Welcome

On behalf of Florida Institute of Technology, welcome to the Florida Tech’s Online University. We applaud your efforts to continue your education.

We hope you find this newsletter valuable to you. It contains information you’ll need to know about the term calendar, financial aid, and other areas for your successful pursuit of your degree.

If you have suggestions about additional information this newsletter should contain, send this information to Stevie Pursell who is our student newsletter editor at spursell@fit.edu.

Bridging the Distance: Interlibrary Loan and Document Delivery at Florida Tech

Do any of these scenarios seem familiar?
• You would like an article that is not available in the library collection (either online or in print).
• You have found an article in a journal that is only available in the library print or microform collection.
• You have located a book in the Evans Library’s print collection that would be a great source for your upcoming paper.

Is it possible to request these items? Yes!

Florida Tech’s Evans Library provides Interlibrary Loan and Document Delivery services to all current online Florida Tech students, faculty and staff.

From the Library website, click on Interlibrary Loans listed on the left side of the page. On the Interlibrary Loan and Document Delivery page, you will find lots of information regarding this excellent service including Frequently Asked Questions and a section dedicated to Distance Learners.

To begin, you will be asked to register in ILLiad, our Web-based interlibrary loan and document delivery management system. After initial registration, you will be prompted to enter only your TRACKS username and password for subsequent requests. Interlibrary Loans are requests for articles, conference papers and book chapters which are not available in the Evans Library collections.

Document Delivery is available for print articles, books, government documents or other material in our physical collection that is not available to you online.

Regardless of whether you need to use Interlibrary Loan or Document Delivery, you will place your requests via ILLiad.

Non-circulating materials will not be sent. Fulfilling these requests takes time, so start your research early in your term! Most requests for articles are filled within a few days, but sometimes it can take up to 10 working days. Requests for Evans Library books can take longer depending on requestor’s location.

If you are interested in books not owned by Evans Library, please consult your nearest local library. To learn which libraries near you have a particular book, check WorldCat, the global catalog of library collections.

“If you don’t have time to do it right, when will you have time to do it over?”
—John Wooden
Career Management Services

The Importance of Key Words in Online Job Applications

Nearly every company today, especially large companies, use online applicant tracking software systems to manage their job applications and review résumés. These systems look for keywords on the résumés to select the top candidates and those are the résumés that will eventually end up in front of a hiring manager. Including the top keywords in your résumé is an important step in your job search success.

What are keywords?
Keywords can be terms that are common to a particular industry, job responsibilities, educational requirements, specific technical skills, strengths and soft skills such as communication and management skills that are sought for a certain position.

How do I know what keywords to include?
Research job descriptions and look at the “required or preferred qualifications” for the position. Make sure that you use the same words when describing your skills and experience.

How can I use keywords in my résumé?
Consider a skills section that lists your key skills and qualifications, include the keywords in a professional summary statement, and match the keywords used in the requirements of the job ad when describing your job responsibilities from past jobs.

Résumé Keyword Do’s and Don’ts
- DO target your résumé for each position and change the keywords accordingly
- DON’T copy and paste a job description or requirements list from a job ad into your résumé
- DON’T list any keywords that you can’t back up! Never be dishonest on your résumé!

Working with Career Management Services

Online students must register with Career Management Services on Experience to search for jobs posted for Florida Tech students and graduates and to receive individualized services such as résumé reviews. Go to www.fit.experience.com and use the password token “panther” to get registered. To request an individual appointment with a career adviser, email your request to career@fit.edu from your Florida Tech email address. We will not consider requests for services from generic email addresses.

There are also many other services offered on our website including CareerShift, which is an online set of integrated applications proven to help job seekers successfully find employment and Optimal Resume which provides virtual résumé and interviewing assistance. All services require registration with your Florida Tech email address.

For more information and further services available online, go to http://www.fit.edu/career/online/index.php.

Positive Job Outlook

The National Association of Colleges & Employers (NACE) reports that hiring is up 10.2 percent, according to the results of their recent Job Outlook 2012 Spring Update. The top five majors being sought by employers include engineering, business, accounting, computer sciences and economics.

According to NACE, the top five skills employers look for in new college hires, in addition to their academic majors, include those listed to the right.

When drafting your résumé and preparing for interviews, remember to keep these skills in mind and find ways to include them on your résumé and in the answers to your interview questions.

Operation Gratitude

On Feb. 15, Brian Ehrlich, director of online program administration, and Andrea Morley, VA representative, presented Electronic Records Possibilities at the CCME (Council of College and Military Educators) 2012 annual symposium. Below is a description of the presentation:

Technology frequently paves the way to new tools. Using these tools effectively determines if the new ideas make life better for the people involved. When Florida Tech examined the manual processes that are involved in trying to keep paper files, it’s hard not to think there has to be a better way. Florida Tech is now using the tools within our secure shared database and Xtender document system to create electronic files for each military and veteran student. This system has eliminated paper waste, misplaced documents and has produced perfect audits. It also allows staff to access forms at the same time from different locations. It has moved from being an idea to being a proven solution.

Also during CCME, the duo packed care packages to send to deployed service members as part of the 2012 CCME Cares project. In total, 1,000 bags were packed and a monetary donation of approximately $14,000 was given to Operation Gratitude, www.operationgratitude.com.

