



# The Graduate Office Newsletter

January 2012

Vol. 18.2

## From the Dean's Desk

Greetings and welcome back for the spring trimester!

Exciting things are happening for area graduate students this spring! Northwest's St. Joseph Center will move to the Historic Green Acres Building, near the Shoppes at North Village. We hope to be in place by May 1, 2012. The Center will be the anchor tenant of the building, located at 3500 North Village Drive, near Belt Highway. The new site near the Shoppes at North Village should offer further appeal to students taking classes at that location.

Fall 2011 census data revealed a few fun facts I'd like to share with you:

<b>Graduate School Census Data</b>	<b># of Students</b>
Total Graduate Students.....	944
First Time Graduate Students .....	195
International Students .....	178
Most Popular Major – Applied Computer Science .....	126
Degrees Awarded in 2010-2011 Academic Year.....	311
Certificates Awarded .....	44

Are you aware we have an online MBA program? This offering is a two year program offered in conjunction with Missouri Southern State University. Application and enrollment is handled at Northwest and tuition is charged at the Northwest rate. For more information about this program, please visit our [website](#) or contact the Graduate Office at (660) 562-1145.

We extend our best wishes for a successful spring trimester!

*Dr. Gregory Haddock  
Vice Provost and Dean of the Graduate School*



## Your Graduate Office Team

Dr. Gregory Haddock, Vice Provost and Dean of Graduate School  
Nina Nickerson, Executive Secretary, Graduate Office  
Terry Immel, Graduate Records Specialist  
Lauren Arens, Graduate Assistant  
Kelsey Potter, Office Assistant  
Kelly Critten, Vice Provost Office Assistant

## Mark your Calendars

### February

- 7 Exploring Majors and Minors
- 15 "Mock" Interview Day
- 20-24 Midterm Exams
- 28 Fall Career Day
- 29 Career Services: Next Day Interviews

### March

- 10 MBA Comps
- 12 Preregistration for Summer/Fall 2012 begins
- 19-23 Spring Break
- 31 Ed Leadership/Applied Computer Science Comps
- 30 Education Expo 8:30-11:30

### April

- 9-13 Northwest Week
- 13 Approved theses due in Graduate Office
- 13 Comp results due in Graduate Office
- 23-27 Final Exams
- 28 Commencement at 10:00 a.m.
- 30 Grades due to registrar at 10 a.m.

## Thesis Deadline

The thesis deadline for spring 2012 is Friday, April 13 at 5:00 pm. Approved theses are to be submitted on a CD to the Graduate Office at this time in correct format. Thesis guidelines are available in the Graduate Office or online at the [Graduate School publications](#) web site.

## Graduate Student Spotlight

### ADAM OLIVAS

My name is Adam M. Olivas and I am a graduate student at Northwest Missouri State University (Kansas City Centre) in the English Language Learners Certification Programme. This Spring 2012 semester, I will be finished with my studies and excited to have another certification. As part of getting certified in ELL, I am required to do an English teaching practicum. Well, instead of doing my practicum at my current school- I was able to go to BUENOS AIRES, ARGENTINA and teach English. Yes, that's right, ARGENTINA! I was so excited when this opportunity came up. I have travelled to many places around the world but never to South America. This experience allowed me to be in Buenos Aires, Argentina for a month in which I spent the first two weeks teaching English and the last two weeks exploring South America.

I was assigned to teach Junior 6 (6th grade) in a classroom of about 15-20 students. Keeping in mind that I was there in June, living in the Southern Hemisphere allowed me to experience winter in the



middle of the year. It was pretty cool. Schools are so different in Buenos Aires. I taught for St. Charles School, a bilingual campus, where students in the morning learn their core subjects in their native language (Spanish) and those teachers who teach certain subjects rotate classrooms while students stay in the classroom all morning. Then lunch/recess break is combined for one hour and in the afternoon- a new teaching staff comes in for English and it is full- immersion. The students are not allowed to speak Spanish but ONLY ENGLISH. These teachers who come in the afternoon do not rotate but stay with their students in their classroom until the school day is over. The cool part about the teaching experience is that I was able to help students improve their English language through reading, writing, oral presentations, and group projects. Most importantly, students get really excited when they have native English speakers in their classrooms so they can practice speaking with you. So conversing and getting to know the students was pretty cool.

