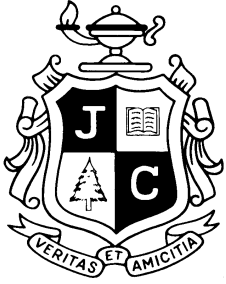


# DEANS' NEWSLETTER

## JONES COLLEGE

Jacksonville, Florida



Fall Semester 2016

### President of the College, Mayra Nuñez

As we celebrate the end to a successful fall semester and we prepare for the wonderful holiday season, I want to take this opportunity to thank the administration, faculty, students, and staff for the continued support to Jones College. During this time of change, we have worked together to continue to be an educational institution that empowers students to achieve their educational and career goals.

The month of November has two holidays that are recognized and celebrated.

- First, Veterans Day was first proclaimed as Armistice Day on November 11, 1919 in dedication to our armed services veterans by U.S. President Woodrow Wilson. Congress later passed a resolution that led to the approval of Armistice Day, November 11, as a legal Holiday and changed the name to Veterans Day.
- The second day to celebrate is Thanksgiving. Thanksgiving became a federal holiday in 1863, during the Civil War, when President Abraham Lincoln proclaimed a national day of “thanksgiving” to be celebrated the last Thursday in November.

As President, I will continue to be dedicated and committed to my work and the college

mission to assist students in attaining success. “In order to succeed, we must first believe that we can.” Nikos Kazantzakis

With all good wishes to you and your family for health and happiness, happy holidays!!!

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### Dean’s Message

A season of change and transition.

*“Know the true value of time; snatch, seize, and enjoy every moment of it. No idleness, no laziness, no procrastination: never put off till tomorrow what you can do today”.*

By: Philip Stanhope, 4th Earl of Chesterfield

Greetings, and a sincere welcome to another semester at Jones College. We enter this semester expecting and experiencing another season of transition for some, and change for us all.

As some of you may be aware, Jones College has a long history that dates back to its founding in 1918 by Annie Harper Jones. The school received its Charter by the State of Florida as a non-profit degree granting institution in 1947. In May 2017, the college will celebrate its 99<sup>th</sup> commencement ceremony.

Time, as the previous quote above expresses, is fleeting, it waits for no person, and can be almost a vanishing moment if we do not enjoy the opportunity when it is upon us.

So as we face the reality that the college will eventually be closing its doors, the entire staff at the college is committed to making these next semesters a joyful educational and social experience for all of you.

I ask that you stay focused on your goals, for those that will complete your degree this December. You should be thinking and planning your next career opportunity. Spend time with the Career Services department to maximize your potential network of employers.

For those that will be returning to complete your degree in the winter 2017 term, stay focused and maximize your learning experience. In today's workforce, employers are looking for talented graduates that can hit the ground running and can make an immediate impact on the company.

For those that will be heading on to other institutions, embrace the change and renew your commitment to earning a degree as quickly as you can so you can make a difference for yourself and those around you.

This semester's edition is special because of the changes that we are all experiencing together. Reach out and make a positive comment to someone every day, make a constructive difference in someone's life, enjoy the time on campus, thank a professor and staff for their commitment to your total experience at Jones College. Above all, make the next several weeks, fond memories, because you will never have the opportunity to have a second chance.

Dean Michael Lomax, MLD

## Hats Off to Graduates!

Are you dreaming about graduation? Hearing the thunderous clapping? Seeing the happy faces of friends and family? Enjoying a cookout after the ceremony? Perhaps a little stressed when you see your last semester ahead? You're not alone. Here are some thoughts from other Jones College students:

**Take it one step at a time.** Most successful students gather their syllabi and plot out weekly due dates on a desk calendar, Excel spreadsheet, or a phone app. It only takes a few minutes to map out a plan for your semester. Some students like to complete work all on one day, while others prefer to spread it out during the week. Make your plan work for you. According to P. McClelland, fall 2016 graduate, "I just follow my plan every day."

**Find a buddy.** College is a community of learners where we share ideas, experiences and study habits. You can hit the books on your own, but sometimes it's simply more fun to study with a classmate. Seeing that friendly face in the computer lab or on the discussion board can give you a little boost of "we're all in this together, and we're going to make it."

**Treasure the memories.** Remember that all-nighter completing your 10-page research essay? You can chuckle about it now because you know you have the reserves to sprint through the finish line of any project. Perhaps you are on your way to your new dream job, and you remember that inspiring teacher who encouraged you when you were ready to drop the class. Consider putting together a memory album or sharing the good times with your friends. Enjoy the accomplishment of completing your degree!

**Try not to run on empty.** Take a nap, walk on the beach or relax with the kids or grandkids. Your batteries will recharge, and you can dive into next week's assignments.

