSSER

This body of students is responsible for deciding, planning and initiating student events at the Jackson County Center. It serves as the SEA counterpart at the Ripley location.

RECOGNIZED STUDENT ORGANIZATIONS

Any interested student is welcome to participate in any student club(s); however, Honors and Academic Organizations may have academic requirements or restrictions.

ALPHA UPSILON ALPHA

CONTACT: CINDY GISSY

This is an academic honor society recognizing excellence in reading and language arts at the undergraduate and graduate level. Founded in 1985, it is governed by the International Reading Association (IRA). The mission of the society is to "recognize and encourage scholarship, the development of personal and professional leadership, and service to the field of reading" among its chapters.

AMERICAN WELDING SOCIETY

From the AWS website: “The American Welding Society (AWS) was founded in 1919 as a multifaceted, nonprofit organization with a goal to advance the science, technology and application of welding and related joining disciplines. From factory floor to high-rise construction, from military weaponry to home products, AWS continues to lead the way in supporting welding education and technology development to ensure a strong, competitive and exciting way of life for all Americans.”

CONTACT: CRAIG BILLS**CAMPUS CHRISTIAN FELLOWSHIP**

A recognized student organization for those who adhere to the Christian faith.

ADVISOR: DEBBIE LOCKHART**CHI ALPHA CHRISTIAN FELLOWSHIP**

From the website: “Chi Alpha Campus Ministries is a Christian campus ministry on universities throughout the United States and around the world.”

ADVISOR: RANDY OLDAKER**COLLEGE CHORALE**

This performance group of talented vocalists performs on-campus and regionally through the year.

ADVISOR: H.G. YOUNG**COLLEGE THEATER**

This active organization produces live productions including dramas, comedies, children’s plays and musicals. Open auditions.

ADVISOR: JEFF BYRD**COLLEGIATE 4- H CLUB**

From their website, “Collegiate 4-H is an organization that provides its members with a sense of identity on campus, enriches their lives through group projects and recreation, and develops confidence and leadership skills.”

ADVISOR: JODI SMITH**CRIMINAL JUSTICE ORGANIZATION AND DELTA IOTA OMEGA**

The nationally affiliated chapter of the American Criminal Justice Association, dedicated to the promotion and study of justice.

ADVISOR: LOUIS ROY**ENVIRONMENTAL ACTION GROUP**

This club works to promote awareness of environmental issues such as conservation, and preservation with a focus on educating the college community.

ADVISOR: ED CRISP**EARTH AND SKY CLUB**

This club promotes a better scientific understanding of the Earth (geology, environment, etc.) and the near Earth region.

ADVISOR: ED CRISP**INTERNATIONAL STUDENT CLUB**

This club fosters connection between international students and the rest of the student body. Whether you are from another country or not, we encourage you to share your culture with us!

ADVISOR: EMMANUEL OGWUDE**KAPPA DELTA PI**

The national education honors society. From their website: “established to foster excellence in education and promote fellowship among those dedicated to teaching. The founders chose the name from the Greek words to represent knowledge, duty, and power.”

ADVISOR: AMY WOLFE**MULTICULTURAL AWARENESS COALITION**

This organization exists to bring together the various cultures represented by the students, staff and faculty of the college. The Multicultural Club promotes the sharing of diverse perspectives, both domestic and international.

ADVISOR: AARON CRITES**PHI THETA KAPPA**

The national community college honorary society. From their website: “Phi Theta Kappa’s mission is two-fold: (1) Recognize and encourage the academic achievement of two-year college students and; (2) Provide opportunities for individual growth and development through participation in honors, leadership, service and fellowship programming.”

ADVISOR: DIANNE DAVIS**PSYCHOLOGY CLUB AND PSI BETA**

According to their website the mission of these organizations is “to promote professional development of psychology students in two-year colleges through promotion and recognition of excellence in scholarship, leadership, research, and community service.”

ADVISOR: CATHY MUTZ**READING ASSOCIATION**

This organization supports teaching, reading and the promotion of literacy in the greater Mid-Ohio Valley area. See also: Alpha Upsilon Alpha

CONTACT: CINDY GISSY**SIGMA BETA DELTA**

International business honor society recognizing and promoting achievement in business, management and administration.

CONTACT: LAURIEL EDWARDS**SOCIETY FOR ACCOUNTING**

The Society for Accounting provides students the opportunity to establish additional contacts with the profession.

ADVISOR: ROGER LEWIS**STUDENT HEALTH & WELLNESS**

This group encourages healthy active living in a fun and friendly atmosphere. It promotes knowledge about stress reduction, nutrition, exercise and general health. It organizes and participates in many events, such as the annual Health and Wellness Fair, fitness and yoga classes and seminars.

ADVISOR: PAMELA SANTER**STUDENT NURSES ASSOCIATION**

The goals of the organization are to assist in the development of the professional nurse, encourage dedication to quality education and quality health care provision and promote and encourage participation in community service.

ADVISOR: ROSE BEEBE**UNION FOR SPEECH & DEBATE**

Organization for students interested in competing in speech and debate competitions.

ADVISOR: KIM KORCSMAROS**VETERANS CORPS**

The goals of our organization are to serve as an advocate for veterans’ rights, benefits and services, and to be a positive volunteer force in our greater community. Membership is open to students who are or have been members of the United States Armed Forces.

ADVISOR: KURT KLETTNER**WRITERS’ GUILD**

Writers’ Guild focuses on furthering one’s writing by making a connection to craft, or art form, and the real world.

ADVISOR: PAT GASTON**HOW TO START A CLUB OR ORGANIZATION AT WVU AT PARKERSBURG**

- Contact Tom Yench in the Student Activities Office (Room 1407), 304-424-8309, tom.yench@mail.wvu.edu Find a WVU Parkersburg Faculty or Staff member willing to serve as advisor.
- Obtain a *New Student Club and Organization* packet from the Student Activities Office and return the completed packet to the Student Activities Office; include a copy of the organization’s constitution, by-laws and statement of purpose.
- Student Activities will forward the submitted material to the Student Government Association (SGA). SGA will discuss merits of new club and vote on approval. During this process, new club members are encouraged to attend the SGA meeting(s) to provide further info as needed.
- Upon approval with a 2/3 majority vote, the Executive Officers of SGA will sign and forward the packet to the Vice President of Student Services for his signed authorization. Final approval and signature is reserved for the President of WVU Parkersburg.
- All approved organization packets are kept on file in the Student Activities Office.

If a club has become inactive for a minimum of one academic year, the club will need to reapply (following the steps outlined above) in order to be reinstated. If the club does not resubmit the required material, the club will be dropped from all college literature and will cease to be recognized as a valid club or organization.

RIVERHAWKS ATHLETICS

What is a Riverhawk? This is a reference to the colony of Osprey that makes its home on historic Blennerhassett Island, just off the shore at Parkersburg in the middle of the Ohio River. Another name for this bird of prey is the "Sea Hawk," hence the name for our athletics teams - the Riverhawks.

LET'S GO RIVERHAWKS!

If you have an interest in athletics and competition and want the chance to play against teams from other colleges and schools, you can try out for one of our athletic teams! Participating in club sports at the college is a way to represent your school, and enjoy the accomplishment and challenge of playing competitive sports.

2011 - 2012 Sports Club Teams:

Women's Volleyball	Coaches: Phil McClung & Denise McClung
Men's Soccer.....	Coach: Christian Kager
Men's Golf	Coaches: Jerry Rowley & Craig Rabatin
Women's Basketball	Coach: TBA
Men's Basketball	Coaches: Louis Roy & Anthony Betonte

2011-2012 RIVERHAWKS ATHLETICS SCHEDULE

Men's Soccer

Sunday, August 21	Rio Grande University	2:00 pm	Home
Friday/Saturday, August 26 -27	Southern State CC Shootout Tourney		Away
Sunday, September 4	Rio Grande University	1:00 pm	Away
Friday, September 9	Wheeling Jesuit University	6:00 pm	Away
Monday, September 12	Muskingum College	4:30 pm	Away
Friday, September 16	Southern State CC	6:00 pm	Home
Sunday, September 25	Wheeling Jesuit University	2:00 pm	Home
Sunday, October 2	WV Wesleyan	1:00 pm	Away
Monday, October 10	Muskingum College	4:30 pm	Home
Saturday, October 15	WV Wesleyan	1:00 pm	Home
Sunday, October 23	OSU Newark	1:00 pm	Away
Saturday, October 29	OSU Newark	1:00 pm	Home

Women's Volleyball

Saturday, August 27	OSU Newark	TBA	Away
Saturday, September 3	UC Clermont Tourney	TBA	Away
Sunday, September 11	Davis & Elkins	3:00 pm	Away
Sunday, September 18	OSU Newark	2:00 pm	Home
Monday, September 26	Wheeling Jesuit	TBA	Away
Saturday, October 1	WV Wesleyan	1:00 pm	Home
Monday, October 3	Wheeling Jesuit	7:00 pm	Home
Saturday/Sunday, October 22-23	Ashland Univ. Tourney	TBA	Away
Monday, October 31	WV Wesleyan	6:00 pm	Away

Women's Basketball

Saturday, November 5	Southern State CC	2:00 pm	Home
Thursday, November 17	OU Zanesville	5:30 pm	Home
Sunday, November 20	OSU Newark	1:00 pm	Away
Sunday, November 27	OU Eastern	TBA	Away
Tuesday, November 29	Southern State CC	5:30 pm	Away
Wednesday, January 18	OU Eastern	5:30 pm	Home
Saturday, February 11	OSU Newark	1:00 pm	Home
Wednesday, February 15	OU Zanesville	5:30 pm	Away

Men's Basketball

Thursday- Saturday, Oct. 27-29	Victory University Tourney		Memphis, TN
Friday/Saturday, Nov. 4-5	Asbury University Tourney		Wilmore, KY
Saturday, November 12	Sinclair Comm. College	4:00 pm	Home
Thursday, November 17	OU Zanesville	7:30 pm	Home
Sunday, November 20	OSU Newark	3:00 pm	Away
Sunday, November 27	OU Eastern	3:00 pm	Away
Saturday Dec. 3 (PHS)	Border Battles Tourney	7:00 pm	Home
Friday, December 30	Oakland City University	7:00 pm	Away
Saturday, December 31	Oakland City University	3:00 pm	Away
Saturday, January 7	Sinclair Comm. College	4:00 pm	Away
Wednesday, January 18	OU Eastern	7:30 pm	Home
Saturday, February 11	OSU Newark	3:00 pm	Home
Wednesday, February 15	OU Zanesville	7:30 pm	Away

RIVERHAWKS ELIGIBILITY REQUIREMENTS

Students who would like to participate on a Riverhawks sports team must meet minimum eligibility requirements, which include, but are not limited to:

- Maintain a 2.0 cumulative college GPA
- Maintain an enrollment of at least 9 credit hours during the semester they are participating as a student athlete
- Matriculating towards an undergraduate academic program and enrolled in a major program of study at WVU-Parkersburg
- Have a college course completion rate of at least 75%

STUDENT ATHLETE STANDARDS OF CONDUCT

All student athletes must accept full responsibility for all of his/her actions on the field, in the classroom, on campus, and in his/her personal and professional life. In addition he/she must adhere to the following the standards of conduct:

- Committed to Excellence
- Good Natured
- Competitive
- Devoted
- Worthy of Trust
- Dedicated
- Respectful

GENERAL INFORMATION AND CONTACT INFORMATION

Contact Tom Yench, Student Activities Director, at tom.yench@mail.wvu.edu if you are interested in being part of an athletics team. For more information about Riverhawks Athletics, including enrollment forms please visit www.wvuplife.org or www.wvup.edu/student_services/athletics.shtml

CAREER SERVICES AND CO-OP EDUCATION

CONTACT: Sandy Swisher, Office 1407, sandy.swisher@mail.wvu.edu. 304-424-8304

College and Career Planning Program – A premier internet-based career guidance system with lifetime access can assist you to:

- Decide on a career choice
- Look for a different career
- Select a major or program of study
- Explore occupations and employment outlook
- Assess your interests, skills and work values
- Provide online career videos
- Develop a resume
- Learn interview tips

Career Courses

- *Career Development (SDEV 103)* Designed for those students who are unsure of a career field to enter.
- *Job Search Techniques (SDEV 104)* Identifying prospective employers; networking; developing resumes and letters of application, effective interviewing; effective personal marketing.

Job Search Skills

- Job Search Information
- Occupation Outlook Data
- Cover Letter Preparation
- Resume Development
- Interviewing Skills
- Internship Contacts
- Career Fairs and Events
- Career workshops

Career Information Center

- Handouts
- Free Student Job Board
- Magazines
- Books
- Career Information
- Myers-Briggs Personality Indicator

For dates, times and locations of Career Services events and job listings go to our website: www.wvup.edu/student_services/career_services.shtml

EARN CREDIT WHILE WORKING: COOPERATIVE EDUCATION

Cooperative Education (Co-op) is based upon the idea that on-the-job training is an integral part of a student's academic background. Cooperative Education joins West Virginia University at Parkersburg students with businesses, community agencies, and industries in staging a vital educational experience.

The year-round program links classroom theories and instruction with the actual practices of work. Working under the supervision of college faculty and employers, eligible students earn college credit while working at jobs which are directly related to their college majors and career goals. Co-op students earn college credit, work experience, and wages - although some internships are unpaid.

Students may attend classes part-time and work part-time, or they may alternate periods of work with periods of study.

To see if you qualify, please contact Director of Career Services, Sandy Swisher. For more information, please see the "Academic Information" section of the college catalog.

SUCCESS SKILLS {basic résumé writing}

BASIC RÉSUMÉ WRITING

The Functional Résumé Format

The functional format is useful for graduating high school or college students who do not have extensive job experience. This type of résumé emphasizes skills and accomplishments achieved in school, activities, internships and in life.

These are the 5 basic parts ➡

- (1) **Header:** your name, address, phone number, e-mail address.
- (2) **Job objective:** a short statement describing how you can be of help to the employer and what you intend to do (e.g., sell, design, operate, manage).
- (3) **Qualifications:** a brief list or statement highlighting your background, your strengths and what you want your employer to know about you. This can be optional.
- (4) **Skills/Achievements:** a description of your abilities, accomplishments and areas of competence. These can also be grouped under headings, such as *Office Skills, Technical Experience* or *Planning/Organization*.
- (5) **Education:** a list of all formal education, workshops, seminars, internships, school-related activities and on-the-job training (if any). The most recent should come first.

Remember:

- ➡ Use only one or two typefaces in the design of your résumé.
- ➡ Use short phrases instead of long sentences and paragraphs.
- ➡ Line up all headings to keep your résumé looking clean and professional.
- ➡ Use good quality paper: A neutral color such as white or ivory is recommended.
- ➡ Do not include salary requirements.
- ➡ Do not include personal information such as date of birth, height, weight, marital status, health, religion or hobbies.
- ➡ Do not use the word *résumé* at the top of the page.
- ➡ Keep your résumé to one page.
- ➡ Have a list of references (names, company names, phone numbers) ready to give if requested.

Use Action Words to Describe Skills

accomplished	charted	evaluated	issued
activated	classified	executed	launched
administered	coordinated	formulated	lectured
advanced	communicated	gathered	managed
advised	completed	generated	organized
analyzed	computed	guided	outlined
applied	critiqued	implemented	refined
arranged	delegated	improved	reorganized
assembled	designed	initiated	streamlined
attained	determined	instituted	trained
automated	developed	instructed	updated
budgeted	devised	introduced	utilized
calculated	established	invented	wrote

SUCCESS SKILLS {basic résumé writing}

SAMPLE RÉSUMÉ

Joe Anybody

1234 Oak Street
Anytown, IN 49503
555-555-1212
j.anybody@e-mail.com

OBJECTIVE A position using my computer graphic and illustration skills to design websites.

QUALIFICATIONS -Very strong interest in web design and computers
-Well-organized and very reliable
-Natural creative abilities
-Self-starter

TECHNICAL SKILLS -Self-taught in computer graphics and illustration programs
-Illustrated school newspaper with my own clip art
-Assisted in design of school website for 1.5 years
-Ability to type 70 words per minute with 90% accuracy
-Experience with such word processing programs as MS Word
-Knowledgeable in both IBM and Macintosh computer systems

EDUCATION -West Central High School
(Graduating in May 2006)

MEMBERSHIPS -Computer Club
-Students Against Drunk Driving (SADD)
-Honor Roll

REFERENCES -Available upon request

STUDENT COUNSELING CENTER

CONTACT: Kurt Klettner, 424-8388 (direct) or 424-8378, kurt.klettner@mail.wvu.edu
The Student Counseling Center provides students of West Virginia University at Parkersburg with FREE counseling resources that include:

- Crisis Intervention
- Short-term Individual Counseling
- Short-term Couples Counseling
- Problem Solving Sessions
- Mental Health Information
- Mental Health Referral Information
- Alcohol & Drug Abuse Concerns
- Stress Management
- Self-confidence concerns
- Relationship concerns
- Coping with loss or trauma
- Dealing with Anxiety and/or Depression

Parkersburg Campus Office Hours – (Office 1019)

Monday, Wednesday, Thursday, Friday 8:00 AM – 4:00 PM

Jackson County Center Office Hours – (Room 113)

Tuesday 9:00 AM – 3:00 PM

CRISIS/EMERGENCY CONDITIONS

Students dealing with a crisis or emergency situation will be prioritized. If the counselor is not available and the student is experiencing serious thoughts of harming self or others, the student should immediately go to the nearest Hospital Emergency Department.

