



Tips for  
Success:  
Academic &  
Professional

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# I. SUCCESSFUL COMMUNICATION



# The Importance of Communicating Effectively

- It is important to communicate appropriately while in the program and even after you graduate.
- Benefits include:
  - Expanding your network
  - Access to job and other opportunities
  - Acquiring mentors/advocates

# How to Best Reach out

- TIP - Assume everyone has a busy schedule
  - Only reach out when necessary
  - Do not ask for information that you can find out on your own e.g. on our website
  - Refer to advertised office hours and drop-in times
  - Send an email before visiting so the person can decide when – and if – they want to respond

# Email Etiquette

- Use only Columbia email for school communications
- Do not use foreign characters
- Use appropriate titles when addressing an email
- Set up a signature that is accurate, clean and polished
- Check your Columbia email during breaks as well

# Samples of Salutations:

- Dear Dr. Turkowitz (*not Dr. Alysa Turkowitz*)
- Dear Professor Davis (*not Professor Richard*)
- Dear Ms. Forger (*not Mrs. Forger, not Jill*)
- Dear Mr. Smith

## Sample of a signature:

Han (Julie) Tang  
Columbia University, MA Statistics  
Class of 2017  
[www.linkedin.com/julietang](http://www.linkedin.com/julietang)

## Email Etiquette (continued)

- Write a thoughtful subject line
- Keep emails short and to-the-point
- Be considerate when making requests
  - Offer options for timing. For example: When are you available? What are good times or days for you?
- Avoid emoticons in professional e-mails
- Do not send the same request to more than one staff member at a time

# Samples of Subject Lines

- Appropriate:

- Request for a meeting on Feb. 15
- Re: Meeting on February 15
- Thank you for our meeting on Feb. 15

- Inappropriate:

- URGENT
- (no subject line)

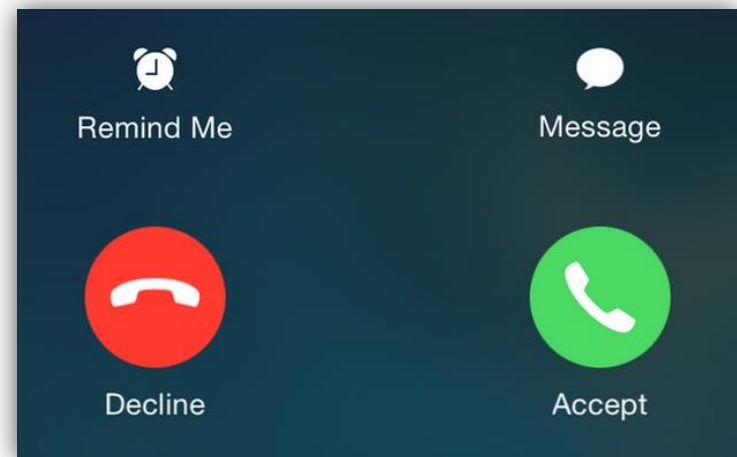


# Columbia Email Policy

- Link to [Columbia Email Policy](#).
- Check CU email frequently– You are responsible to know the information.
- Check CU email ([or forward](#)) even during breaks and summer.
- Don't miss out on key dates and events, job opportunities and more....
- An example

# Voicemail

- Install voicemail on your phone and check it regularly.
- An administrator, professor or potential employer may contact you via phone and you need to be reachable.
- Don't miss out on a job!



# Importance of Name Use for Job Search:

- If you are using an alternate name, be sure to include it in parentheses in all documents.
- An employer may call your professor or other references and use a name the referee may not be familiar with. Be sure to either use just one name or make everyone aware of both your names.

