Memo

To: Faculty

From: Kala Mathis, Director of Education

Date: 7/17/2012

Re: iGrad Rollout

Faculty-

Please read and review this memo with your students on the first day of class.
Feel free to make copies of the article to pass out once you have reviewed it with
your students.

It's here! iGrad is available through the student portal. We ask that you take a
few minutes at the start of your classes to discuss iGrad.

MMTC is happy to announce that students have a new online resource to help you become successful. By logging into your school portal you now have access to an online site called iGrad. The site will help you with all-things student related.

iGrad connects you and your friends with the expert knowledge, tools, and resources to master your financial future! It's free and available to you today. Login to your student portal and check out these cool, new features:

iGrad Profile – Create and fill out your profile to personalize your iGrad experience with unique content just for you.

Financial Aid Headquarters – Unlock an arsenal of calculators, games, and resources designed to help you manage your student loans and master your future finances

Job Genius – Supercharge your job search with iGrad's Resume Optimizer and gain access to thousands of the latest job listings for your degree

iGrad TV – Just click play to get answers to all of your financial aid, money management, and job search questions

Townhall – ask the iGrad community any question for straight-talk answers from students who have been in your shoes

Personal Finance Course – increase your IQ on everything from banking to budgeting to building credit while tackling brief, interactive courses

iGrad Intel – Hack your college experience and career search with daily tips from personal finance, student loans, and career experts..

How Your College Study Skills Help You in the Real World

By Savannah Slaughter Published May 06, 2010 | 831 Views

It's a safe bet to say that most people would rather forget the years they spent in the college library, cramming information down their throats along with Red Bull. However, you just may find that some of the *good* **study skills** and abilities you are learning through long nights and many pizzas are transferable to your career.

Time Management

This skill should be Numero Uno on your list of "**effective student skills to develop.**" Employers love workers who are efficient, punctual, organized and prepared for the different things that may arise during their day.

Developing **effective time management** is a challenge, although simple measures can be taken to help you refine your time management capabilities. For example:
Use a planner
Break down and divide your tasks based on their importance
Use your planner to schedule appointments/classes/assignments that have set dates-this helps you to see where your 'free time' is so you can use it
Color coding is a great organizational skill that will help with your time management by enabling you to prioritize better

These different methods can be changed and adapted to the workplace, allowing you to effectively and productively accomplish your assignments in a work setting. Time management also gives you the added benefits of less stress and the possibility of more time to play!

Memorization and Analysis

These two skills coupled together make for one fantastic student and future employee. Memorization helps in the classroom setting by allowing you to easily recall information for tests and assignments. Analysis helps you to understand and glean important information from texts (papers, books, lessons) and process that information into useable facts. (Learn more about reading comprehension for college students – this skill is invaluable from grade school on up!)

In the workplace, these are great skills to have. Imagine always remembering a client's first and last name; this really leaves an impression. Being able to memorize material and tips for work will help you become more useful and a valuable asset to the company.

Adding analysis to your memorization skills will help you take the information that you learn and break it down into accessible parts. It is important for any company to have employees that can make sense of vast amounts of information and turn that into ideas and plans for the future.

Here are some methods I would suggest using to hone these skills:

Flash cards
Mnemonic devices
Word games

Reading for content-highlighting/writing commentary/questions of the material

Group Work and Attitude

During our years in school this often seems the most tedious of assignments, being forced to work with other students can make for some volatile experiences. However, the ability to work well in a group and have a positive attitude are two **marketable skills** for almost any vocation.
Set yourself up for success in group work by taking charge of the project at hand. Organize your group's needs, assignments, and abilities into an effective working organism. The ability to take charge in a group setting without being tyrannical shows employers that you are organized, capable and unafraid of a challenge.

It is also a great skill to know when to allow someone else (your boss for example) lead and organize the group. Knowing when, where and how to take charge of a group setting gives you added value in the eyes of an employer as someone who can be trusted.

Take charge
Asses what must be done
Develop people skills
Check up and assist those in the group who are falling behind or are not pulling their weight

These skills, seen to some as only useful in a classroom or college setting, can actually be the deciding factor in a **future job, pay raise, or new assignment in a current job**. Simple steps and smart choices open doors and extend your potential. Happy studying!