WVU PARKERSBURG FITNESS CENTER

CONTACT: Pam Santer, Wellness Coordinator, Office 1535, pam.santer@mail.wvu.edu
Fitness Center is located in the hallway to the left of the Multipurpose Room in the College Activities Center. Hours: Monday – Friday, 6:00 AM – 9:30 PM.

Students have access to:

- Lockers
- Showers
- Aerobic Room

Fitness Center Cardio Equipment:

- Wii Fit
- Recumbent Bike
- Indoor Rower
- Elliptical Trainer
- Stairmaster
- Treadmill
- Spin-bikes with DVD workouts

Cybox Strength Equipment:

- Abdominal
- Rotary Torso
- Shoulder Press
- Fly
- Tricep Press
- Arm Curl
- Multi-Hip
- Back Extension
- Leg Extension
- Leg Curl

Additional Wellness Activities: Ping-pong, Yoga classes, Aerobics classes, Volleyball, Basketball, Smoking Cessation, Fitness Trail, and Healthy Lifestyle Information

If you're like the majority of Americans, when you hear the word "exercise," you probably have to stifle a groan. You probably think of aching muscles, rivers of sweat and gulping for air.

But exercise doesn't have to be intensely painful to be beneficial. Regular exercise is more important than a rigorous workout, and you're much more likely to stick with an exercise program over the long haul if you go into it gradually.

Exercise doesn't have to hurt to help

Also, a wise workout always includes stretching at the beginning and at the end.

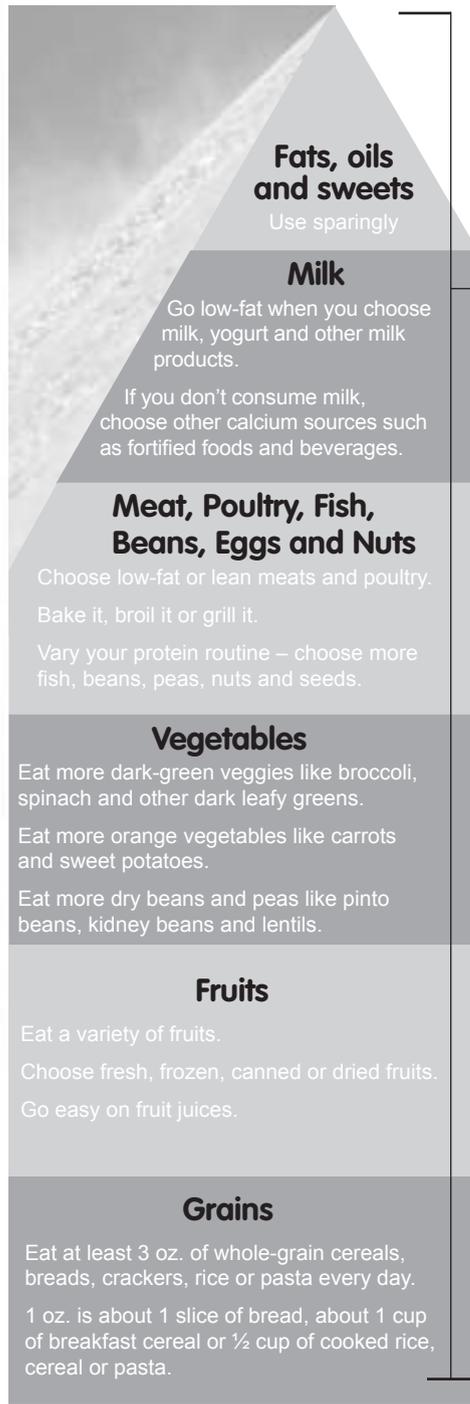
Last but not least, you'll probably have more fun and be more committed if you work out with a partner. Going to the gym or hitting the pavement at daybreak is a lot more tolerable if you have someone alongside you.

But to thy own self be true. Just because your best friend lives to run marathons doesn't mean you have to push yourself along the same grueling 26-mile path if you would prefer pedaling a mountain bike. The point is to find exercise outlets you can enjoy over the long haul.

- Choose > Instead of:
- FRUIT > Cake or cookies
 - FROZEN YOGURT > Ice cream
 - LEMON JUICE > Cheese sauce
 - SALADS AND VEGGIES > French fries
 - BEAN BURRITOS > Fried-tortilla tacos
 - BROILED OR GRILLED MEATS > Fried meats
 - LOW-FAT MILK > Whole milk and cream
 - WATER > Caffeinated/sugared drinks
 - SALSA/MUSTARD AND HORSERADISH > Mayonnaise and oil
 - LOW-FAT TURKEY SANDWICHES > Fried fish sandwiches
 - PRETZELS AND LOW-FAT POPCORN > Potato chips and fried snacks
 - GRILLED CHICKEN BREAST SANDWICHES > Greasy double-decker burgers



Climb the pyramid for better performance



To promote a balanced diet, the United States Food and Drug Administration releases its Dietary Guidelines for Americans. Follow the guidelines when making food choices to ensure a nutrient-rich diet every day. Each of these food groups provides some but not all of the nutrients you need, which is why a good mix is key. For a healthy body, you need them all in good measure – similar to finding the right fuel ratio for a high-performance sports car.

HEALTHY LIVING {body mass index chart}

FOR ADULTS 20 YEARS AND OLDER, BMI FALLS INTO ONE OF THESE CATEGORIES:	
Below 18.5	Underweight
18.5 - 24.9	Normal
25.0 - 29.9	Overweight
30.0 and Above	Obese

YOUR BMI IS JUST ONE OF MANY FACTORS RELATED TO DEVELOPING A CHRONIC DISEASE (SUCH AS HEART DISEASE, CANCER OR DIABETES). OTHER FACTORS THAT MAY INFLUENCE YOUR RISK OF CHRONIC DISEASE INCLUDE: DIET, PHYSICAL ACTIVITY, WEIGHT, CIRCUMFERENCE, BLOOD PRESSURE, BLOOD SUGAR LEVEL, CHOLESTEROL LEVEL, AND FAMILY HISTORY OF DISEASE.

YOUR BODY MASS INDEX

Calculating your BMI:

$$\text{BMI} = \left(\frac{\text{Weight in pounds}}{(\text{Height in inches})^2} \right) \times 703$$

BMI	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35
4'10" (58")	91	96	100	105	110	115	119	124	129	134	138	143	148	153	158	162	167
4'11" (59")	94	99	104	109	114	119	124	128	133	138	143	148	153	158	163	168	173
5' (60")	97	102	107	112	118	123	128	133	138	143	148	153	158	163	168	174	179
5'1" (61")	100	106	111	116	122	127	132	137	143	148	153	158	164	169	174	180	185
5'2" (62")	104	109	115	120	126	131	136	142	147	153	158	164	169	175	180	186	191
5'3" (63")	107	113	118	124	130	135	141	146	152	158	163	169	175	180	186	191	197
5'4" (64")	110	116	122	128	134	140	145	151	157	163	169	174	180	186	192	197	204
5'5" (65")	114	120	126	132	138	144	150	156	162	168	174	180	186	192	198	204	210
5'6" (66")	118	124	130	136	142	148	155	161	167	173	179	186	192	198	204	210	216
5'7" (67")	121	127	134	140	146	153	159	166	172	178	185	191	198	204	211	217	223
5'8" (68")	125	131	138	144	151	158	164	171	177	184	190	197	203	210	216	223	230
5'9" (69")	128	135	142	149	155	162	169	176	182	189	196	203	209	216	223	230	236
5'10" (70")	132	139	146	153	160	167	174	181	188	195	202	209	216	222	229	236	243
5'11" (71")	136	143	150	157	165	172	179	186	193	200	208	215	222	229	236	243	250
6' (72")	140	147	154	162	169	177	184	191	199	206	213	221	228	235	242	250	258
6'1" (73")	144	151	159	166	174	182	189	197	204	212	219	227	235	242	250	257	265
6'2" (74")	148	155	163	171	179	186	194	202	210	218	225	233	241	249	256	264	272
6'3" (75")	152	160	168	176	184	192	200	208	216	224	232	240	248	256	264	272	279

Source: National Centers for Disease Control

weight (in pounds)

height

HEALTHY LIVING {calorie & carb counter}

Food Description	Serving Size	Calories	Fat	Carbs	Food Description	Serving Size	Calories	Fat	Carbs
MILK, CREAM AND BUTTER					FISH AND SEAFOOD				
Butter	1 tsp.	35	4	0	Clam Chowder, NE	1 cup	165	7	17
Half and Half	2 Tbsp.	40	4	1	Crabmeat, canned	1 cup	135	3	1
Heavy Cream	2 Tbsp.	100	12	1	Fish Sticks	1 stick	70	3	4
Milk (whole)	1 cup	150	8	11	Flounder or Sole	3 oz	120	6	0
Sour Cream	2 Tbsp.	50	6	1	Halibut	3 ounces	140	6	0
Yogurt (plain)	1 cup	145	4	11	Oysters, raw	1 cup	160	4	8
CHEESE					FRUITS AND VEGETABLES				
American	1 slice	106	9	0	Apple	1 apple	125	1	32
Bleu	2 Tbsp.	100	8	0	Applesauce, sweet	1 cup	195	0	51
Cheddar	2 Tbsp.	115	9	0	Asparagus, cooked	4 spears	15	0	3
Cream Cheese	2 Tbsp.	100	10	1	Avocado	1 avocado	305	30	12
Feta	2 Tbsp.	75	6	1	Baked Beans, sweet	1 cup	385	12	54
Mozzarella	2 Tbsp.	80	6	0	Banana	1 banana	105	1	27
Parmesan	2 Tbsp.	50	4	0	Blueberries	1 cup	80	1	20
Ricotta	1/4 cup	108	8	2	Broccoli, cooked	1 cup	45	0	9
Swiss	2 Tbsp.	105	8	0	Broccoli, raw	1 spear	40	1	8
GRAINS, BREAD AND PASTA					FRUITS AND VEGETABLES				
Bagel	1 bagel	200	2	38	Cantaloupe	1/2 melon	95	1	22
Blueberry Muffin	1 muffin	140	5	22	Carrots, cooked	1 cup	70	0	16
Cheerios Cereal	1 ounce	110	2	20	Carrots, raw	1 carrot	30	0	7
Corn Flakes	1 ounce	110	0	24	Celery	1 stalk	5	0	1
Corn Muffin	1 muffin	145	6	22	Corn	1 ear	85	1	19
Crackers	4 crackers	50	1	9	Cucumber	6 slices	5	0	1
Croissant	1 croissant	235	12	27	Grapefruit	1/2 fruit	40	0	10
English Muffin	1 muffin	140	1	27	Grapes	10 grapes	35	0	9
Italian Bread	1 slice	85	0	17	Green Beans, cooked	1 cup	25	0	5
Oatmeal	1 cup	145	2	25	Honeydew Melon	1 slice	45	0	12
Pancake	1 pancake	60	2	8	Kiwifruit	1 kiwi	45	0	11
Pasta	1 cup	190	1	39	Mixed Veggies., frozen	1 cup	105	0	24
Pita Bread	1 pita	165	1	33	Mushrooms	1 cup	145	2	25
Soft Pretzel	1 pretzel	65	1	13	Onion, raw	1 cup	40	0	8
Raisin Bran	1 ounce	90	1	21	Orange	1 orange	60	0	15
Rice, white	1 cup	225	0	50	Peach	1 peach	35	0	10
Roll	1 roll	85	2	14	Pear	1 pear	100	1	25
Tortilla, corn	1 tortilla	65	1	13	Peas, cooked	1 cup	125	0	23
Waffle, homemade	1 waffle	245	13	26	Peppers, sweet, raw	1 pepper	20	0	4
White Bread	1 slice	65	1	12	Pineapple, fresh	1 cup	75	1	19
Whole Grain Bread	1 slice	70	1	13	Potato, baked	1 potato	220	0	51
MEAT AND POULTRY					FRUITS AND VEGETABLES				
Bacon	3 slices	110	9	0	Potato, fries	10 fries	110	4	17
Chicken Breast	3 ounces	140	3	0	Potato, mashed	1 cup	225	9	35
Eggs, whole	1 egg	100	7	0	Raisins	1 cup	435	1	115
Ground Beef, lean	3 ounces	230	16	0	Spinach, raw	1 cup	10	0	2
Ham	2.5 ounces	105	4	0	Strawberries, raw	1 cup	45	1	10
Hamburger Patty	4 ounces	245	11	0	Tomato, canned	1 cup	50	1	10
Pork Chops, lean	2.5 ounces	165	8	0	Tomato, raw	1 tomato	25	0	5
Smoked Sausage	1 link	50	4	0	Watermelon	1 slice	155	2	35
Steak Sirloin, lean	2.5 ounces	150	6	0					
Turkey (deli)	2 slices	45	1	0					

This information intended to be used as a guideline only. Please consult a physician or dietician before altering your eating habits. Fats and carbohydrates listed in grams.

HEALTHY LIVING {about smoking cigarettes}

SMOKING CIGARETTES

Risks

- ➔ diminished or extinguished sense of smell and taste
- ➔ frequent colds
- ➔ smoker's cough
- ➔ gastric ulcers
- ➔ chronic bronchitis
- ➔ increase in heart rate and blood pressure
- ➔ premature and more abundant face wrinkles
- ➔ emphysema
- ➔ heart disease
- ➔ cancer of the mouth, larynx, esophagus, lungs, pancreas, cervix, uterus and bladder

The use of tobacco is addictive. Most users develop a tolerance for nicotine and need greater amounts to produce the desired effect. Smokers become physically and psychologically dependent and will suffer withdrawal symptoms when they stop. Physical withdrawal symptoms include changes in body temperature, heart rate, digestion, muscle tone and appetite. Psychological symptoms include irritability, anxiety, sleep disturbances, nervousness, headaches, fatigue, nausea and cravings for tobacco that can last days, weeks, months, years or an entire lifetime.

Facts

- ➔ Nearly one in five high school males use spit tobacco. Continuous intake of spit tobacco leads to various oral cancers and a host of other diseases, in addition to bad breath.
- ➔ Smoking can cause or further increase stress, nervousness and agitation rather than calm you down.
- ➔ Addiction to cigarettes frequently leads to other forms of drug addiction.
- ➔ Cigarettes are a known killer – why begin a habit that you know can eventually kill you?
- ➔ Cigarettes are highly addictive. One-third of young people who are just “experimenting” end up being addicted by the time they are 20.
- ➔ Did you know that secondhand smoke is responsible for approximately 3,000 lung cancer deaths annually of non-smokers in the United States?

Think About It!

- (1) *Use your head.* Smoking is responsible for close to 420,000 deaths each year.
- (2) *Stay active.* Exercising and participating in sports is nearly impossible if you smoke cigarettes.
- (3) *Be aware of the risks.* Smoking can lead to many physical problems including emphysema, heart disease, stroke and cancer.
- (4) *Keep your edge.* Smoking makes you smell bad, gives you bad breath and gives you premature wrinkles.
- (5) *Play it safe.* Experimenting with smoking could lead to full-fledged addiction and a lifetime of trying to quit.
- (6) *Do the smart thing.* Smoking puts your health and the health of those around you at risk.
- (7) *Get with the program.* Smoking isn't “in” anymore.
- (8) *Find ways to reduce anxiety.* Smoking may actually contribute to your state of agitation.

HEALTHY LIVING {about drinking alcohol}

ALCOHOL



How Can Alcohol Affect Me?

- ➔ Alcohol goes directly into the bloodstream, which is why it affects every system in the body.
- ➔ Heavy drinking can cause cirrhosis and cancer of the liver.
- ➔ Children in families with alcoholic members are at a higher risk for alcoholism.
- ➔ Alcohol abuse can lead to both homicides and suicides.
- ➔ Drinking can cause serious injuries and death – more than 38% of drownings are alcohol related.
- ➔ Long-term effects of heavy alcohol use include loss of appetite, vitamin deficiencies, stomach ailments, sexual impotence, liver damage, heart and central nervous system damage and memory loss.

How Do I Know if I Have a Drinking Problem?

- ➔ inability to control your drinking – it seems that regardless of what you decide beforehand, you frequently wind up drinking too much
- ➔ using alcohol to escape your problems
- ➔ changing from your usual reserved character to the “life of the party”
- ➔ a change in personality – does drinking turn you from Dr. Jekyll to Mr. Hyde?
- ➔ a high tolerance level – you can drink just about everybody under the table
- ➔ blackouts – sometimes you don't remember what happened when you were drinking
- ➔ problems at school as a result of drinking
- ➔ concern shown by your family and friends about your drinking

About Alcohol – Quick Facts

- (1) *Know the law.* Alcohol is illegal to buy or possess if you are under age 21.
- (2) *Get the facts right.* One 12-ounce beer has as much alcohol as a 1.5-ounce shot of whiskey or a 5-ounce glass of wine.
- (3) *Stay informed.* Wine coolers look like juice sparklers, but they have just as much alcohol as a 12-ounce beer. One glass of clear malt can give a teenager a .02 on a breathalyzer test. In some states, that amount is enough for anyone under the age of 21 to lose his/her driver's license and be subject to a fine.
- (4) *Be aware of the risks.* Drinking increases the risk of injury. Car crashes, falls, burns, drowning and suicide are all linked to alcohol and other drug use.
- (5) *Keep your edge.* Alcohol can ruin your looks, give you bad breath and cause weight gain.
- (6) *Play it safe.* Drinking can lead to intoxication and even death.
- (7) *Do the smart thing.* Drinking puts your health, education, family ties and social life at risk.
- (8) *Be a real friend.* If you know someone with a drinking problem, be a part of the solution. Urge your friend to get help.
- (9) *Remain alert.* Stay clear on claims that alcohol means glamour and adventure. Stay clear on what's real and what's illusion.

