The semester has started and suddenly deadlines for writing assignments start to pile up. There’s no need to worry; our writing consultants in the Achievement and Learning Center have some tips to help your student stay organized.

1. **Create a timetable.** Students should start with the due date for the final draft and work their way backward, setting a goal for completing a first draft at least one week in advance (earlier if the paper is longer than 10 pages).

2. **Read the assignment carefully.** Students can use highlighters to mark up key phrases in the instructions, paying particular attention to the verbs used, such as “analyze,” “summarize” or “reflect on.” These will tell them what to do throughout their text.

3. **Be prepared to write at least two different drafts.** Students need feedback on their writing, not just to make sure they spell correctly and have grammatically correct sentences, but to make sure that their writing is clear and well structured.

4. **Get feedback.** This is the number one thing all effective writers do all the time: they ask for feedback on their writing. Having a second pair of eyes evaluate their argument, their organization of ideas and the overall structure of their paper can make a big difference.

5. **Start seeing themselves as a writer.** Often, students feel that they need to get the writing assignment done and over with. We get it. But we encourage students to see every single opportunity of writing as a chance to develop their critical voice and to shape their analytical skills. Whatever career they choose, students will write a lot, be it emails, memos, reports, articles, etc. Any writing they do now is a good exercise to become a more efficient communicator.

Starting March 1, the Achievement and Learning Center will schedule virtual writing appointments via chat and/or video. Our goal is to bring our services to the students, wherever they are.

*Isabell May, assistant director for writing services*
Making the Best of Spring Break

There is no doubt that Spring Break (March 16-22) is a long-awaited time for college students nationwide. Students plan all semester for a break from classes, however, when spring break arrives, some students do not plan wisely. As parents and family members, it is important to encourage your student to take advantage of this time away from school to work on themselves and their plans for the future.

The University of Baltimore’s Career and Professional Development Center encourages students to spend their spring break focusing on career preparation and exploration. Lakeisha Matthews, the Center’s director, says parents should encourage their students to do the following:

- Register and complete a profile in UBworks (look for the icon at www.ubalt.edu/myub), our online network for jobs and internships.
- Set up an appointment at the Career Center for a career or personality assessment. This can help determine future career options.
- Meet with a career coach to review the assessment and refine your resume.

Spring Break is also a great time to better yourself and your community. Encourage your student to study abroad, join the Baltimore Collegetown LeaderShape program or volunteer with an organization like Habitat for Humanity. These service-learning experiences will help your student develop a network and become a better member of society. For more information about volunteer and leadership opportunities, visit www.ubalt.edu/csi.

Travel Talk: Studying Abroad

Have you talked with your student about the possibility of studying abroad? Living and learning abroad can be a life-changing experience, and it can lead to both personal and professional global connections. In addition to UB-sponsored opportunities, there are hundreds of programs nationwide that fit varying budgets, destinations, timeframes and areas of study. Financial aid can be used for study abroad courses that are approved for academic credit toward your student’s UB degree requirements.

Encourage them to explore this option by scheduling an advising appointment with Wendy Burgess, director of the Office of International Services, at 410.837.4756 or wburgess@ubalt.edu.