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Tiger Daily Thursday, October 12, 2017 11:26 AM Tiger Daily Tiger Mail [October 12,2017]



ANNOUNCEMENTS

- More Capabilities with your VoIP phone: CommPortal
- Faculty Development Funding
- Northwest China Faculty Exchange
- Reminder: Fall 2017 Mid-Term Grade Entry Due
- Forsyth Library Migrates Print to Electronic
- Home Free Tickets Encore Series
- Get Your "Boo Bags" For the Chance to Win!
- Upcoming Changes in Filing Claims for Injuries at Work
- Red Flag Campaign
- TGOF Has Prizes
- <u>Certificates for Academic Advisors</u>

EVENTS

THIS WEEK/WEEKEND

- TILTed Tech: Technology Resources for Better Teaching and Research TODAY, October 12; <u>12:00pm</u>
- Earth Science Week See Below for Dates and Times
- Upcoming Events in Teaching Innovation and Learning Technologies (TILT) See Below for Dates and Times
- Alternative Dispute Resolution in Kansas October 13, 1:00pm to 4:00pm
- SWIPE Out Hunger October 14, 12:00pm to 2:00pm
- Socktober October 1 to October 31

FUTURE EVENTS

- Managing Stress and Burnout? October 17, 1:00pm to 4:30pm
- Majors and Graduate Programs Fair October 18, 11:00am to 3:00pm
- <u>Office of Inclusion and Diversity Excellence, Coffee and Conversation</u> October 23, 8:00am to 10:00am
- Scope & Requirements Management October 24 & 25, 9:00am to 4:00pm
- Faculty and Staff CPR/AED Training October 26, 6:00pm to 9:00pm
- November Workshops See Below for Dates and Times
- Introduction to Facebook Marketing for Business November 14, 1:00pm to 4:30pm

SHARE WITH STUDENTS

- <u>Resume/Cover Letter Writing Workshop</u>
- Alternative Winter Break
- Majors and Graduate Programs Fair

STUDENT ABSENCES

- National Association of Campus Activities Central Conference
- Graphic Arts Design Conference

ANNOUNCEMENTS

More Capabilities with your VoIP Phone: CommPortal

How would you like to search for an FHSU phone extension, and with one click, call that extension; how about update/change your voicemail pin; listen to a voicemail message on your phone or mobile device; or send an incoming call directly from your computer? With the recent phone conversion & new VoIP phones installed throughout campus, <u>YOU</u> <u>CAN</u>! You can do all these things and much more from your desktop and/or laptop computer by using CommPortal.

CommPortal is an application that allows you to configure various settings and features for your FHSU Polycom phone extension. It can be accessed using an Internet browser or installed as an application onto a Windows computer for convenient desktop toolbar access. User guides on how to use and/or install CommPortal can be found on our FHSU Telecommunications webpage, www.fhsu.edu/telecom.

- Access CommPortal from your internet browser / Download & Install the CommPortal Assistant: <u>Click here</u>
- Use the CommPortal Call Manager to set up rules and schedules for routing incoming calls: Click here

Nex-Tech, along with our Telecommunications department, will be providing open lab sessions to allow each of you the opportunity to stop by, discuss any questions you may have regarding CommPortal, or receive assistance installing the application to your computer. Currently, there are two (2) come-and-go sessions available to attend (see below).

- *Thursday, October 26:* 1:00pm 3:00pm
- *Friday, October 27:* 9:00am 11:00am

Because these sessions are come-and-go, it is recommended that you review the information provided on the Telecom website prior to attending.

Faculty Development Funding

The second 2017-18 Faculty Development Funding application due date (to provost <u>with chair and dean approval</u>) is November 1

The Faculty Development Funding application process remains in Lotus Notes. Use this link to access the FDF application in your Lotus Notes Workspace*. Please read instructions and guidelines (blue buttons in left menu of the LN process) prior to completing the form. Track the progress of your submitted application by returning to "Faculty Development Funding" on LN Workspace.

- Check with your chair and dean for earlier department/college deadlines.
- Only those applications <u>completing chair and dean approval by September 20</u> will be considered in this cycle.
- Funding decisions will be relayed approximately 3 weeks following the due date.
- Bank Roll Over is an option available for higher cost events (more than \$3,000) taking place in the *next* academic year (18-19). This requires applying twice, once in 17-18 and again in 18-19. Contact the Office of the Provost for additional details.

