



The College of Agriculture and Life Sciences

Monday Morning Newsletter

“We think outside the barn!”

Undergraduate Research Opportunities Consortium

Please help us to identify talented students!



We are looking for students who:

- are motivated to succeed
- are interested in graduate study
- are juniors or seniors
- have a GPA of 3.0 or above
- are underrepresented in their fields of study or low income or first generation

For more information, including a brief referral form, visit:
http://www.grad.arizona.edu/diversity/research_opportunities

Students will want to know that they may:

- earn \$3000-4000 in ten weeks
- earn 6 units of upper division research credit (free tuition!)
- work on a research project that interests them
- build a relationship with a faculty mentor
- gain a head start on graduate school admission
- make new friends from across the nation & Mexico

UROC!

Questions? Call 626-0095 or visit the web site listed above.

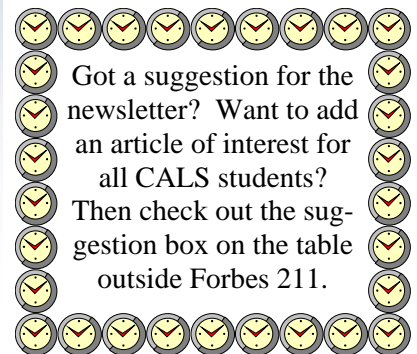
Office of Academic Programs
 Forbes 201 & 211
 (520) 621-3616

Important Dates and Deadlines.

> **Jan 25:** Last day to add classes for credit using a Change of Schedule Form

> **Jan 26:** Last day to receive a REFUND for a complete withdrawal or any drop in units; tuition payment plan auto-enrollment for students with unpaid tuition. \$125 fee
 Registration from zero units requires written statement, Registrar, Instructor and Dean's approval

See our calendar on page 5 for more dates



Got a suggestion for the newsletter? Want to add an article of interest for all CALS students? Then check out the suggestion box on the table outside Forbes 211.

AISP Presents a Reading by Laguna Writer Leslie Marmon Silko

The American Indian Studies Program announces the first lecture in the 2010 Spring Vine Deloria, Jr. Distinguished Indigenous Scholars Series. Internationally renowned Laguna writer Leslie Marmon Silko will speak on Wednesday, January 27, 2010 in Modern Languages 350 at 7 p.m. The lecture is free and open to the public.

This is the first lecture in the spring Vine Deloria, Jr. Distinguished Scholars Series. Other speakers include Robert Coulter, Director of the American Indian Law Resource Center; Dr. Jennifer Nez Denetdale, Navajo professor and historian and Evon Peters, Tribal Leader and Activist. The lectures are free and open to everyone. A reception follows each event.



Presented by
Altria Sales and Distribution
Students in Free Enterprise and The Terry J. Lundgren
Center For Retailing

The GO PRO 2010 Business Etiquette Certificate

A series of four workshops that will prepare you to kick off your internship and career search and is an impressive addition to enhance your resume and market your professional skills and qualifications

First Workshop: Business Etiquette

*Wednesday, February 10, 2010 at 6:00 pm in
McClelland Park, Room 103*

Learn important tips for finding the job that fits you best and how to dress for success. Includes pre-recruiting information, interacting with recruiters, and proper follow up protocol.

Second Workshop: Interview Etiquette

*Wednesday, February 24, 2010 at 6:00 pm in
McClelland Park, Room 103*

Discover creative ways to leave a lasting impression during the interviewing process. Acquire different interview styles including the Behavioral-Based "SCAR" Method. Mock interviews will be conducted using real life examples.

Third Workshop: Global Business Etiquette and Feedback

*Wednesday, March 10, 2010 at 6:00 pm in McClelland
Park, Room 103*

Don't be caught off guard on your first international business trip. Learn more about business etiquette and customs around the world. A Feedback seminar will also be included to become familiar with the different types of feedback used in business settings and how to receive feedback and make positive improvements.

Fourth Workshop: Dining Etiquette

*Wednesday, March 24, 2010 at 6:00 pm in McClelland
Park*

Showcase table manners that demonstrate your professionalism and attention to detail when dining with prospective employers and business associates. Enjoy a four course meal included in the etiquette series registration fee.