**Come sit and chat.** Our door is always open in the Dean's Office.

Cheering you on,  
Dean, Betty Ray

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### ***“Paralegal Department Hosts 2016 Constitution Day Observance”***

The annual Jones College Constitution Day Program was held on Thursday, September 15, 2016 although Saturday, September 17, 2016 is the national day of observance. In accordance with the requirements for the observance, the Legal Assisting Department planned and hosted interactive training programs (at 1:00 p.m. and 6:00 p.m.), for the student body.

The program began with “Greetings” and a statement of the “Purpose of Observance” by Latangie Williams, Legal Assisting Department Chair. Professor Williams then shared a few “Fast Facts” about the Constitution and gave an overview of the U.S. Constitution and its historical significance to current American culture. Ms. Williams posed questions to the student body regarding key amendments being seen repeatedly in the news. Students were readily able to identify the 1<sup>st</sup>, 2<sup>nd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> amendments as related to the controversy surrounding Colin Kaepernick (1<sup>st</sup>), gun laws (2<sup>nd</sup>), and criminal cases (4<sup>th</sup> and 5<sup>th</sup>).

The assembly was shown two videos (totaling approximately 10 minutes), which covered the signers of the Constitution, the years the respective states ratified the Constitution, and what the Constitution means to several modern-day U.S. Citizens who were interviewed.

Students were given two quizzes which covered the Bill of Rights and American Government/Civics, and the first student to answer the most questions correctly in both the afternoon and evening presentations were awarded \$25 gift cards donated by the Law

Office of Latangie Williams, P.A. Following the presentations, students were given light refreshments consisting of cupcakes and beverages.

Overall, the Jones College 2016 Constitution Day observance was informative, interactive, and inclusive, with cooperation and participation from students and instructors across disciplines. Program attendees were provided with an opportunity to reflect upon the importance of the U.S. Constitution, one of the nation's most enduring legacies, while engaging in open dialogue on both its historical significance and continued relevance in modern America.

Professor, Latangie Williams



### **Success Tips for Seniors**

1. **Be flexible with your job search.**

Did you know only 54% of Americans work in an industry directly related to their college degree, according to a 2013 survey by Salary.Com. Broaden your net for job possibilities. Consider what are you really good at doing? What do you like to do? Then look for opportunities that make a good “fit” for your knowledge, skills and passion for doing tasks well.

2. **What are your talents?** Would you like

to take a test to discover your natural talents, skills and gifts? There is a great assessment test that you can take on-line, **StrengthsFinder 2.com.**

<http://www.strengthstest.com/>

The test helps to identify your talents and

can give you wonderful tips on careers that match well with your skills, knowledge, and talents. If you use the link above for the test, the cost is \$24.95. If you purchase a new edition of the StrengthsFinder book at Amazon.com, it is only \$13.94 and there is a PIN # in the back of the book that allows you to take the test on-line for free. You must purchase a new book to ensure the PIN# has not been used. Check it out as it will be well worth the investment.

3. **Find a Sponsor and a Mentor.** What is the difference? A sponsor will be your champion in front of others. They will speak with authority and respect about your abilities and what you can bring to the table to help a company. A mentor is the person you go to for advice, and that person will help you grow professionally, emotionally, and spiritually if needed. Do not select a relative, as that person may be subject to being biased and may not have the same objectivity to set you straight when it is needed.
4. **Be reliable / dependable,** It is a distinguishable trait that often separates one employee from another, assuming technical skills are the same. So make it a habit of arriving early, returning from breaks consistently on time, rarely being absent, always turning in reports, assignments or completing your tasks on time or early. Your manager / supervisor will quickly take notice, and you will find it opens the doors to many additional opportunities.
5. **Become a “Subject Matter Expert”.**  
Two approaches:
  - (a) Look for a subject or job skill that you

are already good at and learn more about it, look for ways to improve efficiencies, or how you can help others or other departments.

(b) Find a subject you are passionate about and volunteer to learn as much as you can to help improve that subject regardless of your experience level. Management will recognize your self-motivation and look for ways to maximize your growth and development.

Dean, Michael W. Lomax, MLD

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## FROM THE CHAIR



As a Business Student, pending graduate or just someone who wants to secure employment, you must consistently work on personal development and continue to undertake opportunities that will give you an edge over other job seekers. When you last heard from me, the focus was on joining Professional Organizations. This time around, I would like to share some tips provided by Marketing Instructor, Business Entrepreneur, Professor Felicia Wright, on “Branding Yourself”.

If you don’t tell it, who will? You are your best advertisement. If I were to ask you why should I consider you over other applicants, you must be able to answer without thinking. You must know what makes you “good” at what you do or want to do. This is not always an easy thing to establish but here are 10 tips to improving yourself and establishing your “personal” Brand.

