Don't Just Survive, Thrive!

So many articles out there discuss how to survive in graduate school. These can be very helpful, but why only survive when you can thrive? Whenever possible push to achieve excellence. With the added responsibility and heightened expectations how can one thrive in a more rigorous environment? Here are some strategies to help you thrive:

Make each course, assignment, and opportunity count! Look at each one and see how you can apply it to your long-term goals. Networking events offer more than a chance to meet new people. Make a mental note of how these contacts can help you reach your career goals, maybe they could serve as a subject matter expert, or maybe you will be interested in one of their endeavors. Class assignments can do more than teach the material and earn you a grade. If you relate an assignment to your current job it may help you identify areas or strategies for improvement. The Office of Graduate Studies Staff recommends using as many assignments as possible to explore your thesis or capstone project topic. This way when it comes time to write that big paper you will find you are more prepared than you thought!

Designate a work space for yourself. It can be difficult to overcome distractions that tempt you to procrastinate. One thing that can help is to have a set work space that you keep neat, organized and ready for work. If your work space is messy it can give you an excuse not to do your work because, you have to clean first. Cleaning one room can turn into cleaning the whole house and getting no work done. Having a functional work space that is always ready for you will help you be productive.

Important Dates

Please note the upcoming deadlines:

**September 29** - Last day to withdraw from a D1 course

**October 10** - SOOT opens for D1 courses

**October 13** - Autumn Break for campus based courses

**October 15** - Deadline to apply for a December degree

**October 15** - Suggested deadline to submit a thesis to the chair or committee

**October 19** - Last day of D1 courses

**October 19** - SOOT closes for D1 courses

APA Style Workshops
Get to know the faculty and administration. Such as your instructors, adviser, program chair, school office staff, and the Office of Graduate Studies Staff. In the future when you need help you will know where to go for what. Some people feel more comfortable approaching school offices when they have a connection to the staff, so making a connection ahead of time is a real advantage. Plus when the faculty and staff know you and your goals they are more likely to think of you when an opportunity arises.

Since people can do whatever they set their minds to, let's make it a goal to do more than survive, let's thrive! Find more tips on how to thrive in graduate school at: Grad Hacker.

The Write Idea:
Make Word Do the Work for You!

When it comes to formatting your paper according to APA requirements, the task can seem daunting. For those of you using APA style on your thesis or capstone project this formatting will be required. It does not have to be overwhelming; Microsoft Word can do most of the work for you as long as you know how to set it up. Here are some tricks to get Word to help you format your level headings according to APA requirements.

Word has a feature called Styles found in the Home tab where you can make presets for the settings of your headings. To format your in-text headings click on the arrow of the styles section and select the button (with two letter A's and a sun) for New Style. To set up a level 1 heading, name your heading Level 1 Heading, set the style type to paragraph, the style based on to normal, the style for following paragraphs to Level 1 Heading (the name of the heading you are making), select the icons for Bold and Centered, and the font to Times New Roman size 12, select "add to Quick Style List" and click ok. Now anytime you need a level 1 heading type your heading text, highlight it and select from your styles your Level 1 Heading and Word will apply the proper format for you.

For subsequent level heading make your preset the same way just adjust the formatting. When creating a new style always name your new style by the heading name and always select Paragraph as the style type. In the "style based on" field you will select one level lower that the heading you are creating so it works off of the previous level's settings. For a level 2 heading select normal, for a level 3 select level 2, for a level 4 select level 3 and so on. From there select bold, italic, centered, or left align based on the APA requirements for that level. APA requires level 2 headings to be flush left and bold. Level 3 headings must be indented once, bold, and end with a period. Level 4 headings must be indented once, bold and italicized, and end with a period.

The Office of Graduate Studies has even more tips and tricks to help with your formatting, as well as a PowerPoint presentation that illustrates these instructions. Please feel free to direct any formatting or other thesis or capstone project questions to the Office of Graduate Studies at ogs@utica.edu or 315-792-3335.

Did you know?

The Phase I: Implementation Form is now online! You may remember recently the Phase III form moved to an electronic format. This will follow a similar structure in that student will use their username and password to login and complete the form.

The form will provide the opportunity to update your contact information, enter your Thesis or Capstone Project title, and your committee information. Once submitted the form undergoes an electronic routing process where the committee members and program director access the form online to register their decision. The electronic form hopes to provides a smoother, more efficient routing process. Questions regarding the Phase I form or any of the Phase forms can be directed to the Office of Graduate Studies at ogs@utica.edu or 315-792-3335.

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