* <u>Alternate instructions</u> for accessing the FDF process in Lotus Notes: Open LN Workspace. Use Ctrl O <u>or</u> Command O <u>or</u> go to the top menu and click File, pull down to Open and then IBM Note Application. Any of these will bring up the "Open Application" box. Next to "Look in" it might say "On My Computer." Click the arrow next to this box to switch it to "LNapps/FHSU." In the box below, scroll down to "apps" and open, then scroll down to "Faculty Development Funding" and open. The process will open and will also be placed on your Workspace for future use.

The next 2017-18 due date is February 1. If you have any questions or would like assistance accessing and/or completing the FDF form, please contact Janet Kohl at <u>jakohl2@fhsu.edu</u> or by phone, 4207.

Northwest China Faculty Exchange

Are you interested in: Sharing your academic expertise with faculty and students from Chinese universities? Learning more about the student learning environment in China? Experiencing food and culture in an area of China that few Westerners have visited?

ALL FOR AN All-EXPENSE-PAID TRIP, SPONSORED BY FHSU'S CHINESE PARTNER, NORTHWEST MINZU UNIVERSITY (NWMU), IN LANZHOU, CHINA.

If this attracts your attention, then you are invited to an information session on **Tuesday**, **October 17**, **at 3:30 pm in McCartney Hall 202** to meet with faculty who have had the privilege to visit Northwest China to teach and collaborate with their faculty counterparts.

Faculty will need to apply by the deadline of **November 30**. Those selected will be required to make presentations to students and Chinese faculty to one or more universities in Northwest China. This faculty exchange is for approximately **2** weeks in late May and early June, 2018, with all airfare and living expenses covered by NWMU. Faculty from all discipline areas are encouraged to apply.

You are invited to come and learn more about this opportunity from faculty who visited last year!

Please contact Mary Meier at <u>mmeier@fhsu.edu</u> or 5818 with any questions.

Reminder: Fall 2017 Mid-Term Grade Entry Due

All mid-term grades for **full-semester (16 week) on-campus classes** must be entered through the online TigerCentral grade entry system by <u>noon</u> on Monday, October 16.

REMINDER: MID-TERM GRADES ARE DUE FOR FULL-SEMESTER ON-CAMPUS COURSES ONLY. THERE ARE NO MID-TERM GRADES FOR VIRTUAL COLLEGE CLASSES.

Faculty can access the grade entry system by clicking on the TigerCentral link under "Faculty/Staff" at the top of the FHSU home page. The system will then ask for TigerNet ID Username and Password. After logging in, hover over the "Teaching" tab, and click on "Grade Entry." On the "Mid-Term" tab, click on "Enter Fall 2017 Hays Mid-Term Grades."

Everyone (full-time, part-time, adjunct, etc.) must use their TigerNet ID Username and Password to enter this secure site. If you have problems or technical difficulties with your Username and Password, please call Tiger Tech at 785-628-3478.

Mid-Term grades are **not** saved until the following steps are **all** completed:

- Enter a mid-term grade for each name on the class roster
- Click the Submit button
- A red checkmark appears next to the course title
- Mid-term grades **<u>cannot</u>** be changed or entered after the mid-term grade entry deadline day

All mid-term grades must be submitted by Monday, October 16, at noon.

PLEASE NOTE: Due to the ease of accessing class rosters through the TigerCentral, the Registrar's Office will no longer print the mid-term class rosters. Faculty may view and/or print class rosters from TigerCentral.

For any questions regarding mid-term grade entry, please contact Tammy Winters in the Registrar's Office at 785-628-4427.

Forsyth Library Migrates Print to Electronic

The following resources are now available electronically from Forsyth Library

1/18/2018

Tiger Mail October 12 2017.htm

*<u>ProQuest Dissertations & Theses Global</u> is the world's most comprehensive collection of dissertations and theses from around the world, spanning from 1743 to the present day and offering full text for graduate works added since 1997, along with selected full text for works written prior to 1997. It contains a significant amount of new international dissertations and theses both in citations and in full text.