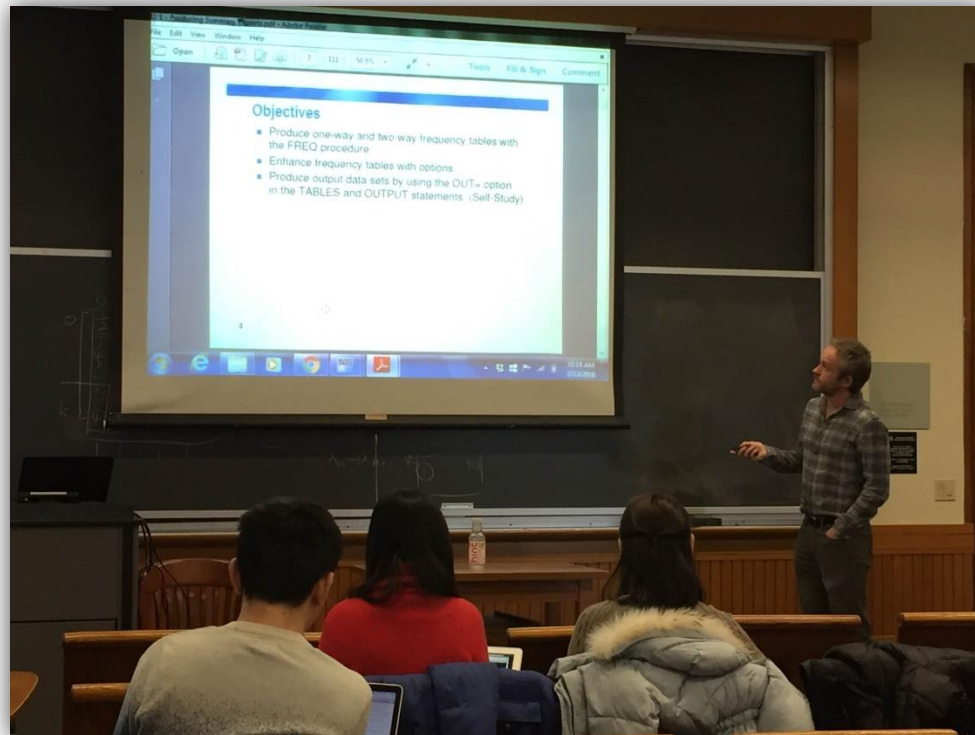
# We also need to hear from YOU...

- From time-to-time, the department sends out surveys
- Please respond to us

Why does this benefit you?

- Your feedback helps us to make effective planning for your overall student experience
- You provide us with data on career placement information

## II. Career & Other Workshops



# Registering for Events

- What is an RSVP?
- Appropriate RSVP protocol:
  - If you signed up for an event, show up.
  - If you cannot attend, let the organizer know.

# How to Make a Positive Impression at Workshops

## AVOID:

- Arriving late and/or leaving early.
- Texting or emailing during the workshop.
- Sitting in the back.
- Chatting with your neighbor.

## ALWAYS:

- Ask thoughtful questions.
- Show you are paying attention.

# Attend Networking Events

- Go to events where you may meet employers and alums.
- Make sure you know how to reach out to people at social and other networking events. Attend our Career Workshops (and the ones at the [Career Center for Education](#))



# III. Successful Engagement with Faculty, Alumni & Administrators



# Faculty Advisers: Supporting your academic success

- Make an appointment at least a week in advance.
- Make sure to meet **before** you finalize your course schedule.
- Receive academic guidance – especially on course selection after Semester 1.
- For more information see [our website](#).

# Time Line

- Meet or connect via email with your Adviser to review your course selections the week before classes start.
- Be aware of dates and deadlines so you can adjust your courses accordingly.

# Interpersonal Skills: In-Person Meetings

When you meet with your adviser or a potential employer here are some tips to ensure you have a successful interaction:

- Maintain good personal space.
  - Avoid standing too close to another, especially in an office visit.
  - Remain on the opposite side of the desk unless asked to come closer.

# In-Person Meetings

, continued...



- State your name clearly.
- Give a firm handshake (more for employers)
- Have a confirmed appointment or come during drop-in hours.
- State your purpose clearly.
- Thank the person before you leave.
- Come alone. Do not bring a friend unless the appointment was pre-arranged as a group meeting.