Career Expo: Wednesday, February 17, 2010

Please mark your calendars as all GO PRO Business Etiquette Certificate recipients must check in at the Altria Sales & Distribution booth during Career Expo. This is a great opportunity to meet the Recruiting Team from Altria Sales & Distribution.

Register at

www.terrylundgrencenter.org/gopro

Early Registration Discount: \$25 registration prior to January 1, 2010

Registration fee includes all four workshops and Business Etiquette Certificate upon series completion

After January 1, 2010 registration fee will be \$30
Individual Workshop Sessions can also be purchased for \$10 per session

Checks should be made to the "University of Arizona"
payable at the first GoPro workshop

Go Professional with

The GO PRO 2010 Business Etiquette Certificate



Melinda Burke

Melinda Burke
Director
PETSMART Professor of Practice
Terry J. Lundgren Center for Retailing
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<http://terrylundgrencenter.org>

Club Corner

Prevet club

Tuesdays at 6:00 pm in Marley 230. For more club information contact: dhmu-noz@email.arizona.edu

Any other club news? Email me at evm@email.arizona.edu

General Business Minor: Spain 2010

Join the General Business Minor in Spain!

Come learn the basics of business, be exposed to the unique culture and economy of Spain, and earn nine units of University of Arizona general business minor credit:

BNAD 301: Global and Financial Economics and Strategies

BNAD 302: Human Side of organizations

BNAD 303: Application of Marketing Concepts and Tools in Business and Society

The program runs July 10-August 7, 2009 (Summer Session II), in which we will spend time studying in Madrid, Seville and Barcelona. Each week will feature company tours, visits with local business people, and cultural immersion activities.

Spain is ranked 62 out of 183 economies for ease of doing business (World Bank, 2010) and has the 5 th largest population in the European Union with an economy known for its service industries. Today's global economy necessitates an understanding of business practices beyond the boundaries of the United States and we'd be honored to have you join this unique minor program.

This program is an exciting partnership between the Eller College of Management and CEA, a leading study abroad provider.

If you are interested, or want more information, take these next steps:

Register for an information session (below) You have two dates available

Wednesday, January 20th at 5:00pm in McClelland Hall Room 208

Thursday, January 21st at 5:00pm in McClelland 204 Hall Room 118

Contact Arizona.GoWithCEA.com to meet your CEA trip advisor and get the details!

We hope you will join us for this unique program in which you'll complete your upper division minor courses and be exposed to business in Spain.

Details

Locations: Madrid, Seville & Barcelona

Application & Deposit Deadline: 04/01/2010
08/07/2010

Program Dates: 07/10/2010 -

Credits: 9 University of Arizona Eller direct credits Price: \$8,810

Eligibility: 18 years or older; Minimum 2.5 cumulative GPA Open to all language levels

Declared Eller General Business Minor

Approved by Eller College of Management

ment

To learn more, please contact [Pam Perry](mailto:pperry@eller.arizona.edu) at pperry@eller.arizona.edu

Think Tank

Don't forget, if you need tutoring help or writing help, go to the Nugent bldg and the Think Tank for help with your classes.

ACADEMIC PROGRAMS WALK-IN HOURS FOR THE WEEK

Office of Academic Programs Advising located in Forbes 211

Hours of Operation 8:00am-5:00pm Monday-Friday

Appointment Number: (520) 621-3616

General academic advising questions can be answered in this office. The two advisors in this office are Amy Rogers and Nancy Rodriguez. Students can schedule half hour appointments; stop by for a walk-in; contact us via email at rogers@ag.arizona.edu or nancyr@ag.arizona.edu or by phone at (520) 621-3616. For a complete listing of the major advisors visit the OAP website at:

http://cals.arizona.edu/academicprograms/advisors_by_major

Walk-in Hours for the week of Jan. 25 (for quick questions - 10 minutes or less):

Amy Rogers—CALS Forbes 211: Monday 1:00-2:00pm * Friday 10:00-11:00am **AND** FSHD & RCSD McPark 203 : Wednesday 3:00-4:00pm * Thursday 10:30-11:30am

Nancy Rodriguez— Wednesday 11:00am-12:00pm * Friday 11:00am-12:00pm

For that First Time Interview!



