Assignment 1: Academic and Career Planning (Due 5:00 p.m., 10/07/2015)

**Part 1 — Google Calendar**
To succeed at UAF, students must know what assignments are due and when tests are to be taken. This way, you have time to study or work on projects. For this assignment, you will construct a Google Calendar to help keep you organized.

1. Open your @alaska.edu Google email account (everyone should have one if you are enrolled in classes).
2. Click on the weird looking grid button to the right.
3. Click on the calendar icon. This will take you to Google Calendar.

This is a very useful tool that everyone should get to know. You can create events for anything, share it with whoever you like, and see calendars others have shared with you. Perhaps you need to show your boss your class schedule, or what your work hours are. This all can be easily done with Google Calendar. To keep from forgetting tasks, you can set up reminders for assignments and events (as many as you like) which will be emailed to you.

Please follow the steps below:

1. Gather the syllabus from each of your classes (you should have received one on the first meeting or it should be available on Blackboard or Google Drive.)
2. Check to see if your course meeting times are already entered in your calendar (UAF shares the course calendar with you automatically). Also, if you are taking courses with a lab, the meeting time for the lab might not show up automatically. If it is not, enter this too.
3. If your course meeting times are not entered into your calendar, enter them now!
4. Next, look for any exams that you have to take this semester. These exams with their dates should be on the syllabus. Enter in these dates and times into your calendar. Note, that your final exams will likely not be scheduled during your regular class time.
5. Next, look for due dates of any major essays or projects. For example, if you are taking ENGL 111, you will have a final paper due sometime at the end of the semester. Enter the dates for every assignment or project due in your courses.
6. Finally, if there are any special events associated with your course (i.e., field trips, etc.), enter these too.

After following these steps, you should have on your calendar: course meeting times (or none if it is a distance delivery course, perhaps), exams and their dates, major projects, essays, etc., and other events related to your course.

To get credit for this part of the assignment, share it with the Student Success Curriculum instructor.
Part 2 — Get an advisor
For this part of this assignment, you will need to get an advisor (maybe you already have one, it’s that simple). If you have declared a major, communicate with your department to be assigned an advisor, or ask an appropriate professor. If you have not declared a major, visit the Academic Advising Center located in 510 Gruening Building and request one. Advisors are very important as they are guides to help you navigate your program and help you customize it to fit your life and ambitions. Want to study abroad? They will help you schedule the best time for it and make sure you can get credits you need.

To get credit for this component, forward an email correspondence with your advisor to the Student Success Curriculum instructor.
**Part 3: Scavenger Hunt**

There are many services that UAF offers that often go unnoticed on this campus. Did you know that you can get free coffee or hot cocoa at the ASUAF office? Were you aware that there are free spin classes offered through the Student Recreation Center? For this assignment, discover and experience **TEN** different services (and/or facilities) that are offered on the UAF campus that are not directly related to your degree program. Once you have checked off ten items, answer the following questions:

A. What services would you like to see at UAF that are not available?
B. Who would you talk to in order to propose these services?

**Location List:** To successfully complete the scavenger hunt, choose 10 of the following locations and either (a) answer the associated question or (b) take a picture of yourself next to the subject of the question. To get credit, provide the answers to the questions, pictures of the locations, or a combination of the two approaches. Send them, as a group, to the Student Success Curriculum instructor.

1. UAF Math and Stat Lab
   - What is the title of the map outside the Math and Stat Lab?
2. ASUAF Office
   - Who is the ASUAF mascot?
3. UAF Map Office
   - What prominent object sits on top of the roof of the building that houses the UAF Map Office?
4. URSA Office
   - What sculpture hangs from the ceiling of the URSA Office?
5. Great Hall
   - What organization has a quilt displayed in the Great Hall?
6. Murie Building
   - What is the name of the stained glass mural that spans from the first to the second flood in the Murie Building?
7. UAF Testing Services
   - What is the maximum student occupancy in UAF Testing Services?
8. Rasmuson Library
   - What floor and location in the Rasmuson Library has the raven sculpture?
9. Office of the Bursar
   - In addition to getting your Polar Express card, what else can you do at the UAF Office of the Bursar?
10. Financial Aid Office
    - What color are the pens on the reception desk in the Financial Aid Office?
11. Rural Student Services (RSS)
    - What object is hanging from the ceiling in the Gathering Room at RSS?
12. UAF Writing Center
    - What stuffed animal lives in the UAF Writing Center?
13. Academic Advising Center
    - Who were the first Outstanding Advisors displayed in the Academic Advising Center?
14. Reichardt Building (artwork)
   • What type of wood was used to construct the curved and straight benches on the second floor of the Reichardt Building?