*<u>Women's Magazine Archive</u> (1846-2005) An archival research resource comprising the full backfiles of leading women's interest consumer magazines. Titles are scanned from cover to cover in high-resolution color and feature detailed article-level indexing. Among the research fields served by this material are gender studies, social history, economics/marketing, media, fashion, politics, and popular culture.

*Oxford English Dictionary - 600,000 words ... 3.5 million quotations ... over 1000 years of English, and widely regarded as the accepted authority on the English language. The OED is a guide to the meaning, history, and pronunciation of 600,000 words— past and present—from across the English-speaking world.

The migration of print resources to electronic access is part of Forsyth Library's ongoing effort to provide equalized access to library resources for all of the FHSU community.

Questions? Contact Jennifer Sauer, Scholar Services/E-Resources Librarian (785) 628-5262

Home Free Tickets – Encore Series

Due to the popularity of the Encore Series performance of *Home Free*, tickets for this event are currently sold out. Individuals who hope to secure tickets should contact the Memorial Union Student Service Center at 785-628-5305 in order to have their name(s) placed on a waiting list in case tickets become available.

Patrons are reminded that if they are unable to attend a performance, they are encouraged to <u>give</u> tickets to a friend, or return them prior to a performance, to the Memorial Union. Tickets can then be made available for another patron and the original ticket holder will receive a charitable gift tax receipt. The individual resale of tickets is discouraged, and would be subject to federal, state, and local laws.

Tickets for Dirty Dancing are still available, but selling quickly. Call 785-628-5305 or order online to secure your tickets today!

Questions? Contact Jacob Ternes, Chair of the Special Events Committee at jaternes@fhsu.edu.

Get Your "Boo Bags" For the Chance to Win!

Faculty, Staff, and Students - the Criminal Justice Club is selling "Boo Bags" during the month of October. Each bag includes candy and a variety of information about the club and criminal justice. Stop by the Criminal Justice Department in Rarick 233 to get your bags: one for \$2.00 or two for \$3.00.

If your bag contains a gold ghost, collect a prize in Rarick 233. In addition, a gold ghost gets you registered to win a pair of tickets to attend Murder & Mardi Gras, a murder mystery dinner scheduled at Thirsty's Grill & Pub on Saturday, February 3, 2018.

Club members will also be selling "Boo Bags" in the Memorial Union October 25 and 26.

For questions, contact Kweilin Lucas at 628-5668.

Upcoming Changes in Filing Claims for Injuries at Work

As in the past, an employee must report any work-related injury to his/her supervisor. The injured employee's supervisor is responsible for filing a claim through the SSIF portal.

The State Self Insurance Fund has sent the following announcement:

1/18/2018

Tiger Mail October 12 2017.htm

The State Self Insurance Fund (SSIF) is excited to announce the launch of a new web portal to enter claims electronically. When you access the link below, you can complete the required fields and submit the claim. The attachment contains the information required to submit a claim electronically. After submitting the claim, you will receive a confirmation email (to the email provided in the web portal claim submission process) along with a claim number. The information you entered will go directly into SSIF's database allowing for a real-time submission of the claim which will benefit the injured employee and assist the staff authorizing/directing medical treatment and answering questions in general in a more timely manner for the injured employee. All other documentation, return to work slips, etc. should be emailed to wc1101a@ks.gov. There will be a transition period where SSIF accepts claims via paper, email, fax and web portal. Beginning November 1, 2017, SSIF will no longer accept mailed, faxed or emailed paper claim forms. All claims will need to be submitted through the SSIF web portal. If you have any questions, please contact SSIF at 785-296-2364 or via email at wc1101a@ks.gov.

You may access the SSIF portal through this link: <u>https://kansas.systemasoft.com/Sims/PortalNew.aspx?insurancelineid=1</u>.

If an employee suffers a life-threatening or limb-threatening injury at work, he/she should immediately be taken to the nearest Emergency Room. For less serious injuries, the employee should call/go to the Work Smart Clinic, located in the Hays Family Medicine Building, 2509 Canterbury, Hays, KS, phone 785-623-6270.

Additional information is available at www.fhsu.edu/physicalplant/environmental-and-safety/work-related-injuries/.