Alcohol is a central nervous system depressant. It affects virtually every organ in the body, and chronic use can lead to numerous preventable diseases, including alcoholism. According to the 1994 Monitoring the Future survey, alcohol remains the number one substance used by 8th, 10th and 12th graders. More than 50 percent of 12th graders report drinking alcohol within the past month.

Boozing it up can be costly

Unless you're 21, drinking alcohol is illegal. One sip of beer, wine or whiskey, and you could wind up handcuffed in the back of a squad car. Let's be real: There's just no way underage drinking could be worth all the embarrassment, the threat to your future or the legal ramifications associated with being arrested.

You might mistake alcohol for a harmless high or an innocent way to overcome social inhibitions. But downing a few beers or shots of vodka can have plenty of short-term negative consequences, like slurred speech, vomiting, poor judgement and a horrible next-day hangover/headache, to name a few.

The possible long-term negative effects are even scarier. Alcohol abuse can cause cirrhosis of the liver (where your normally soft, pink liver turns black and rock-hard), brain damage, convulsions, stomach ailments, sexual impotence and heart damage.

According to MADD's *Driven* magazine, "Underage drinking costs the United States more than \$58 billion every year – enough to buy every public school student a state-of-the-art computer."

More to the point, MADD reports:

– The younger people are when they start drinking alcohol, the more likely it is that they will become alcoholics – so dependent on alcohol they can't function day to day.

– *Young people are 6.5 times more likely to be killed by alcohol than by all other illegal drugs combined.*

– Auto accidents, homicides and suicides are the top causes of death for 15 to 24-year-olds, and alcohol factors prominently in all three.

– *Nearly 40 percent of traffic deaths have an alcohol component, and alcohol contributes to 300,000 injuries in the United States each year. If you doubt this is true, then pay close attention to TV news accounts each year around the time that schools take their spring breaks. You'll undoubtedly hear of some students who lost their lives due to irresponsible drinking.*

SOCIAL SERVICES

DRUG, ALCOHOL, AND GAMBLING HOTLINES

Alcoholics Anonymous.....	800-333-5051
Al-Anon	800-356-9996
Alcohol Abuse 24 Hour Action Helpline and Treatment	800-888-9383
Narcotics Anonymous	800-756-4442
Problem Gamblers Hotline	800-GAMBLER (426-2537)
Alcoholism/Drug Abuse Center	(304) 485-1721
Washington County Alcoholism, Drug Abuse & Mental Health Services	(740) 374-6990

ASSISTANCE WITH UTILITIES

Low Income Energy Assistance Program (LIEAP)

The Low Income Energy Assistance Program (LIEAP) is administered by the West Virginia Department of Health and Human Resources (DHHR), Bureau for Children and Families, Office of Children and Family Policy, Division of Family Assistance. The Program provides assistance to low-income households in meeting the costs of home heating.

LOCAL HEALTH DEPARTMENTS

Calhoun County	(304) 354-6101	(304) 354-6898	WIC
Pleasants County	(304) 684-2461	(304) 684-2217	WIC
Ritchie County	(304) 643-2917	(304) 643-4082	WIC
Roane County.....	(304) 927-1480	(304) 927-4977	WIC
Wirt County.....	(304) 275-3131	(304) 275-3150	WIC
Wood County	(304) 485-7374	(304) 428-3688	WIC

ADDITIONAL OFFICES FOR MOVHD:

Mason County WIC	(304) 675-5279
Jackson County WIC	(304) 372-8525
Gilmer County WIC.....	(304) 462-8290

PERSONAL CARE/HOUSEHOLD CLEANING PRODUCTS ASSISTANCE

Emmanuel Baptist Church Necessity Closet	(304) 485-5171
Pine Grove Baptist Church Necessity Closet.....	(304) 464-4853

SOCIAL SERVICES

AIDS Hotline	800-342-2437
Child & Adult Abuse.....	800-352-6513
Crisis Pregnancy Services.....	800-595-7113
Emergency Food Information & Referral.....	800-642-8589

Sexual Assault/Prevention:

Domestic Violence Hotline	800-799-SAFE (7233)
Eve Inc.	(740) 374-5820
Family Crisis Intervention Center.....	(304) 428-2333
National Sexual Assault Hotline	800-656-HOPE (4673)

Disability Services:

MOV Arc.....	(304) 422-3151
Birth to Three	(304) 485-2000

Mental Health:

Crisis Hotline	(304) 485-1725
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Toll Free: 1-800-579-5844

WOOD COUNTY SENIOR CITIZENS ASSOCIATION, INC. (304) 485-6748

Caregiver Support Group – Support group for the caregiver: (304) 485-6748

Community Care Program – Program for residents of Wood and Pleasants County who are in need of non-skilled nursing services, 18 or older, and in need of personal care in the home. (304) 485-9420 – Wood County

(304) 684-2680 – Pleasants County

Senior Companion Program – Service for the elderly, enabling them to maintain some level of independence in their homes, and provides satisfaction to senior citizens able to serve.

(304) 485-8600 – Parkersburg

(304) 684-9243 – Pleasants County

Services for the Elderly – Program designed to provide the elderly with needed support services.

(304) 485-6800 – Wood County

(304) 684-7984 – Pleasants County

Nutrition Program – Congregate and home-delivered meal program for persons 60+. Participants can choose nutrition sites closest to them.

(304) 422-6663 – Wood County

(304) 489-2446 – Mineral Wells

(304) 295-7989 – Vienna – St. John’s

(304) 375-3648 – Williamstown

(304) 422-5568 – Kay Umlely – St. Paul Terrace Apt

F.A.I.R (Family Alzheimers In-Home Respite) - (304) 485-6748

Multipurpose Center – Service for the elderly; Provides a variety of programs and activities for seniors.

(304) 428-1265 – Wood County

(304) 684-9243 – Pleasants County

Lighthouse Program - (304) 485-6748

FOOD ASSISTANCE

First Christian Church.....(304) 485-5253

Baptist Temple(304) 428-4494

Beechwood Presbyterian.....(304) 422-6067

Broadway Baptist.....(304) 422-3240

By The Grace of God.....(304) 428-7601

Christ United Methodist.....(304) 422-3016

Christian Community Cupboard.....(304) 863-6082

Community Resources, Inc.....(304) 422-5339

DAV #32(304) 679-3600

Fairlawn Baptist.....(304) 863-6782

First Lutheran.....(304) 428-6174

Good Shepherd Episcopal.....(304) 428-1525

Grace Baptist Church.....(304) 485-4071

North Parkersburg Baptist.....(304) 485-3193

Parkersburg Urban Min.....(304) 428-0537

St. Margaret Mary.....(304) 428-1262

Salvation Army(304) 485-4529

Trinity Episcopal.....(304) 422-3362

Wayside Good Samaritan.....(304) 295-4896

Free Hot Meals Adults and Children:

Extreme Encounter Ministries(304) 485-7736

First United Methodist.....(304) 428-0111

St. Paul’s(304) 422-2552

Grace Gospel.....(304) 489-1209

Salvation Army(304) 485-0669

North Parkersburg Baptist.....(304) 428-3293

St. Francis Xavier Parish Hall.....(304) 488-6786

Trinity Episcopal.....(304) 422-3362

Crossroads United Methodist Waverly(304) 464-4430

Zion Baptist.....(304) 422-0091

Old Man Rivers.....(304) 428-6677

South Parkersburg United Methodist.....(304) 428-1195

Lubeck United Methodist(304) 863-6082

Bethany United Methodist (304) 482-1218/(304) 679-3761

Beechwood Presbyterian.....(304) 422-6067

River Hill United Methodist(304) 863-5840

Waverly Vol. Fire Dept.(304) 464-4320

HEALTHY LIVING {hotlines & helplines}

GENERAL CRISIS		
<i>Covenant House "Nineline" Crisis Support (24 hrs.)</i>	800-999-9999	www.covenanthouse.org
<i>National Hopeline (Suicide) Network (24 hrs.)</i>	800-SUICIDE	www.hopeline.com
<i>National Youth Crisis Hotline (24 hrs.)</i>	800-442-HOPE	www.hopeline.com
<i>Girls and Boys Town USA (24 hrs.)</i>	800-448-3000	www.girlsandboystown.org
<i>The Trevor (Gay/Lesbian Youth) Helpline (24 hrs.)</i>	866-4-U-TREVOR	www.thetrevorproject.org
<i>Gay and Lesbian National Hotline (4p.m.-mid. M-F, noon-5p.m. Sat., EST)</i>	888-THE-GLNH	www.glnh.org
<i>LYRIC Youth Talkline (Gay/Lesbian Peer Support Line) (6:30p.m.-9:30p.m. M-Sat., PST)</i>	800-246-PRIDE	www.lyric.org
<i>National Runaway Switchboard (24 hrs.)</i>	800-RUNAWAY	www.nrscrisisline.org
<i>National Center for Missing and Exploited Children (24 hrs.)</i>	800-THE-LOST	www.ncmec.org
ALCOHOL/SUBSTANCE ABUSE		
<i>Al-Anon/Alateen (8a.m.-6p.m. M-F, EST)</i>	888-4AL-ANON	www.al-anon.alateen.org
<i>American Council on Alcoholism Helpline (10a.m.-6p.m. M-F, MST)</i>	800-527-5344	www.aca-usa.org
<i>National Clearinghouse for Alcohol and Drug Information (24 hrs.)</i>	800-729-6686	www.health.org
ABUSE/HEALTH INFO		
<i>American Heart Association</i>	800-AHA-USA-1	www.americanheart.org
<i>Cancer Information Service (9a.m.-4:30p.m., M-F, EST)</i>	800-4-CANCER	www.cancer.gov
<i>CDC National HIV/AIDS Hotline (24 hrs.)</i>	800-CDC-INFO	www.cdc.gov/hiv
<i>CDC National STD Health Issues Hotline (24 hrs.)</i>	800-CDC-INFO	www.cdc.gov/std
<i>Childhelp USA National Child Abuse Hotline (24 hrs.)</i>	800-4-A-CHILD	www.childhelpusa.org
<i>National Organization for Rare Disorders</i>	800-999-6673	www.rarediseases.org
<i>National Women's Health Information Center (9a.m.-6p.m. M-F, EST)</i>	800-994-WOMAN	www.4women.gov
<i>Poison Control Center (24 hrs.)</i>	800-222-1222	www.aapcc.org
<i>Rape, Abuse and Incest National Network (RAINN) (24 hrs.)</i>	800-656-HOPE	www.rainn.org
<i>Youth Violence Prevention (8a.m.-6p.m. M-F, EST)</i>	866-SAFE-YOUTH	www.safeyouth.org
MENTAL HEALTH		
<i>Depression and Bipolar Support Alliance (Support Groups) (8:30a.m.-5p.m. M-F, CST)</i>	800-826-3632	www.dbsalliance.org
<i>National Alliance for the Mentally Ill Information Helpline (10a.m.-5p.m. M-F, EST)</i>	800-950-NAMI	www.nami.org
<i>National Mental Health Association Resource Center (9a.m.-5p.m. M-F, EST)</i>	800-969-NMHA	www.nmha.org
<i>National Mental Health Consumers' Self-Help Clearinghouse (9a.m.-5p.m. M-F, EST)</i>	800-553-4539	www.mhselfhelp.org
<i>National Eating Disorders Association Helpline (8a.m.-5p.m. M-F, PST)</i>	800-931-2237	www.nationaleatingdisorders.org
<i>SAFE Alternatives (Self-Abuse Finally Ends)</i>	800-DONT-CUT	www.selfinjury.com

THE STUDENT SUCCESS CENTER

CONTACT: Janice McCue, Office 0404, janice.mccue@mail.wvu.edu, 304-424-8278

The Student Success Center at WVU at Parkersburg offers FREE academic tutoring to WVU at Parkersburg students in selected courses.

The mission of the Student Success Center is to provide a free and open facility in which to offer support services and appropriate teaching strategies so WVU at Parkersburg students will become independent, self-directed learners who competently complete college-level work.

Why you should utilize the FREE services at the Student Success Center:

- The Student Success Center can help you reach your academic goals.
- Your grades may improve when you follow the program designed by your tutor.
- The Student Success Center works with your instructors to reinforce coursework.
- The Student Success Center will work with you to find a tutor and time slot that will agree with your schedule.
- Trained, carefully chosen tutors will apply their skills to help meet your needs.
- The tutors will help you manage your time.
- The tutors will help you discover your learning needs.

SERVICES

The **Student Success Center** offers a variety of academic services. WVU at Parkersburg students who need assistance with a particularly challenging course, general help in textbook reading and studying or personalized guidance in improving study techniques may benefit by visiting the **Student Success Center**.

General Topics

- Improving Reading Comprehension
- Studying from Textbooks
- Improving Reading Rate/Speed
- Expanding Your Vocabulary

Study Techniques/Videos/Software

- Managing Daily Time (prioritizing)
- Developing Efficient Study Habits
- Improving Listening Skills
- Taking Useful Lecture Notes
- Studying from Lecture Notes
- Preparing for Quizzes and Exams
- Developing Test-Taking Strategies

Tutoring in all academic areas

- Computer Assisted Learning, i.e. Passkeys
- Individual and Group Tutoring
- Will assist in finding tutors for all requested courses.

**ASKING FOR HELP IS A SIGN
OF STRENGTH, NOT WEAKNESS.**



Writing Services

Whether assistance is needed for a specific grammatical problem, the correct use of commas, or a reaction to a paragraph or essay, the Student Success Center is for you. Tutors are available to assist you in the following areas:

- **Brainstorming**
Generating ideas--Overcoming “writer’s block”
- **Focusing a Topic**
Making a topic manageable and realistic
- **Development of Ideas**
Including appropriate details and examples to support and clarify the thesis
- **Grammar**
Locating and correcting comma splices, fused sentences, agreement problems, etc.
- **Punctuation**
Learning the appropriate uses of commas, semicolons, etc.
- **Overcoming Wordiness, Redundancy, Vagueness**

Passkeys

The Student Success Center now has *Passkeys*. This computerized tutoring program is designed to help students build their skills in developmental Reading, English, and Math. With Passkeys, the Student Success Center staff can now develop a computerized tutoring plan to meet your individual needs. For instance, if you are only having problems with commas, then your tutoring assignments will focus on various comma usages. You can work at your own pace, and your assignments will be saved for future reference if needed. Tutors will be available to answer questions and assist if necessary.

Math

The Student Success Center has tutors for all developmental math course and most college level classes. We provide individual, group and drop in tutoring at various times throughout each day. Please stop in to see if we have a tutor for your math class.

Kurzweil 3000

Kurzweil 3000 is an innovative software program designed to help students with their reading and writing. It helps students with decoding, comprehension, writing and test taking. *Reading Comprehension* students can increase their reading speed and comprehension by using the repeated reading strategy. The system’s pastel background option will also help with visual reading enhancements. A tutor or staff member will be happy to show you how the system works. After a brief training session, you will be able to read and work independently.

SUCCESS SKILLS {plan for success}

PLAN FOR SUCCESS

SUCCESSFUL PEOPLE DON'T BECOME SUCCESSFUL BY LUCK. THEIR SUCCESS IS THE RESULT OF SETTING GOALS AND WORKING TO ACHIEVE THOSE GOALS. IN OTHER WORDS, SUCCESSFUL PEOPLE PLAN TO SUCCEED. YOU, TOO, CAN PLAN TO SUCCEED. DON'T PROCRASTINATE. GOOD INTENTIONS WILL NOT HELP YOU SUCCEED. START PLANNING FOR SUCCESS TODAY!

{1} **Organization** – Getting organized is the first step to success.

- ➔ *Remember that you are responsible* for knowing about and completing your assignments and special projects.
- ➔ *Use your datebook* to write down your homework, extracurricular activities, community activities and home responsibilities.
- ➔ *Make sure you have all the materials you need* when you go to class and when you do your homework.

{2} **Time Management** – Managing time wisely will help ensure that you have the opportunity to do both the things you *need* to do and the things you *want* to do.

- ➔ *Plan a definite time* to do your homework.
- ➔ *Plan time for extracurricular and social activities* as well as home responsibilities.
- ➔ *Commit yourself to your time plan*, but be flexible. For example, if something happens that makes it impossible for you to do homework during the regularly scheduled time, plan an alternate time to do the homework.

{3} **Set Priorities** – If you have lots to do, it is important to set priorities.

- ➔ *Rank each task* in 1, 2, 3 order. Start with #1 – the most important task – and continue on down the list.
- ➔ When doing homework, *start with the subject in which you need the most improvement*.
- ➔ *Check off finished tasks*.
- ➔ If you frequently find that you cannot finish all the tasks on your list, you may need to *prioritize your optional activities* and eliminate some that are low on your priority list.