# Make a Good Impression

- Ten minutes early is better than five minutes late.
- Running late? Call or email. State clearly why you are late.
- First impressions endure



# Additional ways to make a Positive First Impression:

- Wear well-fitting, professional attire especially when you attend a Career Fair
- Respect personal space
- No chomping
- No body odor
- No perfume
- No noisy jewelry
- No chewing gum
- No smoking
- No alcohol

# Always lead with Honorable and Ethical Behavior

- Review [Academic Violations list:](https://gsas.columbia.edu/violations-behavioral-or-academic-conduct-0)  
<https://gsas.columbia.edu/violations-behavioral-or-academic-conduct-0>
- *“Graduate students are expected to exhibit the high level of personal and academic integrity and honesty required of all members of an academic community as they engage in scholarly discourse and research”.*



# IV. Helpful Resources for You

- MA Weekly Newsletter
- [Student Representatives](#) & 2<sup>nd</sup> Year Student Mentors
- [Columbia Statistics Club](#)
- [MA Program Website](#) – Check out the [Student Life page](#) for great information as you settle in!
- The Writing Center
- ALP and Chazen
- Programming Resources
- Career Templates –
  - [MA Statistics Website Career Information](#)
  - [CCE Website Career Information](#)

[MA Statistics Program Newsletter—Week of March 14, 2016](#)

\* What's New? - Click [HERE](#) \*

\* Reminders - Click [HERE](#) \*

\* Job Leads - Click [HERE](#) \*

What's New?



**NEW EVENTS:**

# MA Statistics Weekly Newsletter

# MA Statistics Program Website

LOOK OUT FOR NEW SPRING WORKSHOPS: CAREERS, ACADEMICS AND MORE...

All invitations and RSVPs will be noted in the MA Weekly Newsletter.



## ABOUT THE M.A. PROGRAMS

The Statistics Department offers a flexible on campus M.A. program designed for students preparing for professional positions or for doctoral programs in statistics and other quantitative fields, as well as a renowned Hybrid M.A. program in a partially online format.

[Read more](#)

## CURRENT STUDENTS

The Department of Statistics has many resources available to support student success in the MA Programs. Read more to find information that will help students navigate through the MA programs from arrival to graduation.

[Read more](#)

## CAREER MANAGEMENT

Career development and management is a continuous, lifelong process which goes on beyond graduation from Columbia University. Our goal is to provide you with skills that will help you track exciting career opportunities through networking and other tools and then land jobs.

[Read more](#)

## ALUMNI PROFILES

Graduates of the M.A. programs work in many different fields: insurance, banking, healthcare, media and academia, among others. Read some profiles to know where our alum have landed.

[Read more](#)

# STUDENT AND FACULTY VIDEOS

## STUDENT VIDEOS



Watch interviews of current students and alumni about their experience in the MA Statistics program at Columbia.

[View More](#)

## FACULTY VIDEOS



Watch interviews of faculty about their courses in the MA Statistics Program at Columbia.

[View More](#)

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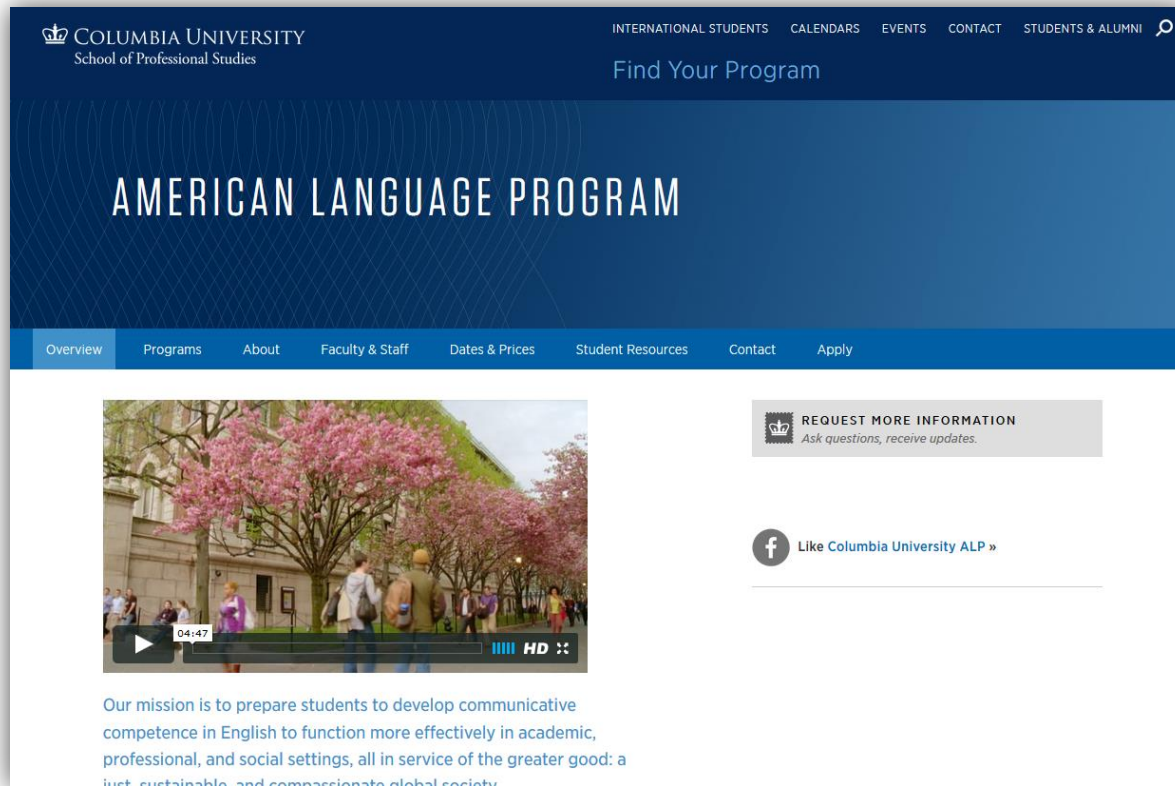
# The Writing Center