Red Flag Campaign

October is Domestic Violence Awareness Month, and the Women's Leadership Project will once again be holding the Red Flag Campaign here on campus. We will be promoting a bystander intervention strategy to address and prevent sexual assault, dating violence, and stalking on college campuses. The campaign encourages friends and other campus community members to say something when they see warning signs ("red flags") for sexual assault, dating violence, or stalking in a friend's relationship.

Visit the Red Flag Campaign's website at www.theredflagcampaign.org.

For more information, or if you have any questions, please contact us at <u>womensleadershipproject@fhsu.edu</u> or call us at 768-628-4312.

TGOF Has Prizes

On Friday be watching on campus for the TGOF feather flags. TGOF Committee now has two feather flags that we set out one or more times per month on campus or in the community. Anytime someone takes a selfie with the flags and tag the photo #TGOF, they are entered into a drawing at the end of the month for a prize from one of our TGOF Businesses.

Questions? Call TGOF co-chairs: Mary Ridgway @785-628-4521 or Kelsey Stremel at 785-628-4741.

Certificates for Academic Advisors

REMAINING SCHEDULE FOR FALL: The Academic Advising and Career Exploration Center offers certificates for academic advisors each semester. The two sessions for ADVISING SPECIAL POPULATIONS CERTIFICATE have been included below.

If you have attended sessions in the past and need to know which sessions you have left to receive your certificate, please email <u>advising@fhsu.edu</u> for assistance with your name and department.

NOTE: This is open to both faculty and staff. Please feel free to bring your lunch to the session.

RSVP: Please **RSVP to** <u>advising@fhsu.edu</u> or 785-628-5577 to let us know which session(s) you will be attending. We will send you a calendar entry that you will need to Accept and Send the Response Now. This will allow us to have the appropriate number of handouts.

REMAINING ADVISING TECHNOLOGY CERTIFICATE SESSION

This certificate will provide academic advisors with information related to the primary technology applications utilized to support academic advising at FHSU. Participants must attend each session to receive the certificate. **Participants need to bring their laptop with them for each session.** The following are the dates for the certificate.

Monday, October 16, 2017 Memorial Union: Stouffer 12:30 PM - 1:20 PM Using Technology in Advising – Tiger Early Alert

ADVISING SPECIAL POPULATIONS CERTIFICATE

This certificate will provide information on working with the diverse needs of our students. Whether you are currently advising students in the population or not, you will gain information that can assist you. Participants must attend each session to receive the certificate. The following are the dates for the fall sessions. Advising Transfer Students and Advising Students with Disabilities will be offered in the spring.

Thursday, October 19, 2017 Memorial Union: Trails Room Noon - 1:00 PM *Special Populations: Advising International Students*

BUIDLING ADVISOR COMPETENCY Series (3 fall sessions and 3 spring sessions). This series is produced by NACADA: The Global Association for Academic Advising. The remaining fall sessions are:

Wednesday, November 15, 2017 Memorial Union: Trails Room 1:00 PM – 2:00 PM - Building Advisor Competency: Developing a Profession of Advising through Training, Development, and Scholarship

Wednesday, December 13, 2017 Memorial Union: Trails Room 1:00 PM – 2:00 PM – **Building Advisor Competency: Introduction to the NACADA Academic Advising Core Competencies Model**

Questions should be directed to advising@fhsu.edu.

EVENTS

TILTed Tech: Technology Resources for Better Teaching and Research Thursday, October 12; 12:00pm Learning Lab, Tomanek Hall 161

Session #4 Technology Resources for Better Teaching and Research

TILTed Tech is a series of open sessions for faculty and staff to bring questions, get help, and discuss technology trends and ideas. The series is sponsored by Mark Griffin, Director of Technology Services; Deborah Ludwig, Library Dean; and Andrew Feldstein, Assistant Provost of Teaching Innovation and Learning Technologies (TILT).

Please join us!

Earth Science Week October 8-14

3 more days, and ways, to celebrate! Feel free to share with students and colleagues!

