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## TRIO PROGRAMS AT A GLANCE

**Educational Opportunity Centers:** Trained educational counselors assist low-income adults and prospective first generation college students make career choices, assess college-readiness, assist with financial aid and college admissions applications. Counselors also offer a wide variety of workshops covering such topics as college life skills, college readiness, financial aid, career exploration, study skills, loan rehabilitation, time management, and many others.

**Educational Talent Search** projects are intended to encourage low-income and prospective first-generation college students to consider college opportunities while they are in secondary school and to assist them in completing applications.

**Ronald E. McNair Post-Baccalaureate Achievement Program** is named for an astronaut killed in the 1986 space-shuttle explosion. The program is intended to encourage low-income, first generation, and minority undergraduates to consider careers in college teaching and to prepare them for doctoral study. The students are provided with research opportunities and faculty mentors.

**Classic Upward Bound** is designed to prepare low-income and prospective first-generation college students for higher education by providing them with instruction in literature, composition, mathematics, and science on college campuses after school, on Saturdays, and during the summer.

**Upward Bound Math-Science Program** is an intense six-week educational experience for high school sophomores and juniors who are from disadvantaged backgrounds, and who are interested in pursuing higher education and career planning in areas related to math, science, and/or computer science.

**Student Support Services** projects are intended to increase college graduation rates of low-income, first generation, and disabled college students by providing them with tutoring, counseling, and remedial instruction.

## LETTER FROM THE DIRECTOR

by David M. Megquier, Director MEOC

Congratulations on achieving your goal of getting into college. That celebration has come and gone, and by now you have probably forgotten what it took to get you where you are! BridgeWorks is a publication of the Maine Educational Opportunity Center (MEOC) designed for all MEOC clients who have successfully enrolled in a college. During 1995-96, 522 MEOC clients successfully made this transition. When you decided to explore your educational opportunities, you started building a bridge—an educational gateway to your future. This bridge will help connect you to your life after you graduate. Bridge construction began when you enrolled as an MEOC client. Your bridge won't be completed until you have finished your program of study and are using the skills, knowledge, and experiences you are learning to help make a better life.

When you started building your bridge, you faced many challenges, including: researching different schools, completing prerequisite coursework, filling out financial aid and scholarship applications, and completing admissions applications. Other challenges included dealing with "real life" while trying to go to school; for example, many of you are also working full time, raising a family, finding

childcare, and learning to study. You have made meeting your educational goals a priority in your life. Your hard work and sacrifice paid off in the form of a letter of acceptance from the college or university of your choice.

If this description reflects your situation, your counselor would like to hear from you and help you finish what you started, or catch up on what you have completed. Our information regarding your enrollment may be in error—you may have already graduated or discontinued your program for one reason or another. Please keep us updated on your enrollment status, so we continue to offer you appropriate services. You can write to us at Maine Educational Opportunity Center, 5713 Chadbourne Hall, Room 314, Orono, ME 04469-5713, or call us toll-free, at 1-800-281-3703.

Now that you're building your bridge, we want to give you some tips to keep you headed in the right direction. Reading the articles in BridgeWorks will help you do that. MEOC is more than a college access program. Our goal is to assist the people we serve to earn college degrees. We can still help you with problems or questions. Remember, you are building a bridge to a life full of opportunities, and you can call us anytime for help.

The Maine Educational Opportunity Center (MEOC) is one of 78 EOC's located throughout the United States and Puerto Rico. Operating in the State of Maine since December 1991, the MEOC will serve approximately 2,800 individuals in their educational and career-planning endeavors during 1997.

Educational Opportunity Centers are funded through the U.S. Department of Education. The grant award for 1997-98 is \$472,228. The Department of Education is also the funding source for Upward Bound, Student Support Services, Talent Search and McNair Scholars Programs. These TRIO programs all target low-income, first-generation college youth and adults.

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## BRIDGE BUILDING: MANAGING YOUR TIME AND STUDY NEEDS

Part of building your educational bridge is re-structuring the way you manage time. To be successful at the job of being a student, it would be wise to prepare a schedule of activities for each day of the week. This will allow you to get the most effective use of each 24 hour period, while providing some structure for you. A time management schedule is like a budget: it only works if you stick to it! Every time management schedule is different. You know yourself and what works for you better than anyone. As you set up your schedule, remember what has worked for you in other areas of time management. Here are some suggestions to help you get started:

**Set up a schedule of non-school activities.** Determine which hours during the day you know you cannot study. List the times definitely closed in red and those flexible in pencil. Some activities to consider:

- ◆ Time to get ready in the morning
- ◆ Time to eat, to work, and/or exercise
- ◆ Time to travel to work, school, or child care
- ◆ Time to grocery shop and prepare meals
- ◆ Family time, including children's activities and family outings
- ◆ Time to sleep, rest, and relax

**Set up a schedule of school activities.** Once you've scheduled times for your life outside of school, you can add the times you need to devote to school. Some of these times can't be flexible, i.e., class time; other times you can adjust as necessary. Some activities to consider:

- ◆ Time you spend in class
- ◆ Time you need to study for each class (The rule of thumb is 2-3 hours per hour of class; some will need more, some less)

Remember to keep your own body rhythms and family time needs in mind when you plan your schedule of school activities. Do you study best in the early morning or late at night? Are there times when your children are not available—i.e., in school—that you can study, so you can spend time with them later? Plan your time so it works for you and those close to you.