- Explore the FREE support of Columbia's Writing Center at:

<https://www.college.columbia.edu/core/uwp/writing-center>



# ALP and Chazen Language Support



The screenshot shows the Columbia University American Language Program website. The header includes the Columbia University logo and 'School of Professional Studies' on the left, and navigation links for 'INTERNATIONAL STUDENTS', 'CALENDARS', 'EVENTS', 'CONTACT', and 'STUDENTS & ALUMNI' on the right. A search icon and the text 'Find Your Program' are also present. The main heading is 'AMERICAN LANGUAGE PROGRAM'. Below this is a navigation menu with links for 'Overview', 'Programs', 'About', 'Faculty & Staff', 'Dates & Prices', 'Student Resources', 'Contact', and 'Apply'. The main content area features a video player showing a scene with pink cherry blossoms and students. To the right of the video is a 'REQUEST MORE INFORMATION' button with the text 'Ask questions, receive updates.' and a Facebook 'Like Columbia University ALP' link.

COLUMBIA UNIVERSITY  
School of Professional Studies

INTERNATIONAL STUDENTS CALENDARS EVENTS CONTACT STUDENTS & ALUMNI

Find Your Program

## AMERICAN LANGUAGE PROGRAM

Overview Programs About Faculty & Staff Dates & Prices Student Resources Contact Apply

04:47 HD

Our mission is to prepare students to develop communicative competence in English to function more effectively in academic, professional, and social settings, all in service of the greater good: a just, sustainable, and compassionate global society.

REQUEST MORE INFORMATION  
*Ask questions, receive updates.*

Like Columbia University ALP »

<http://sps.columbia.edu/alp>



# Programming Resources – Get a head start..



HOME  
ABOUT  
FACULTY   
ADMISSIONS  
M.A. PROGRAMS  
COURSES  
CURRENT STUDENTS  
GENERAL INFO  
ACADEMIC ADVISING  
REGISTRATION  
GRADUATION  
STUDENT RESOURCES  
STUDENT LIFE  
CAREERS  
ALUMNI

## SEARCH

## MASTER OF ARTS IN STATISTICS










COLUMBIA UNIVERSITY IN THE CITY OF NEW YORK

HOME ABOUT FACULTY ADMISSIONS M.A. PROGRAMS COURSES CURRENT STUDENTS CAREERS ALUMNI

## STUDENT RESOURCES

### Resources for R Programming

If you are looking to sharpen your programming skills we have listed below a number of resources that you might find helpful. Please be aware we do not monitor the quality of these resources, but we do hope that some of the information may be helpful to students.