{4} **Set Goals** – Just wishing to get better grades or to excel in soccer accomplishes nothing. You need a plan of action to achieve your goals. Setting goals will result in better grades and higher self-esteem. Best of all, setting goals will make you feel in control of your life. Some hints for setting goals:

- ➔ *Be specific*. List specific goals for each academic subject. Also list goals for other school and home activities.
- ➔ *Set time limits*. Your goals can be both short-term (within a month or on the next quiz or test) and long-term (within the semester or within the school year).
- ➔ *Set realistic goals*. For example, if math has always been difficult for you, don't aim for an “A” in Algebra at the beginning of the year. If you usually get a “C-” in math, you may want to begin by setting a short-term goal of “C+” or “B-”. Reaching that first short-term goal will give you the confidence to raise your goal for the next test or the next grading period.
- ➔ *Draw up a step-by-step plan* of action for reaching each goal; then go for it!
- ➔ *Write your goals down*, and put them in several places (your locker, your date-book, your bulletin board) so you will see them several times a day.
- ➔ *Share your goals with others* – your parents, teachers, good friends, etc. They can give you encouragement.
- ➔ *Keep at it!* Be determined, and keep a positive attitude. Visualize yourself achieving your goals.
- ➔ *Reward yourself* when you reach a goal.



SUCCESS SKILLS {listening & homework skills}

LISTENING SKILLS

Listening (unlike hearing, which is a physical process not requiring thinking) gives meaning to the sounds you hear. It helps you understand. Listening is an active process that requires concentration and practice. In learning, the teacher's responsibility is to present information; the student's responsibility is to be "available" for learning. Not listening means you will be unable to learn the material.

To help develop listening skills:

- *Approach the classroom ready to learn:* leave personal problems outside the classroom. Try to avoid distractions.
- *Even if you do not sit close to the teacher,* focus your attention directly on him/her.
- *Pay attention to the teacher's style* and how the lecture is organized.
- *Participate;* ask for clarification when you do not understand.
- *Take notes.*
- *Listen* for key words, names, events and dates.
- *Don't make hasty judgments;* separate fact from opinion.
- *Connect what you hear* with what you already know.

HOMEWORK SKILLS

- *Keep track of your daily assignments* in this datebook so you will always know what you have to do.
- *Homework is an essential part of learning.* Even though you may not have written work to do, you can always review or reread assignments. The more you review information, the easier it is to remember and the longer you are able to retain it.
- *Realize that homework is considered an important part of learning.* Not doing your homework because you do not believe in homework is self-defeating behavior.
- *It is your responsibility to find out what you have missed when you are absent.* Take the initiative to ask a classmate or teacher what you need to make up. You need to also know when it needs to be turned in. If you are absent for several days, make arrangements to receive assignments while you are out.
- *Have a place to study that works for you* – one that is free from distractions. Be honest with yourself about using the TV or stereo during study time. Make sure you have everything you need before you begin to work.
- *Develop a schedule that you can follow.* Be rested when you study. It is okay to study in short blocks of time. Marathon study sessions may be self-defeating.
- *Prioritize your homework* so that you begin with the most important assignment first: study for a test, then do the daily assignment, etc.
- *Study for 30-40 minutes at a time,* then take a 5-10 minute break. Estimate the amount of time it will take to do an assignment and plan your break time accordingly.



SUCCESS SKILLS {successful notetaking}

SUCCESSFUL NOTETAKING

- Taking notes reinforces what we hear in the classroom and requires active listening. Having accurate information makes your outside study and review time that much easier. Good notetaking requires practice.
- Be aware of each teacher's lecture style; learning how to adapt to each style takes patience. Take notes as you (attentively) listen to the lecture. Keep notes in an individual notebook for each class or in a loose-leaf binder that has a section for each class. Your teacher may have certain requirements.
- Date each day's notes, and keep them in chronological order. Some teachers provide outlines that tell you how a series of lectures will be organized; other teachers will deliver their lectures and expect you to write the information in your notes. Most teachers will emphasize important points by stressing them or repeating them a few times. Make a note in the margin or highlight any information the teacher specifically identifies as important.
- Write notes in short phrases, leaving out unnecessary words. Use abbreviations. Write clearly so you will be able to understand your notes when you review them.
- If you make a mistake, a single line through the material is less time consuming than trying to erase the whole thing. This will save time and you won't miss any of the lecture. Don't copy your notes over to make them neat; write them neatly in the first place. Don't create opportunities to waste your time.
- Write notes on the right two-thirds of the notebook page. Keep the left one-third free for your follow-up questions or to highlight the really important points in the discussion.
- Listen for key ideas. Write them down in your own words. Don't try to write down every word that your teachers say. Some teachers will use the chalkboard, an overhead projector or a PowerPoint presentation to outline these key ideas. Others will simply stress them in their discussion.
- Soon after class, while the information is still fresh in your mind, create questions directly related to your notes in the left column of the paper. Place these questions across from the information to which it pertains. Highlight or underline any key points, terms, events or people. Quiz yourself by covering the 2/3 side of your notes and try to answer the questions you developed without referring to your notes. If you need to refresh your memory, simply uncover the note section to find the answers to your questions. Short, quick reviews will help you remember and understand the information as well as prepare for tests.
- Review your notes daily. This reinforces the information and helps you make sure that you understand the material.
- Make sure your notes summarize, not duplicate, the material.
- Devise your own use of shorthand.
- Vary the size of titles and headings.
- Use a creative approach, not the standard outline form.
- Keep class lecture notes and study notes together.



ENGLISH {parts of speech}

NOUN	A WORD THAT NAMES A PERSON, PLACE, THING, QUALITY, ACT OR FEELING.
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Common nouns are general and do not refer to a specific person, location or object.
 ➤ *Examples:* man, city, tonight, honesty, happiness

Proper nouns are capitalized and refer to a particular person, place or thing.
 ➤ *Examples:* Reggie, Market Square Arena, Saturday

PRONOUN	A WORD THAT TAKES THE PLACE OF A NOUN.
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Nominative Case Pronouns replace the subject of a sentence or clause.
 ➤ *Examples:* *She* took the bus to visit Aunt Jane. We are looking forward to visiting Oregon.

Objective Case Pronouns receive a verb's action or follow a preposition.
 ➤ *Examples:* Please give *me* the papers. Timothy's outstanding service earned *him* the award.

Possessive Case Pronouns show ownership or possession.
 ➤ *Examples:* The cougar escaped from *its* cage. *Their* car slid off the icy road.

VERB	A WORD THAT EXPRESSES ACTION OR A STATE OF BEING. IT ALSO INDICATES THE TIME OF ACTION OR STATE OF BEING. A VERB HAS DIFFERENT FORMS DEPENDING ON ITS NUMBER, PERSON, VOICE, TENSE AND MOOD.
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Number indicates whether a verb is singular or plural. The verb and its subject must agree in number.
 ➤ *Examples:* One dog barks. Two dogs bark.

Person indicates whether the subject of the verb is 1st, 2nd or 3rd person and whether the subject is singular or plural. Verbs usually have a different form only in *third person singular of the present tense*.
 ➤ *Examples:*

<i>Singular</i>	<i>Plural</i>
<i>1st Person:</i>	I stop. We stop.
<i>2nd Person:</i>	You stop. You stop.
<i>3rd Person:</i>	He/She/It stops. They stop.

Voice indicates whether the subject is the doer or the receiver of the action verb.
 ➤ *Examples:* Cathy wrote the letter. (active voice)
 The letter was written by Cathy. (passive voice)

Tense indicates when the action or state of being is taking place.
 ➤ *Examples:* We *need* the information now. (present)
 Reggie *shot* the ball. (past)
 You *will enjoy* the school play. (future)

ADVERB	A WORD THAT DESCRIBES OR MODIFIES A VERB, AN ADJECTIVE OR ANOTHER ADVERB. AN ADVERB TELLS HOW, WHEN, WHERE, WHY, HOW OFTEN AND HOW MUCH.
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➤ *Examples:* The ball rolled *slowly* around the rim. Soccer scores are reported *daily* in the newspaper.

ADJECTIVE	A WORD THAT DESCRIBES OR MODIFIES NOUNS AND PRONOUNS. ADJECTIVES SPECIFY COLOR, SIZE, NUMBER AND THE LIKE.
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➤ *Examples:* red, large, three, gigantic, miniature
 Adjectives have three forms: **positive**, **comparative**, and **superlative**.

The **positive** form describes a noun or pronoun without comparing it to anything else.
 ➤ *Example:* My apple pie is *good*.

The **comparative** form compares two things.
 ➤ *Example:* Aunt Betty's apple pie is *better* than mine.

The **superlative** form compares three or more things.
 ➤ *Example:* Mom's apple pie is the *best* of all!

PREPOSITION	A WORD (OR GROUP OF WORDS) THAT SHOWS HOW A NOUN OR PRONOUN RELATES TO ANOTHER WORD IN A SENTENCE.
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➤ *Examples:* The man walked *into* the gym. The horse leaped *over* the fence. Their team won the meet *in spite of* several players being injured.

CONJUNCTION	A WORD THAT CONNECTS INDIVIDUAL WORDS OR GROUPS OF WORDS.
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Coordinating conjunctions connect a word to a word, a clause to a clause, or a phrase to a phrase. The sentence elements joined by a coordinating conjunction must be equal. Common coordinating conjunctions are: *and, but, or, nor, for, yet, so*. Coordinating conjunctions used in pairs are called **correlative conjunctions**. Common correlative conjunctions are: *either, or; neither, nor; not only, but also; both, and; whether, or*.
 ➤ *Examples:* Raccoons *and* squirrels frequently invade our bird feeders.
Neither Mary Ann *nor* Julie will be able to go with you.

Subordinating conjunctions connect and show the relationship between two clauses that are not equally important. Common subordinate conjunctions are: *until, unless, since, where, before, as, if, when, although, after, because, while, as long as, as if, though, whereas*.
 ➤ *Examples:* *Until* you decide to study, your grades won't improve.
If I hadn't already made plans, I would have enjoyed going to the mall with you.

INTERJECTION	A WORD THAT IS USED IN A SENTENCE TO COMMUNICATE STRONG EMOTION OR SURPRISE. PUNCTUATION IS USED TO SEPARATE AN INTERJECTION FROM THE REST OF THE SENTENCE.
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➤ *Examples:* *Hooray!* We finally scored a touchdown.
Oh, no! I forgot the picnic basket.
Yes! Her gymnastic routine was perfect.
Ah, we finally get to stop and rest.

ENGLISH {the writing process}

WRITING VARIABLES	BEFORE BEGINNING ANY ASSIGNMENT, IT WILL HELP YOU TO FOCUS AND REMAIN CONSISTENT IN STYLE IF YOU CONSIDER THE FOLLOWING VARIABLES.
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- Audience** For whom am I writing? A letter written to your ten-year-old sister will be much different in vocabulary, subject, content, format and sentence complexity than one written to your senator.
- Topic** About what subject should I write? If possible, choose a subject that interests you. Research your subject well.
- Purpose** Why am I writing? Have a clear purpose in mind before starting your paper. Are you writing to entertain, to instruct, to inform or to persuade? Keeping your purpose in mind as you write will result in a paper that is focused and consistent.
- Voice** What point of view or "voice" will I use? Writers sometimes write from the point of view of another person rather than from their own point of view. Writing in a voice other than your own can add variety and help you see your subject in a new way. Make sure your "voice" remains consistent.
- Format** What form will my writing take? Different forms of writing, such as letters, diaries, reports, essays, research papers, etc., have specific requirements. Decide on the form your writing will take, and then make sure you know the requirements for that form of writing.

PLANNING AND WRITING AN ESSAY OR COMPOSITION

- {1} Select a general subject area that interests you.
- {2} Make a list of your thoughts and ideas about the subject.
- {3} Use your list to help focus on a specific topic within the subject area.
- {4} Decide what you want to say about the topic, and write an introductory statement that reflects this purpose.
- {5} Make a list of details to support your statement.
- {6} Arrange the list of details into an outline.
- {7} Do any reading and research necessary to provide additional support for specific areas of your outline. Keep a careful list of all of your sources for your bibliography.
- {8} Write a first draft.
- {9} Revise your first draft, making sure that:
 - (a) The introduction includes a clear statement of purpose.
 - (b) Each paragraph begins with some link to the preceding paragraph.
 - (c) Every statement is supported or illustrated.
 - (d) The concluding paragraph ties all of the important points together, leaving the reader with a clear understanding of the meaning of the essay or composition.
 - (e) Words are used and spelled correctly.
 - (f) Punctuation is correct.
- {10} Read your revised paper aloud to check how it sounds.
- {11} Proofread your revised paper two times: once for spelling, punctuation and word usage, and again for meaning and effectiveness.



ENGLISH {punctuation}

PERIOD •

Use: to end a sentence that makes a statement or that gives a command not used as an exclamation.

⇒ *Example:* Go to your room, and do not come out until dinner.

Use: after an initial or an abbreviation.

⇒ *Examples:* Mary J. Jones, Mr., Mrs., Ms.

COMMA ,

Use: to separate words or groups of words in a series.

⇒ *Example:* I used *worms, minnows, larva, bread balls and bacon* for bait.

Note: Some stylebooks and teachers require a comma before “and” in a series.

⇒ *Example:* He *ran, jumped, and yelled.*

Use: to separate an explanatory phrase from the rest of the sentence.

⇒ *Example:* Escargots, *or snails*, are a delicacy that I relish.

Use: to distinguish items in an address and in a date.

⇒ *Examples:* John Doe, 290 Main Street, Midtown, IN 48105

September 20, 1960

Use: to separate a title or an initial that follows a name.

⇒ *Example:* Joseph Jones, Ph.D.

QUESTION MARK ?

Use: at the end of a direct or indirect question.

⇒ *Example:* Did your relatives invite you to visit them this summer?

Use: to punctuate a short question within parentheses.

⇒ *Example:* I am leaving tomorrow (is that possible?) to visit my cousins in France.

APOSTROPHE ’

Use: to show that one or more letters or numbers have been left out of a word to form a contraction.

⇒ *Examples:* do not = don’t | I have = I’ve

Use: followed by an *s* is the possessive form of singular nouns.

⇒ *Example:* I clearly saw this young *man’s* car run that stop sign.

Use: possessive form of plural nouns ending in *s* is usually made by adding just an apostrophe.

An apostrophe and *s* must be added to nouns not ending in *s*.

⇒ *Example:* bosses = bosses’, children’s

COLON :

Use: after words introducing a list, quotation, question or example.

⇒ *Example:* Sarah dropped her book bag and out spilled everything: books, pens, pencils, homework and makeup.

SEMICOLON ;

Use: to join compound sentences that are not connected with a conjunction.

⇒ *Example:* It’s elementary, my dear Watson; the butler is clearly responsible.

Use: to separate groups of words.

⇒ *Example:* I packed a toothbrush, deodorant and perfume; jeans, a raincoat and sweatshirts; and boots and tennis shoes.

QUOTATION MARKS “ ”

Use: to frame direct quotations in a sentence. Only the exact words quoted are placed within the quotation marks.

⇒ *Example:* “I don’t know,” she said, “if I will be able to afford the vacation.”

Use: to distinguish a word that is being discussed.

⇒ *Example:* Mr. Jones suggested I replace the word “always” with “often” in my theme.

Use: to indicate that a word is slang.

⇒ *Example:* Julie only bought that outfit to show that she’s “with it.”

Use: to punctuate titles of poems, short stories, songs, lectures, course titles, chapters of books and articles found in magazines, newspapers and encyclopedias.

⇒ *Examples:* “You Are My Sunshine,” “Violence in Our Society,” “The Road Not Taken”

SINGLE QUOTATION MARK ‘ ’

Use: to punctuate a quotation within a quotation.

⇒ *Example:* “My favorite song is ‘I’ve Been Working on the Railroad,’” answered little Joey.

EXCLAMATION MARK !

Use: to express strong feeling.

⇒ *Example:* Help! Help!



ENGLISH {frequently confused words}

accept | to agree to something or receive something willingly

except | not including

⇒ *Examples:* Jonathon will *accept* the job at the restaurant.

Everyone was able to attend the ceremony *except* Phyllis.

capital | chief, important, excellent. Also the city or town that is the official seat of government of a state or nation

capitol | the building where a state legislature meets

the Capitol | the building in Washington, D.C., in which the United States Congress meets

⇒ *Examples:* The *capital* of France is Paris.

The *capitol* of Indiana is a building in Indianapolis. The vice president arrived at the *Capitol* to greet the arriving senators.

hear | to listen to

here | in this place

⇒ *Examples:* Do you *hear* that strange sound?

The juice is right *here* in the refrigerator.

it’s | the contraction for *it is* or *it has*

its | shows ownership or possession

⇒ *Examples:* *It’s* nearly time to leave for the football game.

The wagon lost *its* wheel in the mud.

lead | a heavy, gray metal

lead | to go first, guide

led | the past tense of *lead*

⇒ *Examples:* Water pipes in many older homes are made of *lead*.

This path will *lead* us to the waterfall.

Bloodhounds *led* the police to the hideout.

loose | free or not tight

lose | to mislay or suffer the loss of something

⇒ *Examples:* Since she lost weight, many of her clothes are *loose*.

If you *lose* your money, you will not be able to get into the park.

principal | the first or most important. It also refers to the head of a school.

principle | a rule, truth or belief

⇒ *Examples:* Pineapple is one of the *principal* crops of Hawaii.

One *principle* of science is that all matter occupies space.

quiet | free from noise

quite | truly or almost completely

⇒ *Examples:* Our teacher insists that all students are *quiet* during a test.

This enchilada is *quite* spicy.

their | belonging to them

there | at that place

they’re | the contraction for *they are*

⇒ *Examples:* *Their* new puppy is frisky.

Please place all of the newspapers over *there*.

They’re coming over tonight.

to | in the direction of

too | also or very

two | the whole number between one and three

⇒ *Examples:* The paramedics rushed *to* the scene of the accident.