1. Leverage your strengths.
2. Be positive.

3. Surround yourself with Positive and Successful People.
4. Have fun-smile and laugh often. This takes you out of negative space.
5. Relax. Take a break mentally and physically.
6. Have Confidence in yourself.
7. Create your own opportunities
8. It's about the journey, not the destination.
9. Mistakes will happen. Learn from them and move on.
10. Be open to CHANGE.

Practicing these tips will help you to present your strengths, improve your skills and establish who you are and Brand Yourself for success.

Professor, Patricia Pitts

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## Financial Aid News

Beginning with the 2017/2018 award year, the Free Application for Federal Student Aid (FAFSA) should be easier for all students to complete in a timely manner. In the past, each January, a new FAFSA was completed for the award year beginning in July. Many students could not complete the FAFSA with accurate information because they had not yet completed the prior year's 1040 with the IRS until the due date of April 15. To eliminate this hold-up on determining your eligibility, the FAFSA will now use prior-prior year income rather than prior year income. For example, when you completed your FAFSA in January of 2016 you used your income from the 2015 tax year. You could not complete your FAFSA in January if you had not yet filed. Many people wait until the April 15<sup>th</sup> deadline to file. For the upcoming 2017/2018 award year, you will again use the 2015 tax year

income for completion. The income you report on the new FAFSA will be the same income you reported on your last year's FAFSA.

Using prior-prior year tax information has several advantages. Since you filed your 2015 IRS 1040 by the deadline of April 15, 2016, you should have no problems now utilizing the IRS Data Retrieval Tool to import your tax information from the IRS to your FAFSA. You will not have to wait to file this year's tax return to complete the FAFSA in a timely manner. You already completed last year's tax return earlier this year. In addition, because it is using prior-prior year tax information, you do not have to wait until January for the FAFSA to be available. The 2017/2018 FAFSA (used from July 1, 2017 until June 30, 2018) became available at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) on October 1, 2016, three months earlier than normal.

Take advantage of the early 2017/2018 FAFSA and apply now!

Becky Davis, Director

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## Career Development

Prepare for the future.

Graduation time is rapidly approaching and Career Development is here to help with your transition into the working world. Career Development is committed to giving each student individual and personal attention to access his or her goals after graduation.

Listed are some suggestions that will assist you as you move forward:

- Utilize Career Development resources, such as mock interviews, resume and cover letter assessment, instructions on proper dress code for interviews, and business etiquette.

- Stay in contact with Career Services with updated information about work status, address, phone, or email changes, and career goals.
- Inform Career Services about upcoming interviews or application submissions.
- Complete Exit Interview/Student Survey and Attestation for your career files.
- Attend job fairs when notices are posted; **the next job fair is 12/7, 11-2 at the Prime Osbourne Center.**
- Participate in employment opportunities provided on campus.
- Take advantage of internship openings to gain experience and knowledge for your path to success.
- Use the job search engines available on the Jones College web page ([www.jones.edu](http://www.jones.edu)).
- Check the CD job board at least once a week, there is always something new and exciting posted.

The main objective is communication and creating relationships between CD, the students, and graduates. Let me know what company(s) you may want to come to campus, and I will set up a date and time. Most of you know me by now, but if you don't, feel free to come by my office to see me for your employment resources. Allison Adams, Director of Career Development [aladams@jones.edu](mailto:aladams@jones.edu)/904-743-1122 ext. 271

## J-Coach Mentoring and Internship Initiative

Jones College is vested in our student's academic and career success! J-Coach Mentors are here to assist students in academic and career endeavors. Feel free to email and schedule a 1-on-1 Coaching and Feedback session, whenever you might be experiencing academic challenge, need career direction, or a dose of motivation! Professor J. Beal, email: [jbeal@jones.edu](mailto:jbeal@jones.edu)

**Time Management Tip:** In practice, set aside 3-to-4 hours at the end of each week after completing weekly academic assignments to explore internship and career development opportunities. Visit [indeed.com](http://indeed.com), [yearup.org](http://yearup.org) and [careerbuilder.com](http://careerbuilder.com).

**Career Focus Tip:** Strategically align internship opportunity to the college program of study. By applying to internships that are related to college studies, students show that they are purpose-driven, and receive better responses from employers during career networking.

Students benefit greatly through Internship and Career Development Networking.

Review and apply to paid Internships that are aligned or closely related to the respective college program of study here:

<http://www.indeed.com/jobs?q=internship+paid&l=Jacksonville%2C+FL>

Check-out [www.yearup.org](http://www.yearup.org) for paid Internships! Year Up mainly selects college students for substantially all Internship opportunities! Think critically about the value an education provides to one's life and career.

**MAKE IT COUNT!!!**