See the interview from the “other side”:

7 Interviewer Interview Questions for First-Timers

By Lyndsay Swinton, (<http://www.mfrou.com>)

Do you find interviews intimidating? (As an interviewer, I mean). Most managers find their first few interviews scarier than being interviewed themselves. Here are seven interviewer interview questions to beat first time interviewer nerves and help find the right person for the job.

Interview Question 1 – “Tell me about your current role...”

Your opening question must be easy to ask and easy to answer. This helps both you and the candidate relax and build rapport before getting into more meaty questions.

Interview Question 2 – “What interests you about the position you’ve applied for?”

By now, you should be more relaxed with the balancing act of demonstrating listening, taking notes and watching the clock. This is another easy question, but will flush out how much research the interviewee has done about the job, your department or company, and their motivation for wanting the job. Keen candidates will have done their homework!

Interview Question 3 – “Managing your own workload is critical in this job. Can you give me an example of when you had to manage your workload to meet conflicting deadlines?”

Managing workloads might not be the number one competency you’re looking for, but you get the idea. Ask the candidate to give a specific example when they’ve demonstrated the competency you’re looking for. A real life example is much more useful to you than asking how they would deal with a hypothetical situation. Aim to ask about two to four different competencies, as the role requires and time allows.

Interview Question 4 – “Take your time to think through your answer, and please ask me to repeat or explain more fully anything you don’t understand.”

Yes I know this is not a question, but it’s a great phrase to use to get the best out of your candidate. Making the interview less of an ordeal for the candidate makes it less of an ordeal for you, and gives you a get-out if interview madness has set in – the common condition of forgetting what you’ve said to whom!

Interview Question 5 – “That’s a great example – to help me understand more fully, could you clarify what your role was in this example?”

Some candidates might forget to talk about what they did specifically, and say “we did this” or “the team did that”. This is no use to you as an interviewer, as you can’t figure out how big or small the person’s role was in achieving the result. Asking a clarifying question can clear up this confusion and sort out shy, team players from bragging, inflated egotists.

Interview Question 6 – “What are your career plans, and how does this job fit in?”

If you’re going to the trouble and expense of hiring someone, you want them to stick around for a reasonable amount of time before they move on to pastures new. Beware of snap decisions based solely on the answer to this question as you may be unwittingly discriminating against, for example, women planning to have a family. Use this question more as a test of how much thought the candidate has put into their future, and attitude to lifelong learning.

Interview Question 7 – “Do you have any questions for me?”

As an interview is a two way process, it’s only fair to allow the interviewee a chance to turn the tables and ask a question or two of their own. Although the temptation at this point is to relax into your usual chatty style, stay on your best behavior. Good candidates may have the pick of jobs, so it’s up to you to sell the job and make it their first choice. Beat interviewer nerves and use these 7 top interviewer interview questions to find the right person for the job. First time.

January 2010

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13 Classes begin First day to file GRO	14 Begin late payment charge of \$50	15	16
17	18 Martin Luther King Holiday	19 Last day to use WebReg for adds or changing sections or changing to or from pass/fail	20 Change of schedule form with instructor approval required to add or change classes; WebReg only for dropping a class	21 Begin \$25 course late drop fee	22	23
24	25 Last day to add classes for credit using a Change of Schedule Form	26 Last day to receive a REFUND for a complete with- drawal or any drop in units; tuition payment plan auto- enrollment for stu- dents with unpaid tuition. \$125 fee Registration from zero units requires written statement, Registrar, Instructor and Dean's approval	27 Open Enroll- ment for Student Health Insurance & Campus Care Sup- plement Spring coverage ends	28	29	30
31						

February 2010

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3 CENSUS DATE: last day to increase units with- out \$250 late fee	4 Begin \$250 late fee to add units	5	6
7	8	9 Last day to use WebReg to drop without a grade on transcript (W); Last day to file GRO	10 to March 9 change of schedule with instructor's permission to drop with a W or E	11	12	13