This meal is delicious, and it is low in fat, *too*.

Only *two* of the 10 runners were able to complete the race.

weather | the state of the atmosphere referring to wind, moisture, temperature, etc.

whether | a choice or alternative

⇒ *Examples:* We are hoping for warm, sunny *weather* for our family reunion.

We cannot decide *whether* we will drive or fly to the reunion.

Who’s | the contraction for *who is* or *who has*

Whose | the possessive form of *who*

⇒ *Examples:* *Who’s* in charge of the lighting for the stage?

Whose bicycle is out in the rain?

you’re | the contraction for *you are*

your | the possessive form of *you*

⇒ *Examples:* She called to ask if *you’re* planning to attend the party.

Your term paper will be due four weeks from today.



ENGLISH {outlining}

OUTLINING

OUTLINES CAN HELP YOU ORGANIZE YOUR IDEAS. YOU MIGHT USE AN OUTLINE TO PLAN A SPEECH, COMPOSITION OR TERM PAPER. YOU ALSO MIGHT USE AN INFORMAL OUTLINE TO TAKE NOTES.

formal

A **formal outline** lists the main points of a topic and shows the relative importance of each and the order in which these points are presented. It also shows the relationships among them.

Formal Outline Format:

- I.
 - A.
 - B.
 - 1.
 - 2.
 - a.
 - b.
 - (1)
 - (2)
 - (a)
 - (b)
- II.

No new subdivision should be started unless there are at least two points to be listed in the new division. This means that each *1* must have a *2*; each *a* must have a *b*. Formal outlines may be either a **sentence outline** or a **topic outline**.

A **sentence outline** uses a complete sentence for each point and subpoint. A **topic outline** uses words or phrases for each point and subpoint.

— Here is an example of a topic outline.

- Thesis or Introductory Statement
- I. Gasoline shortage
 - A. Long lines
 - B. Gas "rationing"
- II. Voluntary energy conservation
 - A. Gasoline
 - B. Electricity
 - C. Home heating fuel
- III. Forced energy conservation
 - A. Fuel allocation
 - B. Speed limit
 - C. Airline flights
 - D. Christmas lighting
- Conclusion

informal

Informal outlines use as few words as possible. Supporting details are written below each heading. Numerals, letters, or dashes may be used. Informal outlines are especially useful for taking notes.

— Here is an example of a informal outline.

- I. How lightning occurs
 - cloud's particles collide and become electrically charged
 - positively and negatively charged particles separate
 - positively charged particles in cloud collide with negatively charged particles on ground
- II. Forms of lightning
 - forked
 - streak
 - ribbon
 - bead or chain
 - ball



ENGLISH {MLA style of documentation}

YOUR WORKS-CITED LIST

YOUR WORKS-CITED LIST SHOULD APPEAR AT THE END OF YOUR ESSAY. IT PROVIDES THE INFORMATION NECESSARY FOR A READER TO LOCATE AND RETRIEVE ANY SOURCE YOU CITE IN THE ESSAY. EACH SOURCE YOU CITE IN THE ESSAY MUST APPEAR IN YOUR WORKS-CITED LIST; LIKEWISE, EACH ENTRY IN THE WORKS-CITED LIST MUST BE CITED IN THE TEXT.

According to the *Modern Language Association Manual and Guide to Scholarly Publishing*:

- {1} Double-space all entries.
- {2} Begin the first line of an entry flush with the left margin, and indent lines that follow by one-half inch.
- {3} List entries in alphabetical order by the author's last name. If you are listing more than one work by the same author, alphabetize the works according to title. Instead of repeating the author's name, type three hyphens followed by a period, and then give the title.
- {4} Italicize the titles of works published independently. Books, plays, long poems, pamphlets, periodicals and films are all published independently.
- {5} If the title of a book you are citing includes the title of another book, italicize the main title but not the other title.
- {6} Use quotation marks to indicate titles of short works included in larger works, song titles and titles of unpublished works.
- {7} Separate the author, title and publication information with a period followed by two spaces.
- {8} Single space after a colon.
- {9} Use lowercase abbreviations to identify parts of a work (for example, vol. for volume), a named translator (trans.), and a named editor (ed.). However, when these designations follow a period, the first letter should be capitalized.
- {10} Use the shortened forms for the publisher's name. When the publisher's name includes the name of a person, cite the last name alone. When the publisher's name includes the name of more than one person, cite only the first of these names.

WEBSITES (GENERAL GUIDELINES)	Author's last name, first name. "Article title." <i>Website title</i> . Publisher, Date of publication. Medium of publication. Date of access.
ARTICLE IN A JOURNAL FROM A WEBSITE	Joyce, Michael. "On the Birthday of the Stranger (in Memory of John Hawkes)." <i>Evergreen Review.com</i> . Evergreen Review, 5 Mar. 1999. Web. 12 May 1999.
ARTICLE IN A PERIODICAL (GENERAL GUIDELINES)	Author's last name, first name. "Article title." <i>Periodical title</i> . Date: inclusive pages. Medium of publication.
BYLINED ARTICLE FROM A DAILY NEWSPAPER	Barringer, Felicity. "Where Many Elderly Live, Signs of the Future." <i>New York Times</i> 7 Mar. 1993, nat. ed., sec. 1: 12. Print.
UNBYLINED ARTICLE FROM A DAILY NEWSPAPER	"Infant Mortality Down; Race Disparity Widens." <i>Washington Post</i> 12 Mar. 1993: A12. Print.
ARTICLE FROM A MONTHLY OR BIMONTHLY MAGAZINE	Willis, Garry. "The Words that Remade America: Lincoln at Gettysburg." <i>Atlantic</i> June 1992: 57-79. Print.
ARTICLE FROM A WEEKLY OR BIWEEKLY MAGAZINE	Hughes, Robert. "Futurisms Farthest Frontier." <i>Time</i> 9 July 1979: 58-59. Print.
EDITORIAL	"A Question of Medical Sight." Editorial. <i>Plain Dealer</i> 11 Mar. 1993: 6B. Print.

ENGLISH {MLA style of documentation}

BOOK (GENERAL GUIDELINES)	Author's last name, first name. <i>Book title</i> . Additional information. City of publication: Publishing company, publication date. Medium of publication.
BOOK BY ONE AUTHOR	Wheelen, Richard. <i>Sherman's March</i> . New York: Crowell, 1978. Print.
TWO OR MORE BOOKS BY THE SAME AUTHOR	Garreau, Joel. <i>Edge City: Life on the New Frontier</i> . New York: Doubleday, 1991. Print. ---. <i>The Nine Nations of North America</i> . Boston: Houghton, 1981. Print.
BOOK BY TWO OR THREE AUTHORS	Purves, Alan C., and Victoria Ripper. <i>Elements of Writing About a Literary Work</i> . Urbana, Ill.: NCTE, 1968. Print.
BOOK BY FOUR OR MORE AUTHORS	Pratt, Robert A., et al. <i>Masters of British Literature</i> . Boston: Houghton, 1956. Print.
BOOK BY A CORPORATE AUTHOR	The Rockefeller Panel Reports. <i>Prospect for America</i> . New York: Doubleday, 1961. Print.
BOOK BY AN ANONYMOUS AUTHOR	<i>Literary Market Place: The Dictionary of American Book Publishing</i> . 2003 ed. New York: Bowker, 2002. Print.
BOOK WITH AN AUTHOR AND AN EDITOR	Toomer, Jean. <i>Cane</i> . Ed. Darwin T. Turner. New York: Norton, 1988. Print.
A WORK IN AN ANTHOLOGY	Morris, William. "The Haystack in the Floods." <i>Nineteenth Century British Minor Poets</i> . Eds. Richard Wilbur and W. H. Auden. New York: Dell, Laurel Edition, 1965. 35-52. Print.
AN EDITION OTHER THAN THE FIRST	Chaucer, Geoffrey. <i>The Riverside Chaucer</i> . Ed. Larry D. Benson. 3rd ed. Boston: Houghton, 1987. Print.
SIGNED ARTICLE IN A REFERENCE BOOK	Wallace, Wilson D. "Superstition." <i>World Book Encyclopedia</i> . 1970 ed. Print.
UNSIGNED ARTICLE IN A REFERENCE BOOK	"Tharp, Twyla." <i>Who's Who of American Women</i> . 17th ed. 1991-1992. Print.

ENGLISH {APA style of documentation}

YOUR REFERENCE LIST

YOUR REFERENCE LIST SHOULD APPEAR AT THE END OF YOUR ESSAY. IT PROVIDES THE INFORMATION NECESSARY FOR A READER TO LOCATE AND RETRIEVE ANY SOURCE YOU CITE IN THE ESSAY. EACH SOURCE YOU CITE IN THE ESSAY MUST APPEAR IN YOUR REFERENCE LIST. LIKEWISE, EACH ENTRY IN THE REFERENCE LIST MUST BE CITED IN THE TEXT.

BASIC RULES

According to the sixth edition of the *Publication Manual of the American Psychological Association*:

- Indent your reference list one-half inch from the left margin, excluding the first line of each reference, which should remain flush left. This is called a hanging indent.
- Double-space all references.
- Capitalize only the first word of a title or subtitle of a work. Capitalize all major words in journal titles. Italicize titles of books and journals. Note that the italicizing in these entries includes commas and periods.
- Invert authors' names (last name first); give last name and initials for all authors of a particular work, unless the work has more than six authors (in this case, list the first six authors and then use et al. after the sixth author's name to indicate the rest of the authors). Alphabetize by authors' last names letter by letter. If you have more than one work by a particular author, order them by publication date, oldest to newest (thus a 2008 article would appear before a 2009 article). When an author appears as a sole author and again as the first author of a group, list the one-author entries first. If no author is given for a particular source, alphabetize by the title of the piece in the reference list. Use a shortened version of the title for parenthetical citations within the text.
- Use "&" instead of "and" before the last author's name when listing multiple authors of a single work.

BASIC FORMS FOR SOURCES IN PRINT

An article in a periodical (such as a journal, newspaper or magazine)

- Author, A. A., Author, B. B., & Author, C. C. (Year of publication). Title of article. *Title of Periodical*, volume number (issue number), pages.
You need to list only the volume number if the periodical uses continuous pagination throughout a particular volume. If each issue begins with page 1, then you should list the issue number as well ➤ Title of Periodical, volume number (issue number), pages.

A nonperiodical (such as a book, report, brochure or audiovisual media)

- Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle*. Location: Publisher. For "Location," you should always list the city, and you should also include the state if the city is unfamiliar or if the city could be confused with one in another state. Use the two-letter zip-code abbreviation for each state.

Part of a nonperiodical (such as a book chapter or an article in a collection)

- Author, A. A., & Author, B. B. (Year of publication). Title of chapter. In A. Editor & B. Editor (Eds.), *Title of book* (pages of chapter). Location: Publisher.
When you list the pages of the chapter or essay in parentheses after the book title, use "pp." before the numbers: (pp. 1-21). This abbreviation, however, does not appear before the page numbers in periodical references.

BASIC FORMS FOR ELECTRONIC SOURCES

A web page

- Author, A. A. (Date of publication or revision). *Title of full work*. Retrieved from http://web address

An online journal or magazine

- Author, A. A., & Author, B. B. (Date of publication). Title of article. *Title of Journal*, volume number. doi:0000000/000000000000

Since online materials can potentially change URLs, APA recommends providing a Digital Object Identifier (DOI), when it is available, as opposed to the URL. DOIs are unique to their documents and consist of a long alphanumeric code.

An online journal or magazine (no DOI assigned)

- Author, A. A., & Author, B. B. (Date of publication). Title of article. *Title of Journal*, volume number. Retrieved from http://web address

E-mail

Because e-mail is a personal communication, not easily retrieved by the general public, no entry should appear in your reference list. Instead, parenthetically cite in text the communicator's name, the fact that it was personal communication, and the date of the communication: The novelist has repeated this idea recently (S. Rushdie, personal communication, May 1, 1995).

ENGLISH {APA style of documentation}



EXAMPLES

Journal article, one author

- Harlow, H. F. (1983). Fundamentals for preparing psychology journal articles. *Journal of Comparative and Physiological Psychology*, 55, 893-896.

Journal article, more than one author

- Kernis, M. H., Cornell, D. P., Sun, C. R., Berry, A., & Harlow, T. (1993). There's more to self-esteem than whether it is high or low: The importance of stability of self-esteem. *Journal of Personality and Social Psychology*, 65, 1190-1204.

Work discussed in a secondary source

- Coltheart, M., Curtis, B., Atkins, P., & Haller, M. (1993). Models of reading aloud: Dual-route and parallel-distributed-processing approaches. *Psychological Review*, 100, 589-608. Give the secondary source in the references list; in the text, name the original work, and give a citation for the secondary source. For example, if Seidenberg and McClelland's work is cited in Coltheart et al. and you did not read the original work, list the Coltheart et al. reference in your reference list. In the text, use the following citation:
 - In Seidenberg and McClelland's study (as cited in Coltheart, Curtis, Atkins, & Haller, 1993), ...

Magazine article, one author

- Henry, W. A., III. (1990, April 9). Making the grade in today's schools. *Time*, 135, 28-31.

Book

- Calfee, R. C., & Valencia, R. R. (1991). *APA guide to preparing manuscripts for journal publication*. Washington, DC: American Psychological Association.

An article or chapter of a book

- O'Neil, J. M., & Egan, J. (1992). Men's and women's gender role journeys: Metaphor for healing, transition, and transformation. In B. R. Wainrib (Ed.), *Gender issues across the life cycle* (pp. 107-123). New York: Springer.

A government publication

- National Institute of Mental Health. (1990). *Clinical training in serious mental illness* (DHHS Publication No. ADM 90-1679). Washington, DC: U.S. Government Printing Office.

A book or article with no author or editor named

- Merriam-Webster's collegiate dictionary* (11th ed.). (2005). Springfield, MA: Merriam-Webster.
- New drug appears to cut risk of death from heart failure. (1993, July 15). *The Washington Post*, p. A12. For parenthetical citations of sources in text with no author named, use a shortened version of the title instead of an author's name. Use quotation marks and italics as appropriate. For example, parenthetical citations of the two sources above would appear as follows: (Merriam-Webster's, 2005) and ("New Drug," 1993).

A translated work and/or a republished work

- Laplace, P. S. (1951). *A philosophical essay on probabilities* (F. W. Truscott & F. L. Emory, Trans.). New York: Dover. (Original work published 1814).

A review of a book, film, television program, etc.

- Baumeister, R. F. (1993). Exposing the self-knowledge myth [Review of the book *The self-knower: A hero under control*]. *Contemporary Psychology*, 38, 466-467.

An entry in an encyclopedia

- Bergmann, P. G. (1993). Relativity. In *The new encyclopedia britannica* (Vol. 26, pp. 501-508). Chicago: Encyclopedia Britannica.

An online journal article (no DOI assigned)

- Kenneth, I. A. (2000). A Buddhist response to the nature of human rights. *Journal of Buddhist Ethics*, 8. Retrieved from <http://www.buddhistethics.org/2/inada>

A web page

- Daly, B. (1997). *Writing argumentative essays*. Retrieved from <http://www.ltn.lv/~markir/essaywriting/frntpage.htm>