**Write out study goals the night before class.** Keep a general schedule and add specific details as they evolve. As you grow more familiar with your schedule, jot down regular work you know you will need to accomplish each day. Break up large assignments into smaller tasks of no more than one hour each.

**Make a separate schedule for long terms projects.** You may want to buy a large monthly calendar and place it on a wall where you usually study. Use it to mark the due dates of term papers, projects, lab reports, tests, and finals. This will help you keep a long term focus and plan out your time accordingly.

**Enjoy your weekends!** If you keep up with your study schedule during the week, your weekends should generally be a time for family, home, and relaxation. You also can budget 3-4 hours of time to catch up, read ahead, or work on long projects.

We suggest that you try the same schedule for five or six weeks before you consider revising it. The purpose of time management schedules are to make your life easier—less stressful, not more. Managing your time successfully is an essential part of going to college. It is also an essential piece of the bridge you're building that will connect you to your new life.

(Adapted from UMaine's New Student Programs. MEOC Revised 9/97rer)

## BRIDGE BUILDING: CREATING YOUR RESUME

by Rebecca Robinson, MEOC Project Associate



A resume is a one or two page document that summarizes your education, your work experience, and your special accomplishments. When a job is advertised, the company or person offering the job often asks people interested in applying to mail them a resume. This is so the employer can look at all the resumes they receive and then pick the people they want to interview for the job.

If you're nearing the end of your program of study, it's a good time to start working on your resume. Even if you have one or more years still to go before you graduate, you should start thinking about things to put on your resume. It's never too early to start building your future! Here are some of the basic parts of a resume, and some suggestions about how you can adapt them to show off your special talents:

**Contact Information.** "Contact Information" includes things like your name, address, phone number, and E-Mail account information. Every resume should have this information on it, so an employer can contact you easily. If you can receive mail or phone calls at work, be sure to put down contact information for those places.

**Objective.** Some resumes have this category, and some don't. An "objective" states where you want to go in your job search. For example, an objective might be, "To obtain a position in social services, working with expectant mothers and young children."

**Education.** This is the section where you list where and when you went to school, and what kind of degree or certificate you earned. An example of a listing in the education section might be: "Associate's Degree in Office and Information Systems, May 1998. Washington County Technical College, Calais, ME."

**Honors.** This is a category for listing any special recognition you may have received, such as scholarships or school honors. If you've made the Dean's List or been invited to join an honor society, this is the place to show it off!

**Experience.** "Experience" is the section where you can describe the places you've worked or gained experience that can help you look for a new job. You don't have to list all the jobs you've ever had in this section, just the ones about

which your employer would be interested. Be sure to describe what you did in this section AND what skills you learned, i.e., leadership, responsibility, dependability. Don't forget your work-study jobs, especially if they are related to the field you are trying to enter.

**Additional Accomplishments.** This is the section where you get to list other information about yourself you think might interest an employer. Do you have special hobbies? Did you work and go to school full time? Do you speak a foreign language? Are you a volunteer? Have you won any community awards? This is the category to list special information like that.

There are many other categories that you can put on your resume. A few might be "Computer Skills," "Background Summary," or "Military Experience." Your resume should be something of which you're proud. It should show off your accomplishments, and let an employer know they'd be lucky to have you on their payroll.

## CONGRATULATIONS!

The staff of the Maine Educational Opportunity Center (MEOC) wishes all former MEOC clients now enrolled in postsecondary programs of study the very best as they pursue their education. For those students who will be graduating soon, MEOC has a special request: please send us a copy of your graduation announcement. Knowing the specific date of your graduation will help us maintain statistics vital for continuing MEOC services. It will also help us celebrate your accomplishments with you!

And remember, just because you're no longer a MEOC client, that doesn't mean that you can't call your MEOC counselor for help. If you are completing an Associates degree (2 year program) and have decided to progress to a Bachelors degree (4 year program), you may be eligible to continue services. Call your counselor and make them aware of your new goal. Please don't hesitate to contact us if you have questions or problems that you think MEOC can help answer. Call 1-800-281-3703.

### MEOC wants your success stories!

We want your story to appear in our publication. If you have overcome unusual circumstances please send your story to Karen Keim, MEOC/UME, 316 Chadbourne Hall, Orono, ME, 04469-5713. Include a photo and your written permission for use in MEOC publications. Photos and stories will not be returned. Your story could be the one that inspires someone else to move their lives forward. If you have any questions call Karen at 1-800-281-3703.