I really enjoyed this experience so much and teaching abroad is my career goal in the future. At this time, I am enjoying teaching Spanish to elementary students here in Kansas City, MO; but, I really enjoy working more with ELL students the most. It is exciting and rewarding to work with students who come from various languages, cultures, and religions. Most importantly in ELL, not only do you teach American culture, life, norms, and language; but, you learn from the students too.



I highly recommend the ELL Certification Program and teaching abroad. As a current educator, nothing is more exciting than to continue travelling, learn new things about teaching and applying those methods in my classroom.

## Degree Audit

Degree Audit is a tool that you and your advisor should utilize on a regular basis to review course history, check progress towards graduation, and plan future courses. The tool can also be used to view what-if degree audits for degrees and majors you may be considering. In addition to the Approved Program Form, you can view your academic progress through Degree Audit which can be accessed through the following steps:

1. CatPAWS
2. Login/Enter Secure Area
3. Enter your User ID (919#) and PIN
4. Student tab
5. Degree Audit

If you have questions or concerns regarding your degree audit, please contact your advisor or the Graduate Office.

## **FUN FACTS**

*We hope you enjoy these fun and little known facts about Northwest and the Graduate Office!*

- ★ Nina's middle name is Fay, she was named after her grandmother. Terry's is Jo, her dad named her after the girls on Petti Coat Junction.
- ★ There are 130 Graduate Assistants on campus.
- ★ Terry's favorite treat is anything with chocolate, caramel and nuts; but for Nina it's a toss up between Moose Tracks ice cream and KFC hot wings.
- ★ Abraham Lincoln was shot in the Admin Building.

## Don't Forget Comp Dates!!!

MBA- March 10 (NW Campus & KC Center), 8 a.m.-noon  
MS-ACS – March 31, 9 a.m. – 1 p.m.

Educational Leadership- March 31 (NW and KC Center), 8:30 a.m.-12:30 p.m.

**All other programs contact your program director.**

## Owens Library

### Services Provided by Librarians

Reference assistance through [e-mail](#)  
Customized [research assistance](#)  
Help with [citing sources](#)



### Library Hours

Sunday	1:00 p.m. – 11:45 p.m.
Monday-Thursday	7:30 a.m. – 11:45 p.m.
Friday	7:30 a.m. – 4:45 p.m.
Saturday	11:00 a.m. – 4:45 p.m.

## New Student Email Addresses

This fall, Northwest transitioned to a new student email system through Microsoft Outlook Live. The transition caused all student email addresses to change. Your new student email address is now: s#####@mail.nwmissouri.edu.

To access your new email,

- Go to the Northwest home page
- Hover the mouse over 'Connect' at the top of the page
- Select 'Student Email'
- Select the hyperlink in the middle of the page
- Enter your username (your new email address) and password (Windows password)

The new email system allows students to have **25 gig** of *file storage* in their **SkyDrive** (personal file storage) within their new Outlook Live email account. Once you are in your email, this storage can be accessed by clicking 'Office' at the top center of the page and then selecting 'Recent Documents.' This feature allows students to *create, save, and organize* Word, Excel, PowerPoint, and OneNote files on the cloud, eliminating the need for external hard drives. Students can also *share* their files with other students through the SkyDrive. For more information on how to use the new student email and your SkyDrive account, [click here](#).

*Faculty and staff e-mail did **NOT** transition to the new system or receive new e-mail addresses!!*

## Spring Career Day

Spring Career Day will be Tuesday, **February 28, 2012** from 10:30 am to 3:00 pm in Lamkin Activity Center (Bearcat Arena). Career Day is free for everyone and all majors are welcome and encouraged to attend. Professional attire is suggested, so dress for success and bring your résumés.

An up-to-date list of companies attending this fall's Career Day is available on the Career Services [website](#).  
[http://www.nwmissouri.edu/careerserv/events/CareerDay\\_Fall.htm](http://www.nwmissouri.edu/careerserv/events/CareerDay_Fall.htm)

Next Day Interviews will be held Wednesday **February 29, 2012**.

For on-campus interviews visit:  
[www.nwmissouri.edu/careerserv/](http://www.nwmissouri.edu/careerserv/)

If you have additional questions or comments, contact the Office of Career Services at (660) 562-1250

## Graduate Student Billing

Graduate student bills are mailed to PERMANENT ADDRESSES. Please be sure your correct address is listed as your billing address.

## Outreach Advisement/Info Sessions

### St. Joseph Center

Tuesday, March 13, 2012

4:00-7:00p.m.