ENGLISH {root words & their derivatives}

acer, acid, acri | bitter, sour, sharp
= *acerbic, acidity, acrid, acrimony*

ag, agi, ig, act | do, move, go
= *agent, agenda, agitate, navigate, ambiguous, action*

anni, annu, enni | year
= *anniversary, annually, centennial*

arch | chief, first, rule
= *archangel, architect, archaic, monarchy, patriarchy*

aud | hear, listen
= *audiology, auditorium, audition*

belli | war
= *rebellion, belligerent, bellicose*

capit, capt | head
= *decapitate, capital, captain*

clud, clus, claus | shut
= *include, conclude, recluse, occlusion, claustrophobia*

cord, cor, cardi | heart
= *cordial, concord, discord, courage*

corp | body
= *corpse, corps, corporation, corpulent, corporal punishment*

crea | create
= *creature, recreation, creation*

cresc, cret, crease | rise, grow
= *crescendo, concrete, increase*

cycl, cyclo | wheel, circular
= *bicycle, cyclic, cyclone, Cyclops*

dem | people
= *democracy, demography, epidemic*

dict | say, speak
= *dictionary, benediction, dictator, edict, predict, verdict*

dorm | sleep
= *dormant, dormitory*

dura | hard, lasting
= *durable, duration, endure*

equi | equal
= *equinox, equilibrium, equipoise*

fall, fals | deceive
= *fallacy, fallacious, falsify*

fid, fide, feder | faith, trust
= *confidante, fidelity, confident, infidel, federal, confederacy*

fin | end, ended, finished
= *final, finite, finish, confine, fine, refine, define, finale*

fort, forc | strong
= *fortress, fortify, forte, fortitude*

geo | earth
= *geography, geocentric, geology*

grad, gress | step, go
= *grade, gradual, graduate, progress*

here, hes | stick
= *adhere, cohere, inherent, cohesion*

hydr, hydra, hydro | water
= *dehydrate, hydrant, hydraulic, hydrogen, hydrophobia*

ignis | fire
= *ignite, igneous, ignition*

ject | throw
= *deject, project, eject, interject*

lau, lav, lot, lut | wash
= *laundry, lavatory, lotion, ablution*

liter | letters
= *literary, literal, alliteration*

magn | great
= *magnify, magnificent, magnitude, magnanimous, magnum*

man | hand
= *manual, manage, manufacture, manicure, manifest, maneuver*

mem | remember
= *memo, commemoration, memento, memoir, memorable*

migra | wander
= *migrate, emigrant, immigrate*

mit, miss | send
= *emit, remit, submit, commit, transmit, mission, missile*

nat, nasc | to be from, spring forth
= *inmate, natal, native, renaissance*

nov | new
= *novel, novice, innovate, renovate*

omni | all, every
= *omnipotent, omniscient, omnipresent, omnivorous*

path, pathy | feeling, suffering
= *pathos, sympathy, apathy, telepathy*

ped, pod | foot
= *pedal, impede, pedestrian, centipede, tripod, podiatry*

pel, puls | drive, urge
= *compel, dispel, expel, repel, propel, pulse, impulse, pulsate, repulsive*

poli | city
= *metropolis, police, politics, acropolis*

port | carry
= *portable, transport, export, support*

punct | point, dot
= *punctual, punctuation, puncture*

ri, ridi, risi | laughter
= *deride, ridicule, ridiculous, risible*

salv, salu | safe, healthy
= *salvation, salvage, salutation*

scope | see, watch
= *telescope, periscope, kaleidoscope*

scrib, script | write
= *scribble, inscribe, describe, prescribe, manuscript*

sent, sens | feel
= *sentiment, consent, dissent, sense, sensation, sensitive, sensory*

sign, signi | sign, mark seal
= *signal, signature, design, insignia*

sist, sta, stit | stand
= *assist, persist, stamina, status, state, stable, stationary*

solv, solu | loosen
= *solvent, absolve, soluble, solution*

spir | breath
= *spirit, expire, inspire, respiration*

tact, tang, tag, tig | touch
= *tactile, contact, intact, tangible, contagious, contiguous*

tempo | time
= *temporary, contemporary, temporal*

ten, tin, tain | hold
= *tenant, tenure, detention, pertinent, contain, pertain*

terra | earth
= *terrain, terrarium, territory*

tract, tra | draw, pull
= *tractor, attract, tractable, abstract*

trib | pay, bestow
= *tribute, contribute, attribute*

uni | one
= *unicorn, unify, universal*

vac | empty
= *vacate, vacuum, vacant, evacuate*

ven, vent | come
= *convene, venue, venture, advent*

ver, veri | true
= *verdict, verify, verisimilitude*

vict, vinc | conquer
= *victor, convict, convince, invincible*

viv, vita, vivi | alive, life
= *revive, survive, vivid, vitality*

voc | call
= *vocation, convocation, evoke, vocal*

zo | animal
= *zoo, zoology, zoomorphic, zodiac*

MATHEMATICS {squares & square roots}

SQUARES & SQUARE ROOTS

N	N ²	\sqrt{N}
1	1	1.00
2	4	1.41
3	9	1.73
4	16	2.00
5	25	2.24
6	36	2.45
7	49	2.65
8	64	2.83
9	81	3.00
10	100	3.16
11	121	3.32
12	144	3.46
13	169	3.61
14	196	3.74
15	225	3.87
16	256	4.00
17	289	4.12
18	324	4.24
19	361	4.36
20	400	4.47
21	441	4.58
22	484	4.69
23	529	4.80
24	576	4.90
25	625	5.00
26	676	5.10
27	729	5.20
28	784	5.29
29	841	5.39
30	900	5.48
31	961	5.57
32	1,024	5.66
33	1,089	5.74
34	1,156	5.83
35	1,225	5.92
36	1,296	6.00
37	1,369	6.08
38	1,444	6.16
39	1,521	6.24
40	1,600	6.32
41	1,681	6.40
42	1,764	6.48
43	1,849	6.56
44	1,936	6.63
45	2,025	6.71
46	2,116	6.78
47	2,209	6.86
48	2,304	6.93
49	2,401	7.00
50	2,500	7.07

N	N ²	\sqrt{N}
51	2,601	7.14
52	2,704	7.21
53	2,809	7.28
54	2,916	7.35
55	3,025	7.42
56	3,136	7.48
57	3,249	7.55
58	3,364	7.62
59	3,481	7.68
60	3,600	7.75
61	3,721	7.81
62	3,844	7.87
63	3,969	7.94
64	4,096	8.00
65	4,225	8.06
66	4,356	8.12
67	4,489	8.19
68	4,624	8.25
69	4,761	8.31
70	4,900	8.37
71	5,041	8.43
72	5,184	8.49
73	5,329	8.54
74	5,476	8.60
75	5,625	8.66
76	5,776	8.72
77	5,929	8.77
78	6,084	8.83
79	6,241	8.89
80	6,400	8.94
81	6,561	9.00
82	6,724	9.06
83	6,889	9.11
84	7,056	9.17
85	7,225	9.22
86	7,396	9.27
87	7,569	9.33
88	7,744	9.38
89	7,921	9.43
90	8,100	9.49
91	8,281	9.54
92	8,464	9.59
93	8,649	9.64
94	8,836	9.70
95	9,025	9.75
96	9,216	9.80
97	9,409	9.85
98	9,604	9.90
99	9,801	9.95
100	10,000	10.00

N	N ²	\sqrt{N}
101	10,201	10.05
102	10,404	10.10
103	10,609	10.15
104	10,816	10.20
105	11,025	10.25
106	11,236	10.30
107	11,449	10.34
108	11,664	10.39
109	11,881	10.44
110	12,100	10.49
111	12,321	10.54
112	12,544	10.58
113	12,769	10.63
114	12,996	10.68
115	13,225	10.72
116	13,456	10.77
117	13,689	10.82
118	13,924	10.86
119	14,161	10.91
120	14,400	10.95
121	14,641	11.00
122	14,884	11.05
123	15,129	11.09
124	15,376	11.14
125	15,625	11.18
126	15,876	11.22
127	16,129	11.27
128	16,384	11.31
129	16,641	11.36
130	16,900	11.40
131	17,161	11.45
132	17,424	11.49
133	17,689	11.53
134	17,956	11.58
135	18,225	11.62
136	18,496	11.66
137	18,769	11.70
138	19,044	11.75
139	19,321	11.79
140	19,600	11.83
141	19,881	11.87
142	20,164	11.92
143	20,449	11.96
144	20,736	12.00
145	21,025	12.04
146	21,316	12.08
147	21,609	12.12
148	21,904	12.17
149	22,201	12.21
150	22,500	12.25

MATHEMATICS {algebra & mathematical symbols}

ALGEBRA

Expanding

- {1} $a(b+c) = ab+ac$
- {2} $(a+b)^2 = a^2+2ab+b^2$
- {3} $(a-b)^2 = a^2-2ab+b^2$
- {4} $(a+b)(a+c) = a^2+ac+ab+bc$
- {5} $(a+b)(c+d) = ac+ad+bc+bd$
- {6} $(a+b)^3 = a^3+3a^2b+3ab^2+b^3$
- {7} $(a-b)^3 = a^3-3a^2b+3ab^2-b^3$
- {8} $a^2-b^2 = (a+b)(a-b)$
- {9} $a^3+b^3 = (a+b)(a^2-ab+b^2)$
- {10} $a^3b-ab = ab(a+1)(a-1)$
- {11} $a^2-2ab+b^2 = (a-b)^2$
- {12} $a^3-b^3 = (a-b)(a^2+ab+b^2)$

Laws of Exponents

- {1} $a^r a^s = a^{r+s}$
- {2} $a^r / a^s = a^{r-s}$
- {3} $a^r a^s / a^p = a^{r+s-p}$
- {4} $(a^r)^s = a^{rs}$
- {5} $(ab)^r = a^r b^r$
- {6} $(a/b)^r = a^r / b^r (b \neq 0)$
- {7} $a^0 = 1 (a \neq 0)$
- {8} $a^{-r} = 1/a^r (a \neq 0)$

if r and s are positive integers

Logarithms

- {1} $\text{Log}(xy) = \text{Log } x + \text{Log } y$
- {2} $\text{Log } x^r = r \text{Log } x$
- {3} $\text{Log } x = n \iff x = 10^n$ (Common log)
- {4} $\text{Log}_a x = n \iff x = a^n$ (Log to the base a)
- {5} $\text{Ln } x = n \iff x = e^n$ (Natural log)
- {6} $\text{Log}(x/y) = \text{Log } x - \text{Log } y$

$$e = 2.71828183$$

Quadratic Formula

When given a formula in the form of a quadratic equation =

$$ax^2 + bx + c = 0$$

The solution can be derived using the quadratic formula =

$$x = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a}$$

MATHEMATICAL SYMBOLS

+	plus	>	greater than	○	circle
-	minus	<	less than	⌒	arc of circle
±	plus or minus	≥	greater than or equal to	□	square
X	multiplied by	≤	less than or equal to	▭	rectangle
÷	divided by	∞	infinity	▭	parallelogram
=	equal to	:	is to (ratio)	△	triangle
≠	not equal to	::	as (proportion)	∠	angle
≈	nearly equal to	π	pi (-3.14159)	⊓	right angle
\sqrt{x}	square root of x	∴	therefore	⊥	perpendicular
$\sqrt[n]{x}$	nth root of x	∵	because		parallel
%	percentage	x	absolute value of x	°	degrees
Σ	sum of	...	and so on	'	minutes

SCIENCE {periodic table of the elements}

18 VIIIA	2 He 4.003 Helium	17 VIIA	16 VIA	15 VA	14 IVA	13 IIIA	Transition Metals										11 IB	10 IIB						
10 Ne 20.18 Neon	9 F 19.00 Fluorine	8 O 16.00 Oxygen	7 N 14.01 Nitrogen	6 C 12.01 Carbon	5 B 10.81 Boron	47 Ag 107.9 Silver	30 Zn 65.38(2) Zinc	29 Cu 63.55 Copper	28 Ni 58.69 Nickel	27 Co 58.93 Cobalt	26 Fe 55.85 Iron	25 Mn 54.94 Manganese	24 Cr 52.00 Chromium	23 V 50.94 Vanadium	22 Ti 47.87 Titanium	21 Sc 44.96 Scandium	12 Mg 24.31 Magnesium	11 Be 9.012 Beryllium						
18 Ar 39.95 Argon	17 Cl 35.45 Chlorine	16 S 32.07 Sulfur	15 P 30.97 Phosphorus	14 Si 28.09 Silicon	13 Al 26.98 Aluminum	47 Ag 107.9 Silver	48 Cd 112.4 Cadmium	47 Ag 107.9 Silver	46 Pd 106.4 Palladium	45 Rh 102.9 Rhodium	44 Ru 101.1 Ruthenium	43 Tc (98) Technetium	42 Mo 95.9(2) Molybdenum	41 Nb 92.91 Niobium	40 Zr 91.22 Zirconium	39 Y 88.91 Yttrium	38 Rb 87.61 Rubidium	37 K 39.10 Potassium						
36 Kr 83.80 Krypton	35 Br 79.90 Bromine	34 Se 78.96(3) Selenium	33 As 74.92 Arsenic	32 Ge 72.64 Germanium	31 Ga 69.72 Gallium	47 Ag 107.9 Silver	80 Hg 200.6 Mercury	79 Au 197.0 Gold	78 Pt 195.1 Platinum	77 Ir 192.2 Iridium	76 Os 190.2 Osmium	75 Re 186.2 Rhenium	74 W 183.9 Tungsten	73 Ta 180.9 Tantalum	72 Hf 178.5 Hafnium	71 Rf # Rutherfordium	70 Ra 226 Radium	69 Ba 137.3 Barium						
54 Xe 131.3 Xenon	53 I 126.9 Iodine	52 Te 127.6 Tellurium	51 Sb 121.8 Antimony	50 Sn 118.7 Tin	49 In 114.8 Indium	47 Ag 107.9 Silver	112 Cn (285) Copernicium	111 Rg (272) Roentgenium	110 Ds (271) Darmstadtium	109 Mt (268) Meitnerium	108 Hs (277) Hassium	107 Bh (264) Bohrium	106 Sg (266) Seaborgium	105 Db (262) Dubnium	104 Rf (261) Rutherfordium	103 Lr # Lawrencium	102 Fr (223) Francium	101 Ac (227) Actinium						
86 Rn (222) Radon	85 At (210) Astatine	84 Po (209) Polonium	83 Bi (208) Bismuth	82 Pb 207.2 Lead	81 Tl 204.4 Thallium	47 Ag 107.9 Silver	118 Uuo (294) Ununseptium	117 Uus (293) Ununseptium	116 Uuh (288) Ununhexium	115 Uuq (284) Ununquadium	114 Uuq (284) Ununquadium	113 Uut (284) Ununtrium	112 Cn (285) Copernicium	111 Rg (272) Roentgenium	110 Ds (271) Darmstadtium	109 Mt (268) Meitnerium	108 Hs (277) Hassium	107 Bh (264) Bohrium	106 Sg (266) Seaborgium	105 Db (262) Dubnium	104 Rf (261) Rutherfordium	103 Lr # Lawrencium	102 Fr (223) Francium	101 Ac (227) Actinium
71 Lu 175.0 Lutetium	70 Yb 173.1 Ytterbium	69 Tm 168.9 Thulium	68 Er 167.3 Erbium	67 Ho 164.9 Holmium	66 Dy 162.5 Dysprosium	47 Ag 107.9 Silver	65 Tb 158.9 Terbium	64 Gd 157.3 Gadolinium	63 Eu 152.0 Europium	62 Sm 150.4 Samarium	61 Pm (145) Promethium	60 Nd 144.2 Neodymium	59 Pr 140.9 Praseodymium	58 Ce 140.1 Cerium	57 La 138.9 Lanthanum	89 Ac (227) Actinium	88 Ra (226) Radium	87 Fr (223) Francium						

Group IA (excluding Hydrogen) comprises the alkali metals.
Group IIA comprises the alkaline-earth metals.
Group VIIIA comprises the noble gases.

Notes: *Numbering system adopted by IUPAC. **Numbering system widely used from the mid-20th century. - Discoveries of elements 113-118 are claimed but not confirmed. Element names are temporarily assigned. Values in 0 indicate the mass number of the longest-lived isotope of the element.

SCIENCE {physics laws & formulas}

Mass Density

$$\text{mass density} = \frac{\text{mass}}{\text{volume}}$$

Speed

$$\text{average speed} = \frac{\text{distance covered}}{\text{elapsed time}}$$

Acceleration

$$a = \frac{\Delta v}{\Delta t} \text{ or } \frac{v_f - v_i}{t_f - t_i}$$

(a=average acceleration; v=velocity;

t=time; v_f =final velocity; v_i =initial velocity;

t_f =final time; t_i =initial time)

Law of Universal Gravitation

$$F = \frac{G m_1 m_2}{d^2}$$

(F=force of attraction; m_1 and m_2 =the

masses of the two bodies; d=distance

between the centers of m_1 and m_2 ;

G=gravitational constant)

Work Done by a Force

$$\text{work} = (\text{force})(\text{distance})$$

Power

$$\text{power} = \frac{\text{work}}{\text{time}} \text{ (see above formula for work)}$$

Kinetic Energy

$$KE = \frac{mv^2}{2}$$

(KE=kinetic energy; m=mass; v=velocity)

Specific Heat

$$Q = cm\Delta t$$

(Q=quantity of heat; c=specific heat;

m=mass; Δt =change in temperature)

Electric Current - Strength

$$I = \frac{Q}{t}$$

(I=the current strength; Q=quantity of charge;

t=time)

Momentum

$$\text{momentum} = (\text{mass})(\text{velocity})$$

Mass-Energy Equivalence

$$E = mc^2$$

(E=the energy [measured in ergs] equivalent

to a mass m [measured in grams]; c=speed

of light [measured in centimeters per second])

Power Expended in an Electric Appliance

$$P = IV$$

(P=power in watts; I=current; V=voltage)

Newton's Second Law of Motion

$$\text{force} = (\text{mass})(\text{acceleration})$$

Torque

$$T = FR$$

(T=torque; F=force; R=radius)

Boyle's Law when temperature constant:

$$p_1 V_1 = p_2 V_2$$

(p_1 =original pressure; p_2 =new pressure;

V_1 =original volume; V_2 =new volume)

Wave Motion

$$V = n\lambda$$

(V=wave velocity; n=wave frequency;

λ =wavelength)

Illumination on a Surface Perpendicular to the Luminous Flux

$$E = \frac{I}{r^2}$$

(E=illumination; I=intensity of the source;

r=distance from source to surface perpendicular

to the beam)

Focal Length of Mirrors and Lenses

$$\frac{1}{f} = \frac{1}{d_o} + \frac{1}{d_i}$$

(f=focal length; d_o =object distance;

d_i =image distance)

Images in Mirrors and Lenses

$$\frac{h_i}{h_o} = \frac{d_i}{d_o}$$

(h_i =image height; h_o =object height;

d_i =image distance; d_o =object distance)

Ohm's Law

$$I = \frac{V}{R}$$

(I=strength of the current flowing in a

conductor; V=the potential difference

applied to its ends; R=its resistance)



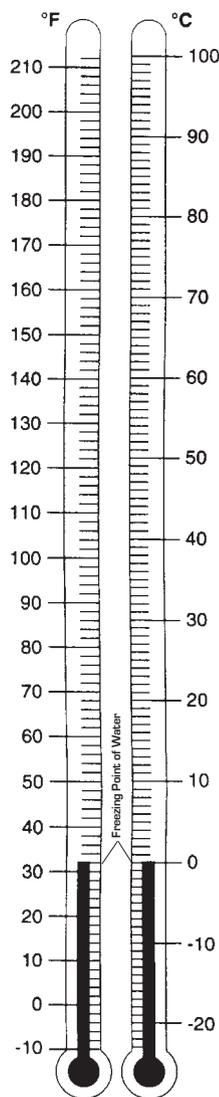
SCIENCE {unit conversions}

ENGLISH TO METRIC CONVERSIONS

To Convert	Multiply By	To Find
AREA		
square inches	6.45	square centimeters
square feet	0.09	square meters
square miles	2.58	square kilometers
acres	0.40	hectares
LENGTH		
inches	2.54	centimeters
feet	0.30	meters
yards	0.91	meters
miles	1.61	kilometers
MASS AND WEIGHT		
ounces	28.30	grams
pounds	0.45	kilograms
pounds	4.45	newtons
short tons	0.91	metric tons
VOLUME		
cubic inches	16.39	cubic centimeters
cubic feet	0.02	cubic meters
quarts	0.95	liters
gallons	3.79	liters

METRIC TO ENGLISH CONVERSIONS

To Convert	Multiply By	To Find
AREA		
square centimeters	0.16	square inches
square meters	10.76	square feet
square kilometers	0.39	square miles
hectares	2.47	acres
LENGTH		
centimeters	0.39	inches
meters	3.28	feet
meters	1.09	yards
kilometers	.62	miles
MASS AND WEIGHT		
grams	0.04	ounces
kilograms	2.20	pounds
metric tons	1.10	short tons
newtons	.023	pound force
VOLUME		
cubic centimeters	0.06	cubic inches
cubic meters	35.3	cubic feet
liters	1.06	quarts
liters	0.26	gallons



TEMPERATURE

Fahrenheit to Celsius:
subtract 32,
then multiply by 5
and divide by 9.

