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MESSAGE
FROM THE DIRECTOR

Happy Mid-Term Future Teachers!
Can you believe we’re just about half way through fall?! The semester sure is flying by for me. I hope you are enjoying the semester, learning lots of new things and making new friends.

As you may know by now, the intersession and spring 2017 schedules are now available. This means registration for those sessions is coming soon! So, have you thought yet about which classes you need to take next? Have you met with your advisors? Are you on the right path to your graduation and career goals?

If you answered “no” to any of these questions you need to come to the Center for Careers in Teaching ASAP! Our advisors are prepared to help you plan for the next semester, but don’t wait too long to make an appointment. October is the busiest time of the fall semester, so our appointments fill up very quickly!

So just remember that the Center for Careers in Teaching is always available to assist you as you plan for the future. Please don’t hesitate to drop in for a quick question (walk-in advising on Monday’s), make an appointment with one of our amazing advisors, or attend one of our events.

We look forward to seeing you soon!

Aimee Nelson
Director, Center for Careers in Teaching
Education Week

This year we are celebrating the 3rd annual Education Week! Education Week is the week long networking event for individuals interested in Education. Education week typically occurs during the month of November. During this time events and workshops are created to address the needs of the students in education. There are opportunities to exchange ideas, engage in current research, panel chats, experience professional development, and participate in-depth group discussions of current issues in Education. During this time faculty, staff, departments, organizations, undergraduates, credential students, and alumni come together to celebrate the milestones and achievements made in Education.

Cal State Fullerton has been preparing future teachers since the campus opened in 1959. In 2004, the University established the College of Education to better serve students seeking teacher credentials and advanced education degrees. Since then, more than 3,000 master's degrees have been awarded. Since 2010, when the University began offering a doctorate in education, 94 doctorates have been awarded. The college offers six fully online master's degree programs, ranked No. 22 nationally by U.S. News & World Report among Best Online Graduate Programs in education. Education week has become a tradition here at CSUF and every year it has exceeded expectations. So make sure to check out all the Education Week activities occurring Nov. 15th-Nov. 17th, 2016.

What is happening this Year?

Nov. 15- Future Teacher Festival 11:00am-1:00pm on Titan Walk: This event is targeted to undergraduate students interested in teaching. During this time various education departments will promote their programs while giving students an opportunity to network with faculty, current students, and credential students.

Nov. 15- Education Week Boot camp- Preparing for Your First Teaching Position 5:00-9:00pm in the TSU: This event is targeted to current credential students and/or anyone looking for a teaching position. There will be resume and cover letter reviews, EdJoin workshops, school district representatives, workshops professional and personal development in the field of Education.

Nov. 15 - C-REAL Symposium 12:00-1:00pm in the TSU: Come out and join C-REAL during their research symposium. You will have the opportunity to gain in-depth knowledge of the issues occurring in Education and network with faculty.

Nov. 16 - EdD Showcase 6:30-8:30pm in the TSU: Celebrate Ed.D. graduates and current students, along with faculty, staff and community partners will be invited to enjoy the panel and celebrate the 10th anniversary of the Ed.D.

Nov. 17—Open House at the Centers 11:00am-1:00pm: Come check out the College Centers that serve all of your educational needs. Meet and mingle with staff, advisors, and students who focus on advancing your career in education. It’s a great time to help get connected and prepare for your future!
It seems that there is never enough time in the day. With school, work, family, friends, relationships, and preparing for your future it could feel as if there is not even enough time for you to take care of yourself. There is a saying that everyone has the same 24 hours. However, everyone’s day is not the same. Juggling multiple responsibilities isn’t an easy task and to compare one’s life to another’s is neither here nor there. What is important is the concern that you are having difficulty managing a schedule that seems impossible.