15. Health and Counseling Center
   • What color is the doorbell in the reception area of the Health and Counseling Center?

16. Student Recreation Center (SRC)
   • How many treadmills are at the SRC and where are they located?

17. Patty Center
   • What animal is stuffed and standing in the middle of the main entrance area of the Patty Center?

18. City Bus Stop
   • What number is the Wood Center Bus Stop and which color of bus would you take to Fred Meyer West?

19. O’Neill Building
   • List two species of fish that are currently in the aquarium in the main hallway in the O’Neill Building.

20. The Nook
    • What animal is displayed on the wall in The Nook in addition to the polar bears?
Part 4 — Budget Planning (optional).
Next to organization, planning your finances is the second-most important thing a successful student can do. In this optional part of assignment 1, you will make a Google spreadsheet and estimate the amount of money you will need for each year of school. Please follow the steps below:

1. Open your @alaska.edu email account. Like you did before, click on the weird grid button to the right of the screen.
2. Click on the “Drive” button.
3. If you have used Google Drive before, good for you! If not, that’s okay. It’s set up very similarly to a file system on a PC or Mac. It is essentially the same, except that it all lives in a computer far away and automatically saves everything for you (yay!). Also, very importantly, you can share things directly from Google drive, and those who are allowed access can do so at exactly the same time you’re accessing it. In other words, if you’re working with someone to develop a spreadsheet (say, data from a Biology lab) your lab mate can access the spreadsheet and work on it at the same time you are. Nifty!
4. Create a new spreadsheet and name it something useful, like “My college budget” or something.
5. It might also be a good idea to start organizing your Drive by creating folders. This spreadsheet, for example, might go into a folder called “Planning for College”. The way you do this is up to you.

The next steps here will vary, of course, depending on each individual’s needs and income. Some degrees are more expensive than others, while everyone will likely have different ways they are paying for school. Please follow the steps below:

1. Record your expenses. Go to “uaonline.alaska.edu” and sign in using your UAF credentials.
2. Click on “Student Information” >> “Student Account”. Listed here, should be everything you paid for this semester.
3. In your spreadsheet, record the name of each item as a column.
4. Next, label the next column “fall 2015” and record the dollar amount next to each item you listed before.
5. In the last row of the items column, type “sum”.
6. Next, in the cell directly under the dollar amounts, type exactly: “=SUM”, click the formula that should pop up automatically, then select all of the dollar amounts you recorded. The number that appears is, simply, the sum of all of your expenses for this semester.

You should now have an itemized list of what UAF charged you to go to school this semester. Next, we will make a list of the money that was used to pay for this amount.

1. Return to “uaonline.alaska.edu”. You should have, by now, found a way to pay for this semester (if not, talk to the business office immediately).
2. In your spreadsheet, make a new column called “Income”.


3. In your itemized list, record each item that was used to pay for school. Make sure to distinguish between subsidized loans and unsubsidized loans if you took out loans for this semester. Also, if you have scholarships or grants, make sure to list each grant or scholarship separately.

4. Next, record the dollar amount for each item in the “Income” column.

5. Next, calculate the sum of the “income” column. You can input the formula again, or you can simply grab the small square of the cell with your mouse, and drag it over to the next cell. This will copy the formula and apply it to the cell below the “income” column.

You should now have three columns: an itemized list of expenses and incomes, a list of expenses, and a list of incomes. You should also have the total of each column. Both of these numbers should add up to 0 (income minus expenses), but they might not. If you still owe money, the business office surely would have let you know. If the total of the “income” column is more than the “expenses” column this could simply mean that your loans or scholarships covered more than what is listed on UAOnline. These things could be for books, living expenses, etc.

1. Next, add your living expenses, cost of books, or any other expenses to your “expenses” column. Be sure to estimate these expenses PER SEMESTER. If you’re paying rent every month, for example, calculate what a semester of rent will cost.

2. Do the same for your income. If you’re working, estimate what you will make this semester and add this to your “income” column.

To get credit for this part of the assignment, share your Google spreadsheet with your Success Curriculum Instructor.