Celsius to Fahrenheit:
multiply by 9,
divide by 5,
then add 32.

SCIENCE {weights & measures & formulas}



WEIGHTS AND MEASURES

ENGLISH

Area
1 square foot (ft²) ----- 144 square inches (in²)
1 square yard (yd²) ----- 9 square feet
1 acre ----- 43,560 square feet
1 square mile (mi²) ----- 640 acres

Capacity
1 cup (c) ----- 8 fluid ounces (fl oz)
1 pint (pt) ----- 2 cups
1 quart (qt) ----- 2 pints
1 quart ----- 4 cups
1 gallon (gal) ----- 4 quarts

Length
1 foot (ft) ----- 12 inches (in)
1 yard (yd) ----- 36 inches (in)
1 yard ----- 3 feet
1 mile (mi) ----- 5,280 feet
1 mile ----- 1,760 yards

Time
1 minute (min) ----- 60 seconds (s)
1 hour (h) ----- 60 minutes
1 day (d) ----- 24 hours
1 week (wk) ----- 7 days
1 year (yr) ----- 12 months (mo)
1 year ----- 52 weeks
1 year ----- 365 days
1 century (c) ----- 100 years

Weight
1 pound (lb) ----- 16 ounces (oz)
1 short ton (T) ----- 2,000 pounds

FORMULAS

Perimeter of a rectangle ----- $P = 2(l+w)$
Perimeter of a square ----- $P = 4s$
Perimeter of a regular polygon ----- $P = ns$
(n = number of sides)
Area of a rectangle ----- $A = lw$
Area of a square ----- $A = s^2$
Area of a parallelogram ----- $A = bh$
Area of a triangle ----- $A = \frac{1}{2}bh$
Area of a trapezoid ----- $A = \frac{1}{2}h(b_1 + b_2)$
Area of a circle ----- $A = \pi r^2$
Circumference of a circle ----- $C = \pi d$, or $2\pi r$
Volume of a rectangular prism ----- $V = lwh$
Volume of any prism ----- $V = Bh$
Volume of a cylinder ----- $V = \pi r^2h$
Volume of a pyramid ----- $V = \frac{1}{3}Bh$
Volume of a cone ----- $V = \frac{1}{3}\pi r^2h$
Surface area of a cylinder ----- $SA = 2\pi r^2 + 2\pi rh$
Pythagorean Theorem ----- $a^2 + b^2 = c^2$
(sides of a right triangle)

Simple interest ----- $I = prt$

Distance ----- $d = rt$

METRIC

Area
1 sq centimeter (cm²) ----- 100 sq millimeters (mm²)
1 sq meter (m²) ----- 10,000 sq centimeters
1 hectare (ha) ----- 10,000 square meters
1 sq kilometer (km²) ----- 1,000,000 sq meters

Capacity
1 milliliter (ml) ----- .001 liter (L)
1 centiliter (cl) ----- .01 liter
1 deciliter (dl) ----- .1 liter
1 dekaliter (dal) ----- 10 liters
1 hectoliter (hl) ----- 100 liters
1 kiloliter (kl) ----- 1,000 liters

Length
1 millimeter (mm) ----- .001 meter (m)
1 centimeter (cm) ----- .01 meter
1 decimeter (dm) ----- .1 meter
1 dekameter (dam) ----- 10 meters
1 hectometer (hm) ----- 100 meters
1 kilometer (km) ----- 1,000 meters

Mass/Weight
1 milligram (mg) ----- .001 gram (g)
1 centigram (cg) ----- .01 gram
1 decigram (dg) ----- .1 gram
1 dekagram (dag) ----- 10 grams
1 hectogram (hg) ----- 100 grams
1 kilogram (kg) ----- 1,000 grams
1 metric ton (t) ----- 1,000 kilograms

FORMULA KEY

A = area
b = base, length of any side of a plane figure
B = area of base
d = diameter
h = height, perpendicular distance from the furthest point of the figure to the extended base
l = length
P = perimeter
r = radius
s = side
sa = surface area
V = volume
w = width

I = interest, p = principal, r = rate, t = time

d = distance, r = rate, t = time

Be kind to your mother

Given our alternatives, we should treat Mother Earth with all the respect she deserves.

Here are 10 simple things that will make a world of difference:

- Five recycled 2-liter plastic bottles can produce enough fiberfill to stuff a ski jacket.
- Everyone in the world could eat 6 picnics based on the number of plates and cups Americans throw away each year.
- Manufacturing a standard disposable battery takes 50 times more power than it produces. Solution: use rechargeable batteries.
- Just one quart of motor oil can pollute 250,000 gallons of drinking water.
- 100,000 marine mammals die each year from eating or becoming entangled in plastic debris.
- Every year Americans toss away enough office and writing paper to build a 12-foot-high wall spanning the miles between New York City and Los Angeles.



Never litter. Ever.	Dish it. <i>Use real silverware and dishes instead of disposable ones.</i>
Pick paper, not foam or plastic. <i>Foam cups are NOT biodegradable. In fact, if Christopher Columbus and his crew had tossed out a few Styrofoam cups when they first visited America more than 500 years ago, those cups would still be around today.</i>	Opt for e-mail to save paper.
Make a deposit. <i>If you live in a state that has a bottle-deposit program, make sure you participate.</i>	Be smart when you shop. <i>Some companies have found more enviro-friendly ways to make their products. Patagonia, an outdoor outfitter, makes its synthetic fleece from recycled two-liter bottles instead of crude oil. The program has saved enough fuel to fill the gargantuan Chevy Suburban's 40-gallon gas tank 10,000 times.</i>
Recycle. <i>Every can, bottle and newspaper you recycle means one less is polluting our world.</i>	Share a ride. <i>Riding with someone saves gas and cuts down on air pollution, and it's more fun.</i>
Share your old stuff. <i>Rather than throw them away, give your old toys, clothes, sports equipment, books, backpack, etc., to people who can use them.</i>	Be your own bottler. <i>Convince your family to invest in a water-purification system or buy water in those huge reusable bottles. Then you can refill water bottles rather than buy hundreds of individual ones each year.</i>



AMENDMENT I

Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or the right of the people peaceably to assemble, and to petition the government for a redress of grievances.

AMENDMENT II

A well regulated militia, being necessary to the security of a free state, the right of the people to keep and bear arms, shall not be infringed.

AMENDMENT III

No soldier shall, in time of peace be quartered in any house, without the consent of the owner, nor in time of war, but in a manner to be prescribed by law.

AMENDMENT IV

The right of the people to be secure in their persons, houses, papers and effects, against unreasonable searches and seizures, shall not be violated, and no warrants shall issue, but upon probable cause, supported by oath or affirmation, and particularly describing the place to be searched, and the persons or things to be seized.

AMENDMENT V

No person shall be held to answer for a capital, or otherwise infamous crime, unless on a presentment or indictment of a grand jury, except in cases arising in the land or naval forces, or in the militia, when in actual service in time of war or public danger; nor shall any person be subject for the same offense to be twice put in jeopardy of life or limb; nor shall be compelled in any criminal case to be a witness against himself, nor be deprived of life, liberty, or property, without due process of law; nor shall private property be taken for public use, without just compensation.

AMENDMENT VI

In all criminal prosecutions, the accused shall enjoy the right to a speedy and public trial, by an impartial jury of the state and district wherein the crime shall have been committed, which district shall have been previously ascertained by law, and to be informed of the nature and cause of the accusation; to be confronted with the witnesses against him; to have compulsory process for obtaining witnesses in his favor, and to have the assistance of counsel for his defense.

AMENDMENT VII

In suits at common law, where the value in controversy shall exceed twenty dollars, the right of trial by jury shall be preserved, and no fact tried by a jury, shall be otherwise re-examined in any court of the United States, than according to the rules of the common law.

AMENDMENT VIII

Excessive bail shall not be required, nor excessive fines imposed, nor cruel and unusual punishments inflicted.

AMENDMENT IX

The enumeration in the Constitution, of certain rights, shall not be construed to deny or disparage others retained by the people.

AMENDMENT X

The powers not delegated to the United States by the Constitution, nor prohibited by it to the states, are reserved to the states respectively, or to the people.



MONDAY

15

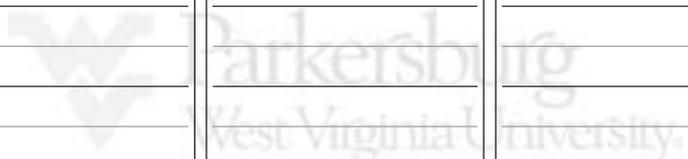
TUESDAY

16

WEDNESDAY

17

Daily Events



obsolete - out-dated. The computer he purchased last year is already obsolete.

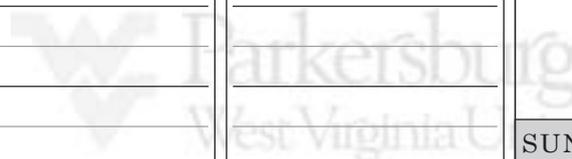
THURSDAY

18

FRIDAY

19

Daily Events



viv (life) – vivid, vivisection, vivacious, convivial, bon vivant, viva, revive

AUGUST

AUGUST 2011						
S	M	T	W	T	F	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER 2011						
S	M	T	W	T	F	S
						1
						2
						3
						4
						5
						6
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						8
						9
						10
						11
						12
						13
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Weekly Quote:
"No man fails if he does his best."
– Orison Swett Marden

SATURDAY

20

SUNDAY

21

2:00 PM - Men's Soccer vs Rio Grande University (Home)

NOTES

MONDAY

22

TUESDAY

23

WEDNESDAY

24

Daily Events

First Day of Classes, Fall 2011 Term
Welcome Back Week
10:00 AM - 1:00 PM - Giveaways (College Activities Center)

Welcome Back Week
10:00 AM - 1:00 PM - Giveaways (College Activities Center)

Welcome Back Week
9:00 AM - 6:00 PM - Poster Sales (College Activities Center)
11:00 AM - 12:30 PM - JCC- Welcome Back Party (JCC)

disgruntle - make discontent. *The passengers were disgruntled by the delay of the flight.*

THURSDAY

25

FRIDAY

26

Daily Events

Laylat al-Qadr begins at sundown
Welcome Back Week
9:00 AM - 6:00 PM - Poster Sales (College Activities Center)

11:00 AM - 12:30 PM - Criminal Justice Organization: Youth Lock-In (Multipurpose Room)
Fall 2011 Registration Closes at 4:00 PM
Men's Soccer Southern State Community College Shootout Tourney (Away)

morph (shape) – *amorphous, morphology, polymorphous*

AUGUST

AUGUST 2011							SEPTEMBER 2011						
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Weekly Quote:
"The formula for success is simple: practice and concentration, then more practice and more concentration."
– "Babe" Didrikson Zaharias

SATURDAY 27

Men's Soccer Southern State Community College Shootout Tourney (Away)
TBA - Women's Volleyball vs Ohio State University - Newark (Away)

SUNDAY 28

NOTES

Blank lined area for notes.

MONDAY

5

TUESDAY

6

WEDNESDAY

7

Daily Events

Labor Day - Campus Closed

11:00 AM - Live Music (Student Union)

urbane - suave; refined; elegant. The Count was urbane and sophisticated.

THURSDAY

8

FRIDAY

9

Daily Events

9/11 10th Year Observance and Memorial (Front Lawn of Main Entrance)
6:00 PM - Men's Soccer vs Wheeling Jesuit University (Away)

bene (good) - benefit, benevolent, beneficial, benediction, benefactor, benign

SEPTEMBER

SEPTEMBER 2011							OCTOBER 2011						
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Weekly Quote:
"You cannot achieve a new goal by applying the same level of thinking that got you where you are today."
- Albert Einstein

SATURDAY

10

SUNDAY

11

3:00 PM - Women's Volleyball vs Davis & Elkins College (Away)

NOTES

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MONDAY

12

TUESDAY

13

WEDNESDAY

14

Daily Events

11:00 AM - Domestic Violence Awareness Workshop (TBA)
11:00 AM - SEA Meeting (Community Room)
4:30 PM - Men's Soccer vs Muskingum College (Away)

10:00 AM - All American Cookout with Inflatables (Constitution Day Observance)

warranty - guarantee. The manufacturer's warranty replaces all defective parts for up to five years.

THURSDAY

15

FRIDAY

16

Daily Events

7:00 PM - Distinguished Performance Series - An Evening with J. Mark McVey (Multipurpose Room)

Family Movie Night - "Cars II" (Courtyard)
6:00 PM - Men's Soccer vs Southern State Community College (Home)

pond (weight) - ponderous, ponder; preponderant, pound, imponderable, compound

SEPTEMBER

SEPTEMBER 2011							OCTOBER 2011						
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Weekly Quote:
"Laziness may appear attractive, but work gives satisfaction."
- Anne Frank

SATURDAY

17

SUNDAY

18

2:00 PM - Women's Volleyball vs Ohio State University - Newark (Home)

NOTES

MONDAY

19

TUESDAY

20

WEDNESDAY

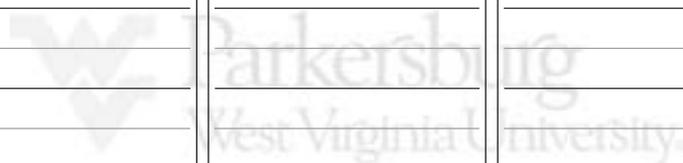
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Daily Events

Freshman Elections - Check OLSIS Account for instructions
11:00 AM - SGA Meeting (Community Room)

Freshman Elections - Check OLSIS Account for instructions

10:00 AM - Club Fair and Tacos-In-A-Bag (Multipurpose Room)
11:00 AM - How to be Healthy (JCC)



THURSDAY

22

FRIDAY

23

Daily Events

First Day of Autumn



SEPTEMBER

SEPTEMBER 2011							OCTOBER 2011						
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Weekly Quote:
"The world is round and the place which may seem like the end may also be only the beginning."
- Ivy Baker Priest

SATURDAY

24

SUNDAY

25

2:00 PM - Men's Soccer vs Wheeling Jesuit University (Home)

NOTES

Blank lined area for notes.

histrionic - overly dramatic. The actor's histrionic performance made his character seem foolish.

corp (body) - corpulent, corporation, corporeal, corporal, corpse, corpuscle

MONDAY

26

TUESDAY

27

WEDNESDAY

28

Daily Events

Women's Volleyball vs Wheeling Jesuit University (Away)
11:00 AM - SEA Meeting (Community Room)

Movie - TBA 11:00 AM and 7:00 PM (Theater)

Rosh Hashanah begins at sundown
10:00 AM - Career Fair (Multipurpose Room)

culmination - attainment of highest point. His inauguration as president marked the culmination of his political career.

THURSDAY

29

FRIDAY

30

Daily Events

dorm (sleep) – dormitory, dormant, dormer, dormancy

SEPTEMBER

SEPTEMBER 2011						
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OCTOBER 2011						
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Weekly Quote:
"Without discipline, there is no life at all." – Katherine Hepburn

SATURDAY

1

1:00 PM - Women's Volleyball vs West Virginia Wesleyan College (Home)

SUNDAY

2

1:00 PM - Men's Soccer vs West Virginia Wesleyan College (Away)

NOTES

Blank lined area for notes.

MONDAY

10

TUESDAY

11

WEDNESDAY

12

Daily Events

Columbus Day (Observed)
11:00 AM - Healthy Relationships - Part I (TBA)
11:00 AM - SEA Meeting (Community Room)
4:30 PM - Men's Soccer vs Muskingum College (Home)

opulence - *wealth*. Visitors from foreign countries are amazed at the opulence of this country.