Time management is the process of organizing and planning how to divide your time between specific activities. Good time management is a tool that can help aid in preparing for your future. Being able to become organized and divide your time effectively and efficiently can aide in productivity, success, less stress, and feeling balanced. There are 24 hours in day, now is the time to figure out what to do with it. Here are some tips to aid in the steps to managing your time efficiently. Every tip may not work for you individually, but it is up you to decide how to use these tools to fit your individual needs.

**Tips to Managing your Time**

**Tip # 1**
Be realistic – understanding yourself and limitations. You can’t do everything in one day, so figure out what is possible without burning yourself out quickly

**Tip # 2**
Prioritize – there are some task that can wait until tomorrow. Figure out what tasks are important create a list showing deadlines and from there organize what must get done today compared to tomorrow.

**Tip # 3**
Arrange some time for yourself – self-care is important to being productive. Take an hour out of your day to relax and breathe. Do anything that you enjoy, just don’t skimp on this time for yourself.

**Tip # 4**
Write your task down – Utilize a planner, your calendar on your phone, smart apps (ex. any.dot), or even sticky notes. Just make sure you write it down. If it’s not written then is not real. By not completing this simple task of taking time to write down assignments we allow ourselves to fall behind.

**Tip # 5**
Take ownership – Every choice we make is a choice that dictates our futures. Time management is essential to every part of our lives. Everyone has a choice, and that includes how we choose to spend our time.

*There is 24 hours in day, so how will you start to manage yours?*
Research the Job and Company
Taking the time to research both the company and the job you are interviewing for will help you prepare for a job interview. You will also be able to find out whether the company and the company culture are a good fit for you. Here’s how to research the company so you’re well informed ahead of time.

Clean Up Your Social Media
More than 90% of employers reject candidates because of something they found on their social platforms. You should be aware everything you upload can affect your future. Also set up your privacy settings that allow you to accept or decline friends post. Sometimes it is our friends that could give the wrong impression, especially if they tag you in a compromising picture. Don’t let everything be openly posted to your social media, control what is seen.

Review Common Interview Questions and Prepare Responses.
Prepare your responses to expected interview questions. Your goal is composing detailed yet concise responses, focusing on specific examples and accomplishments. Create questions you believe may be asked and start practicing, if you need help you can always Google common interview questions and create a list. Do not memorize your responses but so develop talking points.

Dress for Success.
Plan out a wardrobe that fits the organization and its culture, striving for the most professional appearance you can accomplish. Remember that it’s always better to be overdressed than under. Keep accessories and jewelry to a minimum. Try not to smoke or eat right before the interview and if possible, brush your teeth or use mouthwash.

Remember Body Language, Avoiding Bad Habits.
Poor body language can be a distraction and a reason not to hire. Effective forms of body language include smiling, eye contact, active listening, nodding, and posture. Disadvantageous forms of body language include slouching, fidgeting, playing with your pen, chewing gum, or even mumbling.

Sell Yourself Throughout and then Close the Deal.
The most qualified applicant is not always the one who is hired. If you are capable of giving the best responses to interview questions and showcase your ability to fit with the job, department, and organization you become competitive. Some liken the job interview to a sales call. You are the salesperson and the product you are selling to the employer is your ability to fill the organization’s needs, solve its problems, and propel its success.
The Center for Careers in Teaching has been busy building our test prep library. We received a large quantity of new CSET and CBEST prep books to assist our future teachers and ensure their success. Studying is hard and finding a place that offers the materials you need can seem impossible. But the CCT is here to help.

How our checkout system works is simple. All students have to do is come out to the Center to check out a book. Tell the person at the front desk what book you need and input your contact information for us to verify who checked out the material. We offer a two week checkout period for all materials. Once you receive the prep book you’re interested in you won’t have to return the item until two weeks later. After your two weeks are up, you bring the book back and can begin checking out another one.

CCT recognizes the difficulty of paying for study material in order to better prepare for the CBEST/CSET. The Center for Careers in Teaching is striving to make this process easier for students. If you are interested in checking out a book, come to the CCT so that we can assist you. It’s the perfect time to get a head start on your future. Hope to see you in our office soon!!!