How to Manage Stress

Most graduate students have responsibilities aside from school. Some students will wear multiple hats such as student, spouse, parent or caregiver, employee, etc. Balancing all of this on a daily basis can be daunting and lead to an increased stress level. Stress effects everyone differently, be it physical, mental, emotional, or behavioral. Stress can be exhibited in the form of headaches, anxiety, depression, mood changes, pain, sleep issues, inability to focus, and drug or alcohol use. Some things you can do to reduce stress are:

1. Exercise
2. Eat right
3. Visualizations
4. Deep breathing
5. Listen to music
6. Get organized
7. Talking to someone
8. Ask for help

At some point everyone will experience some level of stress. It is important for people to be capable of managing stress so that they do not suffer negative effects. Exercise cannot only help you work off frustration but accompanied with eating right, it can help you to be healthier. Visualizations and calming music can aid in relaxation when you feel anxious or tense. Being organized can avoid the stress of not being able to find what you are looking for or being irritated by clutter. Some people find it helpful to talk to someone they trust. Having someone listen allows you to vent can lift a weight off of your shoulders. There is no shame in asking for help. It is not good to let stress build up as it will only get worse and so will its effects. Try to reduce it with some of our tips and find what works for you! For more information visit the Counseling Services webpage.

The Write Idea: Where Does the Punctuation Go?

When using punctuation in conjunction with citations, and quotes it can be tricky to know where the punctuation mark goes. The rules

Important Dates

Please note the upcoming deadlines:

- **July 26** - Last day to withdraw from a full term class
- **July 29** - Last day to withdraw from a D2 class
- **July 29** - Book line of credit opens for Fall 2013 D1 and D2 classes
- **August 12** - Book line of credit opens for full term classes
- **August 15** - Last day of Full term classes
- **August 16** - Last day of classes for D2
- **August 16** - Completed Phase III form and requisite thesis/ capstone copies due to the Office of Graduate Studies
- **August 20** - First payment for D1 and D2 due

Is Your Academic Status at Risk?

Utica College has updated its academic policies. As noted in the recent graduate catalog, this
differ depending on what you are working with. Commas and periods always go inside the quotation mark (JimToner2013, 2013b). For example: "Commas and periods belong inside the quotation." Question marks and exclamation points differ from this rule depending on the sentence they are used in. If the overall sentence is a statement that contains a quote with a question or exclamation mark, then the punctuation goes inside the quotation mark. If the quote is a statement made into a question or exclamation then the punctuation goes after the quotation mark (JimToner2013, 2013a). For example: Students claim "knowing where to put punctuation is difficult!" The sentence is stating what students say, but the quote contains an exclamation point so it belongs inside the quotation marks. Does "the question mark go before or after the close quote"? This question mark is not a part of the quote so the question mark goes after the quotation mark.

The guidelines for where punctuation goes in conjunction with an in-text citation also varies. If you are using a short quote, or paraphrasing, the punctuation belongs after the in-text citation. When using a long quote, also known as a block quote, the punctuation should be before the in-text citation ("In-Text Citations", 2012). For example: "It is necessary to use in-text citations quoting from another person" (Wilson, 2013, p.1). This is a short sentence, so the period follows the citation.

Jones's (1998) study found the following:
   Students often had difficulty using APA style, especially when it was their first time citing sources. This difficulty could be attributed to the fact that many students failed to purchase a style manual or to ask their teacher for help. (p. 199)

A long quote 40 words or more, is known as a block quote, in this case the period goes before the in-text citation ("In-Text Citations", 2012).

Always remember to use citations and references, if you do not it is called plagiarism. Plagiarism can be a cause for academic dismissal at Utica College. Take a look at the references below for more information on how to properly use citations and references.

For additional information please see the links below:
Purdue Owl
Quotes with question marks and exclamation points
Quotes with periods and commas

The Registrars Office has a Complete Withdrawal Form. Any student wishing to drop all of their courses for a semester or withdraw from the college can fill out this form. The complete withdrawal form can be found on the Registrar website under Registrar Forms, or a this link. To access the form the student will need to login with their username and password. The form is fully online and students will get a confirmation email when the form is submitted.

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If this newsletter was forwarded to you and you would like to be on
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