UNIVERSITY

Important university dates
Each semester, the University has important dates regarding course schedule changes. These are based on the week of the semester (i.e., Orientation week is Week 0, the first week of classes is Week 1, etc.). Below is a list of these important dates (Add and Drop refer to adding and dropping a course):
- Last day to Add: Friday, Week 1
- Last day to Late Add: Wednesday, Week 2
- Last day to Drop with a refund: Wednesday, Week 2
- Last day to Drop with no record: Friday, Week 3
- Last day to Drop (Withdraw) with a W grade: Friday, Week 8

NEWS FLASH

Meet Dr. Jean Kampe, new department chair for Engineering Fundamentals

Hello, and welcome to Michigan Tech Engineering! This is my first semester as a member of Michigan Tech’s faculty and this is my first administrative position. So, just like you, I am going through some major transitions in my life. My last ten years were spent at Virginia Tech in their first-year engineering department, and I enjoyed working with new students as an instructor and as an academic advisor. I was there long enough to be considered one of the senior faculty in the department, and that was nice because all kinds of people came to me for help. Now it’s my turn to ask for help so that I know where to go, whom to see, and what to ask for to get what I need to be successful here. Even though I need help, I know that I am still in control of my situation as long as I ask for that help.

In the days since I’ve made this big change, a quote I read a while ago comes to mind: “A ship in harbor is safe, but that’s not what ships were built for.” You and I are on a journey now, and I am anxious to see what lies ahead as we explore all the opportunities that Michigan Tech holds for us. There are wondrous things out there, and to create our future we need only to set our sights on the horizon, open our sails to the wind, and ask our companion Huskies for their help.

ADVISING

Academic advising
During Fall semester, all Academic Advisors meet with first-year students to go over the requirements for the department, scheduling, and degree options. These meetings will take place between Week 6 and Week 8. More information regarding these meetings will be in the next newsletter.

CAREER

Looking ahead: prepare to get a job
It’s not too early to start preparing for a summer job; plan ahead for the MTU Career Day. Prepare a resume and polish interview skills (see details on the web at www.career.mtu.edu):
- Resume Writing: Fisher 135, September 10, 6pm
- Interview Skills: Fisher 135, September 17, 6pm
- Co-op & Internship Benefits: Fisher 135, September 23, 6pm
- Career Day: SDC, October 7, 9am – 4pm
Watch for more details on career professionalism in future newsletters.

ACADEMIC

Writing professional e-mails
Professional e-mails (those going to a professor or to a prospective employer) are different from personal e-mails or text messages in several ways.
- Include a descriptive and detailed subject line for the e-mail. See the following examples:
  - Poor: Question
  - Better: ENG1101 Homework
  - Best: ENG1101 Homework due 8/5/2008, Problem 3.5
- Address the person you are e-mailing (Hello --,).
- Use full sentences.
- Use capitals and punctuation.
- Do not shorten words (i.e., use “you” instead of “u”).
- Spell check the e-mail.
- Sign the e-mail.
  - Thank you,
  - Your Name
  - Your Contact Information
Here are some tips for e-mailing questions to a professor or an academic advisor.
1. Explain who you are and what you need help with. Include any important background information.
2. List your questions in a numbered list rather than paragraph format. It is easy to lose questions in a paragraph.
3. Sign your full name, course, day and time of course, or your full name and major.

EDITOR: Amy Monte

- Phone: 906.487.3057
- Office: 112C Dillman
- e-mail: engadvisor@mtu.edu
- Web: www.geneng.mtu.edu/newsletter.html