Thursday, October 12 Geo-Social 5:30-7:30 pm On the Rocks, 507 W. 7th

1/18/2018

Tiger Mail October 12 2017.htm

Join other geoscience and earth science enthusiasts beginning at 5:30 PM for dinner and intellectual conversations about geology, geography, and other earth science topics. Dinner and drinks are on your own, but conversation will be free flowing.

Upcoming Events for Earth Science Week

Friday, October 13

Geo Awareness Campus Scavenger Hunt 9:30 am to 3:30 pm

Saturday, October 14

Celebrate Paleozoic Fossils at Sternberg Museum

Check out our Earth Science Week events webpage www.fhsu.edu/geo/events/ESW for additional details on activities.

Contact Student ESW Coordinators Madison White or Jacob Gilgrist at the Department of Geosciences, <u>geosciences@fhsu.edu</u> or 785-628-5389 for more information.

Upcoming Events in Teaching Innovation and Learning Technologies (TILT) Dates and Times Listed Below TILT Learning Lab, Tomanek 161

All events are held in the TILT Learning Lab unless noted otherwise.

October 12, 12:00pm to 1:00pm TILTed Tech

October 12, 12:00pm - 1:00pm (Your own location) Instructor Training for LockDown Browser and Respondus Monitor: Prevent Cheating During Online Exams (free online webinar)

October 12, 3:30pm to 4:30pm New Faculty "Learn and Network" Series

For more information on any of these faculty development events, check out Upcoming Events on the TigerLearn <u>blog</u>.

-Nicole Frank, Faculty Development Coordinator.

Alternative Dispute Resolution (ADR) in Kansas Friday, October 13; 1:00pm to 4:00pm Stouffer Lounge

A trainer from Heartland Mediator's Association will examine issues that come up in mediation and other forms of ADR that can create conflicts and ethical issues for the neutral party; mediation and ADR alternatives in domestic court; and an examination of the local ADR practices in Western Kansas communities and courts. Participants are encouraged to bring a lap top for seminar information.

Questions: Contact: <u>HMAOrganization@everestkc.net</u> or PH:913-956-7620 <u>Walk-ins welcome</u>

Registration fee:

- \$100 HMA member: Receives CLE, Ethics, & CME
- \$165 Non-Member: Receives CLE, Ethics, & CME (\$65 is used to generate a membership)
- \$40 Student HMA member:(full time student) Receives CME / no CLE, Ethics
- \$65 Student non-member: Receives CME (\$25 is used to generate a membership)
- \$ 0 Judge and court staff
- \$ 0 Student proctor no CME

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SWIPE Out Hunger Saturday, October 14; 12:00pm to 2:00pm Forsyth Library

The Global Leadership Project (GLP) and Alpha Gamma Delta Sorority, in collaboration with Forsyth Library and Tigers in Service are proud to announce the date of SWIPE Out Hunger.

On Saturday, October 14 come join us and help us package meals and make a difference.

For more information please contact GLP at <u>glp@fhsu.edu</u>, or sign up for the event on TigerLink: <u>https://tigerlink.fhsu.edu/submitter/form/start/141603</u>.

Managing Stress and Burnout? Tuesday, October 17; 1:00pm to 4:30pm Stouffer Lounge

"Are you stressed and overwhelmed at work? Do you struggle with burnout and exhaustion related to balancing your work and personal life? The Management Development Center is offering *Managing Stress and Burnout through Emotional Intelligence and Mindfulness* October 17 in Stouffer Lounge.

In this workshop, attendees will have an opportunity to practice and learn about emotional intelligence and mindfulness, as well as explore how to use these strategies in their daily routines to assist in alleviating stress and burnout. As FHSU faculty and staff, your registration fee is complimentary, thanks to your FHSU Vice President!

Limited funding is available annually per division.

Registration can be completed online at <u>https://webapps.fhsu.edu/MDC2.0/Default.aspx</u> or by calling Hannah Hilker at (785) 628-4121.

Majors and Graduate Programs Fair Wednesday, October 18; 11:00am to 3:00pm

The Majors and Graduate Programs Fair is a come-and-go event that showcases all academic areas at FHSU. The fair will have representation from every academic department, Career Services, Honors College, Study Abroad, Graduate School and the Academic Advising and Career Exploration Center in one room to answer academic inquiries for current and prospective FHSU students. This provides freshmen an opportunity to confirm and explore academic majors, and sophomores a chance to confirm their major and learn ways to expand their involvement in their department. For juniors and seniors it's an opportunity to fill knowledge gaps on how to prepare for graduate school and/or the work force.