“It was an honor to be a part of this project,” said Morley. “Thank you for all that you do.”

1. Ability to verbally communicate with persons inside and outside the organization
2. Ability to make decisions and solve problems
3. Ability to obtain and process information
4. Ability to plan, organize and prioritize work
5. Ability to analyze quantitative data
Financial Aid Corner

It’s Time to Complete the FAFSA

It’s that time of year again. Please complete the 2012–13 FAFSA using the 2011 tax data retrieval option to fill in your 2011 tax information, if possible, at www.fafsa.ed.gov. All student financial aid applicants are encouraged to use the “IRS data retrieval process when completing the Free Application for Federal Student Aid (FAFSA) for the 2012–2013 award year.

It is best to file taxes as early as possible and use the IRS data retrieval function. If the FAFSA is completed before taxes are filed, the applicant can go back after taxes are filed, and, through the FAFSA corrections process, retrieve the IRS data.

The FAFSA application will ask for details about the tax filer to determine if the IRS data retrieval process will be accessible. IRS data retrieval is easy—just select that option as you complete your FAFSA.

If any of the following tax filing scenarios apply to the student and/or parents, in the case of dependent students, the IRS data retrieval option will not be available for use:

- Tax filing status of “married filing separately.”
- Tax filing status of “head of household” (married tax filers only).
- Amended tax return filed.
- Foreign tax return filed.
- Tax return filed recently (paper tax filers).

After your application has been processed, you will receive an email instructing you to log in to PAWS to review your financial aid package. Please check your student email account frequently for important financial aid and academic updates. To access your Florida Tech student email account, visit: http://my.fit.edu.

Your login ID and password will be the same as your PAWS account: www.fit.edu/paws

Attention University Alliance Online Students.

Please follow these instructions: If you would like to use your financial aid to pay for your books, you must complete the appropriate authorization at http://authaid.fit.edu, even if you think you already have authorized financial aid to pay for your books. The Web application at http://authaid.fit.edu is the only method financial aid recognizes for these authorizations.

Financial Aid
Phone: (321) 674-8070
Email: finaid@fit.edu

Florida Tech to Hold Two Commencement Ceremonies May 5

The Charles and Ruth Clemente Center is the site of Florida Institute of Technology’s two spring commencement ceremonies on May 5. The undergraduate ceremony for those earning associate and bachelor’s degrees will be at 9:30 a.m.; the ceremony for graduate degrees—master’s and doctoral—will be at 2 p.m. This is first time in recent memory that spring commencement has been divided this way.

The increasing number of graduates is the reason; 1,035 with their friends and families present are expected to receive diplomas this day. The numbers in 2011 were growing too large to accommodate everyone comfortably in one ceremony.

“The time has come to do this for the comfort and convenience of the graduates, their families and friends,” said Registrar Charlotte Young.

At the ceremony, four bachelor’s degree graduates will receive the Faculty Honors Award for maintaining high grade point averages—two are from Brevard County. They are Megan Cronin, a dual major in pre-professional biology and molecular biology, from Indialantic, and Jacqueline Griffin, a business administration major, from Cape Canaveral. The other two are Matthew McCord, a pre-professional biology major; and Daniel Siasi, a computer engineering major.

This May, about 481 undergraduate students and about 554 graduate students will be eligible to walk across the stage to receive their Florida Tech degrees. These include students earning degrees through the Melbourne campus in May; students who completed degree requirements this spring through the university’s Extended Studies Division, which has 10 sites throughout the United States and a virtual campus; and students earning degrees through online programs.
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Florida Institute of Technology
150 W. University Blvd.
Melbourne, FL 32901-6975
www.fit.edu
Editor and Publisher: Stevie Pursell
Contact email: spursell@fit.edu

Important Dates

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FYI Policy For Students

Policy Regarding Math and Communication Required Courses
The term after completing the diagnostic assessment as part of ASC 1006 Mastering e-learning (typically this would be the student’s second term), depending on the results of the diagnostic assessment, students must register for either a math course
- MTH 0003 Basic Algebra
  (3 credit hours but credits may not be applied to any Florida Tech degree)
- MTH 0111 Intermediate Algebra
  (3 credit hours but credits may not be applied to any Florida Tech degree)
- MTH 1701 College Algebra
  (3 credit hours)
or a communication course
- COM 0110 Basic Writing Skills
  (3 credit hours but credits may not be applied to any Florida Tech degree)
- COM 1101 Composition and Rhetoric (3 credit hours)
The following term, the student should register for whichever one (MTH or COM) was not yet taken. Both sequences of courses should be finished by the end of the first year.
Students who have applicable transfer credits in the MTH and COM area should complete whatever requirements are missing by the end of the first year.

Did you know online students can receive a housing allowance?
- BAH or Housing Allowance
  The Housing allowance is now payable to students enrolled solely in distance learning. The housing allowance is ½ the national average BAH for an E-5 with dependents (the rate would be $684 for 2012).
  The amount of $684 is only for those who are considered at the 100% level. If they are at another percentage level, the VA will pay the appropriate percentage.
  Example: If the student is at the 80% level, they would receive $547.20, 70% $478.80 and so on.
  A student must be enrolled full-time in order to receive the housing allowance. Unfortunately graduate students who are taking one three-credit class every eight weeks do not benefit from this change.