THURSDAY

13

FRIDAY

14

Daily Events

Movie - TBA 11:00 AM and 7:00 PM (Theater)

nov (*new*) – *novel, nova, novice, novitiate, Nova Scotia, innovation, renovate*

OCTOBER

OCTOBER 2011						
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NOVEMBER 2011						
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Weekly Quote:
"Adventure is worthwhile in itself." – Amelia Earhart

SATURDAY

15

NAMI Walk (Mental Health Awareness) (Fitness Trail)
1:00 PM - Men's Soccer vs West Virginia Wesleyan College (Home)

SUNDAY

16

NOTES

Blank lined area for notes.

MONDAY

17

TUESDAY

18

WEDNESDAY

19

Daily Events

11:00 AM - SGA Meeting
(Community Room)

7:00 PM - Distinguished
Performance Series - SFJAZZ:
Featuring music of Stevie
Wonder (Multipurpose Room)

11:00 AM - Career Search &
Resume Building (JCC)
11:00 AM - Disability Awareness
Program (Multipurpose Room)

traverse - go through or across. When you traverse this field, be careful of the wildflowers.

THURSDAY

20

FRIDAY

21

Daily Events

punct (point) – punctuate, punctilious, puncture, punctual, acupuncture, contrapuntal

OCTOBER

OCTOBER 2011						
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NOVEMBER 2011						
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Weekly Quote:
"Once you realize how good
you really are, you never settle for
playing less than your best."
- Reggie Jackson

SATURDAY

22

Women's Volleyball vs Asbury
University Tourney (Away)

SUNDAY

23

Women's Volleyball vs Asbury
University Tourney (Away)
1:00 PM - Men's Soccer vs Ohio
State University - Newark
(Away)

NOTES

Blank lined area for notes.

MONDAY

24

TUESDAY

25

WEDNESDAY

26

Daily Events

11:00 AM - SEA Meeting
(Community Room)

10:00 AM - 4:00 PM -
Bloodmobile and Health Expo
(Multipurpose Room)
9:00 PM - 12:00 AM - Lazer
Bowling Party Halloween Party
(Emerson Bowling Lanes)

betroth - become engaged to marry. The announcement that they were betrothed surprised everyone.

THURSDAY

27

FRIDAY

28

Daily Events

Men's Basketball Victory
University Tourney in
Memphis, TN (Away)
7:00 PM - Haunted House/Trail
(TBA)

Men's Basketball Victory
University Tourney in
Memphis, TN (Away)

ject (throw) – eject, reject, conjecture, dejected, inject, subject, projection, interject

OCTOBER

OCTOBER 2011						
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NOVEMBER 2011						
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Weekly Quote:
"This is the team. We're trying to go to the moon. If you can't put someone up, please don't put them down."
- NASA motto

SATURDAY

29

1:00 PM - Men's Soccer vs Ohio State University - Newark (Home)
Men's Basketball Victory University Tourney in Memphis, TN (Away)

SUNDAY

30

NOTES

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MONDAY

14

TUESDAY

15

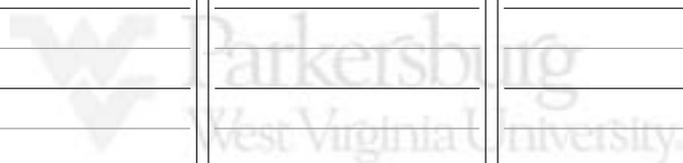
WEDNESDAY

16

Daily Events

11:00 AM - SGA Meeting
(Community Room)

8:00 AM - 5:00 PM - American
Sampler Craft Show
(Multipurpose Room)



impale - pierce. *He was impaled by the spear his enemy hurled.*

THURSDAY

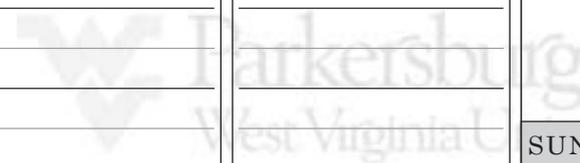
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FRIDAY

18

Daily Events

5:30 PM - Women's Basketball
vs Ohio University - Zanesville
(Home)
7:30 PM - Men's Basketball vs
Ohio University - Zanesville
(Home)



dox (*opinion*) – orthodox, heterodox, doxology, indoctrinate, paradox

NOVEMBER

NOVEMBER 2011	DECEMBER 2011
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Weekly Quote:
*"The harder you work, the
harder it is to surrender."
– Vince Lombardi*

SATURDAY

19

SUNDAY

20

1:00 PM - Women's Basketball vs
Ohio State University - Newark
(Away)
3:00 PM - Men's Basketball vs
Ohio State University - Newark
(Away)

NOTES

Blank lined area for notes.

MONDAY

28

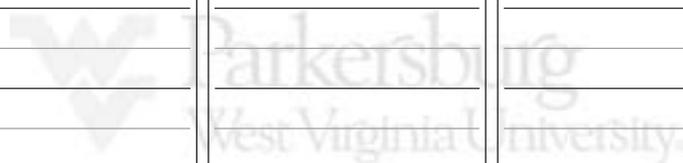
TUESDAY

29

WEDNESDAY

30

Daily Events



5:30 PM - Women's Basketball vs Southern State Community College (Away)

11:00 AM - Movie - TBA
6:00 PM - Dinner and a Movie - TBA (Multipurpose Room)

trilogy - group of three works. We read Star Wars, the first book of the trilogy.

THURSDAY

1

FRIDAY

2

NOVEMBER

NOVEMBER 2011	DECEMBER 2011
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27 28 29 30	25 26 27 28 29 30 31

Weekly Quote:
"Nothing in life is to be feared.
It is only to be understood."
- Marie Curie

SATURDAY

3

Men's Basketball Border Battles
Tourney at Parkersburg High
School (Home)

SUNDAY

4

NOTES

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6:00 PM - 8:00 PM - SGA/SEA
Bell Ringing for Salvation Army
(Grand Central Mall)

magn (great) - Magna Carta, magnanimous, magnate, magnificent, magnum opus

MONDAY

12

TUESDAY

13

WEDNESDAY

14

Daily Events

Reading Day - No daytime finals
11:00 AM - SEA Meeting
(Community Room)

Final Exams
11:00 AM - Relaxation Day (JCC)

Final Exams

increment - increase. The job has a 10% annual increment in salary.

THURSDAY

15

FRIDAY

16

Daily Events

Final Exams

7:00 PM - Commencement
Final Exams

endo (within) – endoplasm, endocrine, endogamous, endoskeleton, endothermic

DECEMBER

DECEMBER 2011						
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Weekly Quote:
"No one can make you feel inferior without your consent."
– Eleanor Roosevelt

SATURDAY

17

SUNDAY

18

NOTES

MONDAY

19

TUESDAY

20

WEDNESDAY

21

Daily Events

Hanukkah begins at sundown

frugality - thrift. We must live with frugality if we are to get ahead.

THURSDAY

22

FRIDAY

23

Daily Events

First Day of Winter

phobia (fear) - claustrophobia, acrophobia, xenophobia, agoraphobia, hydrophobia

DECEMBER

DECEMBER 2011
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JANUARY 2012
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Weekly Quote:
"There are no gains without pains." - Benjamin Franklin

SATURDAY

24

SUNDAY

25

Christmas

NOTES

MONDAY

9

TUESDAY

10

WEDNESDAY

11

Daily Events
Classes Begin for Spring 2012 Term
Welcome Back Week
10:00 AM - 1:00 PM - Giveaways (College Activities Center)

Welcome Back Week
10:00 AM - 1:00 PM - Giveaways (College Activities Center)

Welcome Back Week
9:00 AM - 3:00 PM - Funny T's (College Activities Center)

glut - overstock; fill to excess. The market is glutted with athletic shoes.

THURSDAY

12

FRIDAY

13

Daily Events

Welcome Back Week
11:00 AM - 12:00 PM - Chili Cookoff (College Activities Center)

4:00 PM - Registration for Spring 2012 Term closes

ver (true) – verify, veracity, veritable, verdict, verisimilitude, aver, cinema verity

JANUARY

JANUARY 2012						
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Weekly Quote:
"If you really want something you can figure out how to make it happen." – Cher

SATURDAY

14

SUNDAY

15

NOTES

MONDAY

16

TUESDAY

17

WEDNESDAY

18

THURSDAY

19

FRIDAY

20

JANUARY

JANUARY 2012						
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FEBRUARY 2012						
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Weekly Quote:
*"The price of greatness
 is responsibility."*
 – Winston Churchill

SATURDAY

21

SUNDAY

22

NOTES

*Martin Luther King, Jr. Day -
 Campus Closed*

5:30 PM - Women's Basketball
 vs Ohio University - Eastern
 (Home)
 7:30 PM - Men's Basketball vs
 Ohio University - Eastern
 (Home)

Movie - TBA 11:00 AM and 7:00
 PM (Theater)

desecrate - violate the sanctity of. *The robbers desecrated the temple.*

matri (mother) – *matricide, matron, matriarch, matrimony, matrilineal*

MONDAY

23

TUESDAY

24

WEDNESDAY

25

Daily Events
Chinese New Year
11:00 AM - SGA Meeting
(Community Room)

Daily Events
9:00 PM - 12:00 AM - Lazer
Bowling Party (Emerson
Bowling Lanes)

goad - urge on. *The boy was goaded by his friends until he gave in to their wishes.*

THURSDAY

26

FRIDAY

27

Daily Events

mega (large) – megalith, megaphone, megalomania, megalopolis, megahertz

JANUARY

JANUARY 2012						
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FEBRUARY 2012						
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Weekly Quote:
"We plant seeds that will flower as results in our lives, so best to remove the weeds of anger, avarice, envy and doubt, that peace and abundance may manifest for all." – Dorothy Day

SATURDAY

28

SUNDAY

29

NOTES

MONDAY

13

TUESDAY

14

WEDNESDAY

15

Daily Events
11:00 AM - SEA Meeting
(Community Room)

Valentine's Day
11:00 AM - Movie - TBA (College
Activities Center)
6:00 PM - Dinner and a Movie -
TBA (College Activities Center)

10:00 AM - 4:00 PM -
Bloodmobile (College Activities
Center)
5:30 PM - Women's Basketball
vs Ohio University - Zanesville
(Away)
7:30 PM - Men's Basketball vs
Ohio University - Zanesville
(Away)

supple - flexible; pliant. *The fisherman found a supple limb from the tree to use as a fishing rod.*

THURSDAY

16

FRIDAY

17

Daily Events

vita (life) – vitamin, vitality, vital, revitalize, viable, vitalize

FEBRUARY

FEBRUARY 2012						
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MARCH 2012						
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Weekly Quote:
*"Imagination rules the world."
– Napoleon Bonaparte*

SATURDAY

18

SUNDAY

19

NOTES

MONDAY

27

TUESDAY

28

WEDNESDAY

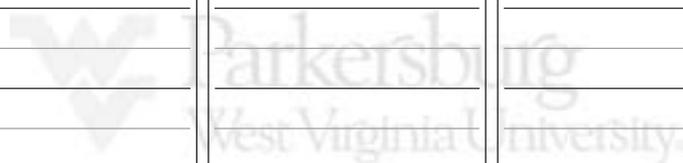
29

Daily Events

11:00 AM - SEA Meeting
(Community Room)

Movie - TBA 11:00 AM and 7:00
PM (Theater)

9:00 PM - 12:00 AM - Lazer
Bowling Party (Emerson
Bowling Lanes)



coerce - force. Don't try to coerce me into doing this.

THURSDAY

1

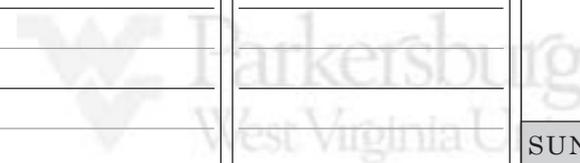
FRIDAY

2

Daily Events

Priority deadline for filing the
FAFSA for West Virginia State
Financial Aid.

4:00 PM - Last day to apply for
May Graduation



stereo (solid) – stereoscope, stereophonic, stereotype, stereopticon, stereotropism

FEBRUARY

FEBRUARY 2012						
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MARCH 2012						
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Weekly Quote:
"Opportunity is missed by most
people because it is dressed in
overalls and looks like work."
– Thomas Edison

SATURDAY

3

SUNDAY

4

NOTES

Blank lined area for notes.

MONDAY

12

TUESDAY

13

WEDNESDAY

14

Blank lined area for Monday, March 12.

Spring Break Recess

Daily Events

Blank lined area for Tuesday, March 13.

Spring Break Recess

Blank lined area for Wednesday, March 14.

Spring Break Recess

THURSDAY

15

FRIDAY

16

Blank lined area for Thursday, March 15.

Spring Break Recess

Daily Events

Blank lined area for Friday, March 16.

Spring Break Recess

MARCH

MARCH 2012						
S	M	T	W	T	F	S
		1	2	3		
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL 2012						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Weekly Quote:
"Be who you are and say what you feel because those who mind don't matter and those who matter don't mind." – Dr. Seuss

SATURDAY

17

St. Patrick's Day

SUNDAY

18

NOTES

Blank lined area for notes on Sunday, March 18.

amble - move at an easy pace. He ambled around the town.

cognosc, cognit (to learn) – agnostic, incognito, cognition

MONDAY

26

TUESDAY

27

WEDNESDAY

28

Daily Events

Priority Pre-Registration opens for current students for the Summer 2012 and Fall 2012 Terms
11:00 AM - SGA Meeting (Community Room)

9:00 PM - 12:00 AM - Lazer Bowling Party (Emerson Bowling Lanes)

adhere - stick fast. I will adhere to my opinion until I'm proven wrong.

THURSDAY

29

FRIDAY

30

Daily Events

adhere (pertaining to, capable of) – civil, ductile, puerile

MARCH

MARCH 2012							APRIL 2012						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
							1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28
25	26	27	28	29	30	31	29	30					

Weekly Quote:
"Truth is the only safe ground to stand upon."
– Elizabeth Cady Stanton

SATURDAY

31

SUNDAY

1

April Fools' Day
Palm Sunday

NOTES

Blank lined area for notes.

MONDAY

16

TUESDAY

17

WEDNESDAY

18

THURSDAY

19

FRIDAY

20

APRIL

APRIL 2012						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY 2012						
S	M	T	W	T	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Weekly Quote:
"I like pressure. If I am not on the edge of failure, I'm not being sufficiently challenged."
 –Jewel

SATURDAY

21

SUNDAY

22

Earth Day

NOTES

SGA Elections (Online)

SGA Elections (Online)

SGA Elections (Online)
10:00 AM - 12:30 PM - Earth Day
Celebration (College Activities
Center)

7:00 PM - Distinguished
Performance Series - Ballet
Folklorico "Quetzell de
Veracruz" (Multipurpose
Room)

verdigris - a green coating on copper due to weathering. The statue became coated with verdigris.

jur, jurat (to swear) – abjure, perjure, jury

MONDAY

23

TUESDAY

24

WEDNESDAY

25

11:00 AM - SEA Meeting
(Community Room)

11:00 AM - Final Finale & Pig
Roast (Behind Cafeteria)

Daily Events

soporific - sleep producing. *Thanksgiving dinner had a soporific effect.*

THURSDAY

26

FRIDAY

27

Last day of classes for Spring
2012 Term

Daily Events

solv, solut (to loosen, explain) – *absolve, dissolute, absolute*

APRIL

APRIL 2012						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY 2012						
S	M	T	W	T	F	S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Weekly Quote:
*"I can accept failure.
Everyone fails at something.
But I can't accept not trying."
- Michael Jordan*

SATURDAY

28

SUNDAY

29

NOTES

MONDAY

18

TUESDAY

19

WEDNESDAY

20

Daily Events



First Day of Summer

incite - stir up; provoke. The movie incited a riot.

THURSDAY

21

FRIDAY

22

JUNE

JUNE 2012							JULY 2012						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1	1	2	3	4	5	6	7
3	4	5	6	7	8	9	8	9	10	11	12	13	14
10	11	12	13	14	15	16	15	16	17	18	19	20	21
17	18	19	20	21	22	23	22	23	24	25	26	27	28
24	25	26	27	28	29	30	29	30	31				

Weekly Quote:
"If there is to be any peace it will come through being, not having."
- Henry Miller

SATURDAY

23

SUNDAY

24

NOTES

Daily Events

alter (other) - alternator, alteration, alter ego, alternative, altruism, altercation

MONDAY

25

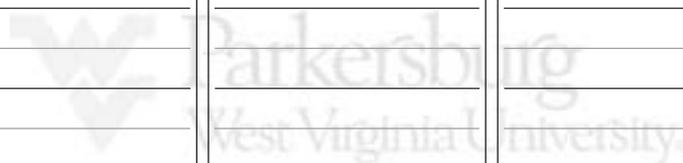
TUESDAY

26

WEDNESDAY

27

Daily Events



awry - crooked; amiss; wrong. The plans for a surprise party had gone awry.

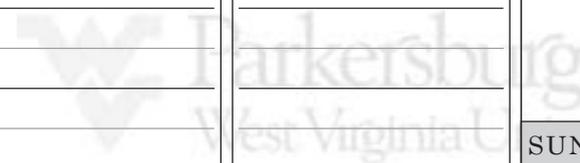
THURSDAY

28

FRIDAY

29

Daily Events



amat (love) – amatory, amateur, amorous, amiable, amigo, amour

JUNE

JUNE 2012						
S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

JULY 2012						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Weekly Quote: "To fulfill a dream, to be allowed to sweat over lonely labor, to be given a chance to create, is the meat and potatoes of life." - Bette Davis

SATURDAY

30

SUNDAY

1

NOTES

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