The AACE Center staff would be happy to come and talk with your class about the Majors and Graduate Programs Fair (what to expect, benefits of attendance and how to get the most out of the event). If you are interested in a 15 minute presentation for your class, please email me your course section, preferred date of presentation, time of class and we will get you scheduled. Presentations can be scheduled for October 9-17.

If you would like to have your class attend the event as part of a course expectation or extra credit opportunity, attendance tracking is available. Please email me your name, course name and section number to <u>n_brown2@fhsu.edu and we will</u> send you a list of students that attended from your class the week after the fair.

Note that we would encourage students to complete the FHSUMajors.com assessment prior to attending the event. This is a free assessment available to all enrolled students. It is accessible in TigerTracks under the Online Services tab.

If you have any questions, please contact Nikki Brown at 785-628-5577 or <u>n_brown2@fhsu.edu</u>.

Office of Inclusion and Diversity Excellence, Coffee and Conversation Monday, October 23; 8:00am to 10:00am

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Cody Commons, Basement in the Union

The Office of Inclusion and Diversity Excellence is inviting you to our next Coffee and Conversation session. It will be happening on October 23rd from 8-10 AM in Cody Commons and join us for as long as you can. Enjoy free coffee and muffins and our hope to bring people together to engage FHSU in conversations on inclusion and diversity excellence.

If you are interested in attending, please sign up on Tiger Link or <u>click here</u>!

For any questions, please email <u>diversity@fhsu.edu</u>.

Scope & Requirements Management Tuesday & Wednesday, October 24 & 25; 9:00am to 4:00pm Sternberg Museum

Managing scope on a project is one of the most difficult and demanding jobs of a project manager. Pinning down the project scope starts with a clear understanding of the needs and expectations of the key stakeholders. It involves more than just knowing what needs done. It also requires knowing what not to do and how to manage the changes that inevitably come up during a project.

In this Management Development Center Workshop, participants will work in teams to develop a project charter, gather requirements, write a scope statement and create a Work Breakdown Structure (WBS), as well as learn to manage scope once the work begins.

This workshop is facilitated by Christina House. Please view the full details on our website: <u>http://www.fhsu.edu/cob/mdc/Scope-and-Requirements-Management/</u>.

Because we partner with the Wichita State University Center for Management Development, this workshop is not complimentary to FHSU employees. However, you or someone you know, can register online here: http://cmd.wichita.edu/Courses/scope-requirements-management-in-hays-kansas/.

Contact Hannah Hilker at (785) 628-4121 or <u>hehilker@fhsu.edu</u> if you need assistance with registration.

Faculty and Staff CPR/AED Training Thursday, October 26; 6:00pm to 9:00pm Cunningham Hall 145

There will be an American Heart Association Heartsaver[®] CPR/AED training class for faculty and staff on Thursday, October 26.

This course is being offered free of charge to faculty and staff through the generosity of the Division of Student Affairs. Space is limited, so please make your reservations as soon as possible if you would like to take this class.

If you would like to register for this class, please send David Fitzhugh an e-mail at <u>dkfitzhugh@fhsu.edu</u> to reserve your seat.

November Workshop Times and Dates Listed Below

The Office of Scholarship and Sponsored Projects has posted the fall schedule of workshops at http://www.fhsu.edu/academic/gradschl/ossp/workshops/.

The October and November workshops that might be of interest are listed below.

Grants 101: Introduction to Grant Writing – suitable for the beginning grant writer Wednesday, November 1 3:30pm to 5:00pm MU Prairie Room Advanced Grant Writing This workshop will cover strategies for proposal development and writing. It is recommended that participants have a basic knowledge and/or some experience with grant proposals. Thursday, November 2 3:30pm to 5:00pm MU Prairie Room

You do not need to register for the following workshops - although it helps us plan if you do – please use <u>http://www.fhsu.edu/academic/gradschl/ossp/workshops/</u>.