- [The R project for Statistical Computing](#) : R-project website
- [An Introduction to R](#)  (pdf): The official R manual, provided by its creators.
- [Resources to help you learn and use R](#) : Compiled by UCLA's Technology Services
- [The R Language Definition](#)  (pdf): A detailed guide to the technical terms of the R language. Useful to have when learning R from any source.
- [R Programming Wikibook](#) : A comprehensive source of information on R from introduction to more advanced topics.
- [Penn 4-Week Summer R Course](#) : A guided, 4-week tour of R.
- [The R-Inferno](#)  (pdf): A guide to and description of trouble spots, oddities, traps and glitches in R that may be a good resource once you've grown comfortable writing your first programs.
- [An R and S-PLUS companion to Applied Regression](#) : By John Fox and Sanford Weisberg. Website includes code, data, and other resources used in the book.
- [Bret Target's R Help](#) 



MA STATISTICS STUDENTS HAVE THE OPPORTUNITY TO LEARN SAS IN A SPECIAL WORKSHOP SERIES WITH PROFESSOR DONOGHUE



# Career Templates – Get a head start...

The screenshot displays the Columbia University Career Education website. The header includes the university's name, a search bar, and navigation links like 'About Us', 'Contact Us', and 'Hours & Map'. The main content area is titled 'Career Resources' and 'Core Career Skills'. It provides an overview of resources for job seekers and lists various documents and online tools available for download or use.

CU Home  
COLUMBIA UNIVERSITY CENTER FOR  
**Career Education**

LionSHARE  
Login

About Us  
Contact Us  
Hours & Map  
Staff Directory  
Frequently Asked Questions

Home > Career Resources > Core Career Skills

## Career Resources

### Core Career Skills

CCE career counselors have created the resources below as a starting point for your career search. These core skills can create a foundation for a successful job search. You can also view our [2015-2016 Career Planning Guide](#) in its entirety by downloading it or picking up a hard copy from our Center.

- 1. Explore** your interests, skills, values, and personality and connect these to career options. It is essential to know yourself and your fit in the world of work so that you can locate and secure opportunities that are a good match for you.
  - Introduction to Career Assessments (PDF Page 7)
  - Additional Career Assessment Exercises
  - Matching Your Skills and Interests to Careers (PDF Page 14)
  - Exploring Majors and Careers
  - Researching Organizations
  - Set up a LionSHARE Job Agent
- 2. Prepare** well-written cover letters and resumes or CVs; research, reflect, and practice before interviews and networking to present a strong professional image and communicate to an employer what sets you apart from other candidates.

#### On Paper

- The Basics of Resume Writing (PDF Page 15)
- Resume Samples (PDF Page 25)
- Resumes for experienced candidates
- Writing a CV (PDF Page 33)
- Writing a Cover Letter (PDF Page 39)
- Writing an Academic Cover Letter (PDF Page 44)
- Writing Thank You Letters (PDF Page 46)
- Basics of a Writing Sample (PDF Page 47)

#### Online

- Creating an Online Presence (PDF Page 48)
- Developing a LinkedIn Profile (PDF Page 75)
- Introduction to Social Media for the Job Search

#### In Person

- Interviewing (PDF Page 49)
- Creating Your 30-second Introduction

Current Events

**Fri, Mar. 18**  
NYC Department of Design & Construction Job Fair

**Sun, Mar. 20**  
Application Deadline (Develop with Deutsche Bank)

**Mon, Mar. 21**  
Making the Most of the Start Up Career Fair for Graduate Students

**Mon, Mar. 21**  
Goldman Sachs - People, Capital & Ideas: An Inside Look at Goldman Sachs & Former Summer Analyst Panel

VIEW COMPLETE LISTINGS

<http://www.careereducation.columbia.edu/resources/basics>



# Webinars - Get a head start...

- Probability Bootcamp
- Career Day – Save the Date!



# Next Steps: Your Checklist

- ❑ Make sure to read all emails closely this summer. (Housing, Health Insurance)
- ❑ Create your Columbia email and start using it as well. Make sure to check it regularly (**DAILY**) especially when you arrive.
- ❑ Get a head start on your **New Student Checklist**:
- ❑ <https://gsas.columbia.edu/degree-programs/admissions/new-student-checklist>

# Next Steps: Your Checklist

- ❑ Read through the MA Programs Website closely before arriving.
- ❑ Get a head start on programming and career preparation through resources we have shared.
- ❑ Schedule an appointment with Dr. Shrivastava once you've watched the required webinars, created your resume and cover letter template and arrived on campus.
- ❑ If you have any questions, you may reach out to the MA Student Representatives, Your 2<sup>nd</sup> Year Student Mentors or the MA Staff.

# We Look Forward to Meeting you! – MA Staff

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L to R: Jill Forger, Anusha Shrivastava, Alys Turkowitz.