### Kansas City Center

Thursday, March 8, 2012

4:00-7:00pm

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## Summer/Fall 2012 Pre-Registration Begins March 12

### Pre-Registration

Students enrolled in Spring 2012 can pre-register for summer and fall 2012 on any computer via CatPAWS. Students must obtain their enrollment password (alternate PIN) from their advisors to enroll online. Students may also pre-register by presenting a signed pre-registration form, appropriately stamped by the Graduate Office, to the Registrar's Office. Graduate students are urged to register **at least 2 weeks prior** to the beginning of graduate classes. This will facilitate assignment of computer accounts and passwords. Having this information prior to the first class meeting is essential to using materials provided through eCompanion. Graduate students can pre-register by using one of the following methods:

### Graduate Registration Options

This service is available to all graduate students. To request an electronic copy of the registration form, contact the Graduate Office at [gradsch@nwmissouri.edu](mailto:gradsch@nwmissouri.edu) or (660) 562-1145. Electronic registration forms must be received in the Graduate Office no later than two weeks prior to the beginning of the trimester. **This process is not recommended without advisor consultation.**

**Registration for online (web) courses MUST be completed two weeks prior to the first day of class.**

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## "Mock" Interview Day

"Mock" Interview Day will be held on Wednesday, February 15. This is an opportunity to practice interviewing skills with employers and other professionals. It is open to ALL majors. Career Services invites a mix of employers to campus for this event based on requests from faculty/academic departments and the statistical analysis of previous mock interview events.

Each mock interview session will be approximately 40 minutes, which allows:

~20 minutes to conduct the interview

~10-15 minutes to evaluate the résumé and provide feedback

During the feedback session the employer will provide suggestions on how to improve the student's interviewing skills, résumé, and will critique their over-all performance.

**The deadline to sign up is Friday, February 10 at 4:00pm**

## Off Campus Sites (Location, Building, Contact)

If you have questions regarding Northwest site locations in your area, contact:

### Kansas City Center – Liberty

General Information: (816) 736-6600

Education Programs: Holly Johansen (816) 736-6602 or (816) 674-3041

[hollyj@nwmissouri.edu](mailto:hollyj@nwmissouri.edu)

MBA Programs: Brett Lind (816) 736-6600

[brettl@nwmissouri.edu](mailto:brettl@nwmissouri.edu)

**To get to Daily Schedule:** Go to the Northwest home page, click on outreach link on the right side of the page, then click on Kansas City Center on the right side of the page, then on the left side of the page click on daily schedule. Finally choose the month from the drop down menu, and scroll to the day.

### Missouri Southern State University

Olive Talley (417) 625-9314

[Talley-0@mssu.edu](mailto:Talley-0@mssu.edu)

### St. Joseph Center

Matthew Whipple (816) 364-5000

[whipple@nwmissouri.edu](mailto:whipple@nwmissouri.edu)

*Finishing your education master's degree?*

You might be eligible to teach dual credit courses for your school district.

For more information contact Dr. Carla Mebane at:

(660) 562-1476 or [dualcr@nwmissouri.edu](mailto:dualcr@nwmissouri.edu)

## Books, Books, Books

Graduate textbooks are available in the campus bookstore. To order books online simply log on to the [Bookstore](#) website!

## Newsletter Suggestions

If you have ideas for topics you would like to see in the Graduate Office Newsletter, let us know at

[gradsch@nwmissouri.edu](mailto:gradsch@nwmissouri.edu)



## Computer Access for New Students

Please take time to explore [myNorthwest](#) portal as it includes: current enrollment, transcripts, grades, billing and personal information. If you have questions or problems with your password or other computer needs contact the **Computing Services** office at **(660) 562-1131**.

## Job Searching?

Log on to Career Services' [Hire A Bearcat!](#) Students can search Hire A Bearcat for jobs and internships by employer, location or job type. Post your resume for employers and sign up for on-campus interviews. Log on at:

## First Term Requirements

As a reminder, if you have not already done so, please make arrangement to complete and submit the following first-term requirements:

- Approved Program Form – see your advisor
- Writing Sample – see your advisor
- Admission Examination Requirement
- Official graduate transcripts for transfer credit
- Final undergraduate transcripts if not previously provided

Also, all graduate students must maintain a 3.0 or better GPA at Northwest and complete all deficiency requirements prior to being admitted to candidacy.