Introduction to Facebook Marketing for Business Tuesday, November 14; 1:00pm to 4:30pm Black & Gold Room, Memorial Union

Join the Management Development Center and Dr. Mary Martin (Professor, Applied Business Studies) for Introduction to Facebook Marketing for Business. This interactive workshop will teach participants how to make their Facebook page excel at driving traffic and increasing engagement.

As FHSU faculty and staff, your registration fee is complimentary, thanks to your FHSU Vice President! Limited funding is available annually per division.

Registration can be completed online at <u>https://webapps.fhsu.edu/MDC2.0/Default.aspx</u> or by calling Hannah Hilker at (785) 628-4121.

Socktober October 1 to October 31 Custer 202, Memorial Union, and Rarick 235

It's that time of the year again! Donate your new and like-new socks for Socktober. Last year we were able to collect more than 300 pairs and we hope to raise that number even higher this year. For every 20 items donated, per person, we are giving one service hour. Donations will be going to the Hope Pantry to support families of USD 459.

Drop off locations are in Custer 202, the Memorial Union, and Rarick 235.

Questions? Contact us at <u>service@fhsu.edu</u>.

SHARE WITH STUDENTS

Resume/Cover Letter Writing Workshop

Tuesday, October 17 at 7:00pm in Memorial Union, Trails Room come learn how to create a professional resume and cover letter.

This hands on workshop will help you assess your skills and abilities in order to make you marketable to employers. Bring your laptop, as Career Services staff will guide you through writing and formatting your job search documents.

Alternative Winter Break

Alternative Winter Break volunteer applications for Houston, TX are now open on TigerLink!

Join Tigers in Service to work in the warehouse and help serve food to victims of Hurricane Harvey at the Houston Food Bank from January 7-12.

15 spots available and \$100 deposit required.

Applications due: Sunday, October 29. Apply here: https://tigerlink.fhsu.edu/submitter/form/start/142361.

Questions? Contact us at <u>service@fhsu.edu</u>.

Majors and Graduate Programs Fair

On Wednesday, October 18, the Majors and Graduate Programs Fair is a come-and-go event from 11:00am to 3:00pm that showcases all academic areas at FHSU. The fair will have representation from every academic department, Career Services, Honors College, Study Abroad, Graduate School and the Academic Advising and Career Exploration Center in one room to answer academic inquiries for current and prospective FHSU students. This provides freshman an opportunity to confirm and explore academic majors, and sophomores a chance to confirm their major and learn ways to expand their involvement in their department. For juniors and seniors it's an opportunity to fill knowledge gaps on how to prepare for graduate school and/or the work force.

All attendees have the opportunity to win! Prizes include: a Roadmaster Men's Bike, Women's Cruiser Bike, Amazon Echo, Keurig, Video Rocker, Bluetooth Speakers & FHSU swag! We look forward to seeing you there!

If you have any questions, please contact Nikki Brown at 785-628-5577 or <u>n_brown2@fhsu.edu</u>.

STUDENT ABSENCES

Student Absences – National Association of Campus Activities Central Conference

The following students will be absent from classes to attend the NACA Central Conference in Oklahoma City, OK. They have been instructed to communicate this absence with their professors, thank you for your cooperation and understanding.

Absent October 11-13

- Zack Shinkle
- Jessica Conklin
- Alex Fox
- Miranda Luck

Absent October 12-13

- Lorenzo (Trey) Basa
- Charlie Gudka
- Jesse Cooper
- Madeline Muller
- Kelly Strecker
- David Oakley
- Jesse Schoenfeld

Absent October 13

- Dane Murzyn
- Tyler Shaffer
- Jacob Schoenfeld

Jacob Ternes, Assistant Director of the Memorial Union

Student Absences – Graphic Arts Design Conference

The following students will be absent from classes October 11–13 to attend the American Institute of Graphic Arts Design Conference in Minneapolis, Minnesota. Thank you for your cooperation and understanding.

- Dominguez, Jhoselin
- Garrett, Abby
- Hendricks, Adily
- Keeten, Kollette
- Nelson, Kaylea
- Pascal, Erin
- Reimer, Elizabeth

• Stueve, Michael

-Karrie Simpson Voth, Department Chair and Professor of Graphic Design

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