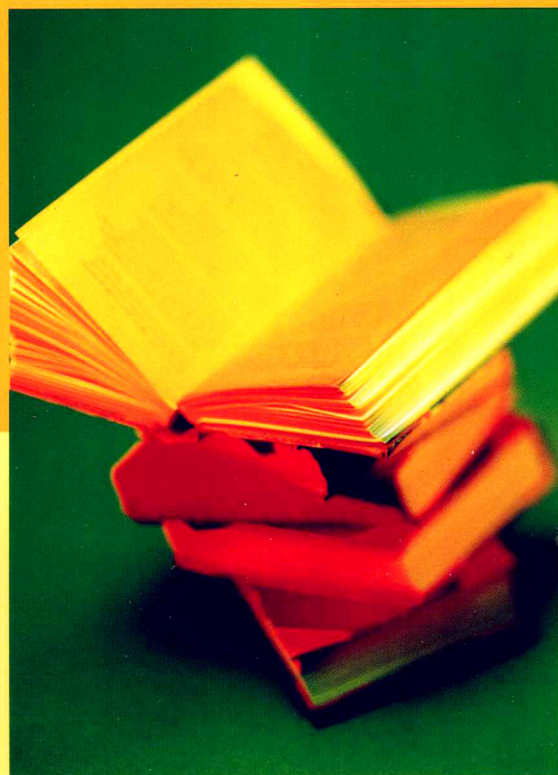


GETTING **THE** COLLEGE EDGE

MONA J CASADY



Getting the College Edge

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Preface

Orienting yourself to college is much like new employees' orientation to their company. Being hired by a company, new employees have a competitive edge if they know the procedures, services, and benefits as well as management's expectations of employees. Being admitted to college, new students have an edge in excelling if they know the academic procedures, services provided, campus resources, benefits of higher education, and professors' expectations of students.

What are the most critical needs of students entering college in order to succeed not only in the first year but beyond to graduation?

Over 30 years of college teaching experience combined with input from professors and peer leaders were the impetus for the creation of *Getting the College Edge*. In response to the needs of busy students and teachers who desire a practical approach, three dimensions have been packaged into one—a textbook, a workbook, and a reference manual. The topics covered in each chapter are considered to be the most important *to help students adjust to college and maximize their potential in all courses*. Written with a diverse student population in mind, the book includes information and topics applicable to all students regardless of age or experience.



Getting the College Edge is a unique student success text in that it emphasizes school to work skills while at the same time giving strong coverage of academic skills like note taking and time management. The chapters in this book focus on practical strategies to help students—both traditional and non-traditional—progress from college to career, through the discussion of topics such as working in groups, making presentations, conducting meetings, and listening.


How does *Getting the College Edge* improve student retention rates?

Getting the College Edge has been used successfully at Southwest Missouri State University for the past six years with over 18,000 students. Retention studies exist for the course success rate, showing a significant increase in retention for all student categories tracked. Information on these retention studies may be found on the web site at college.hmco.com/instructors.


This final version of *Getting the College Edge* is based on conscientious input from 26 teachers and 51 peer leaders at Southwest Missouri State University. Comments, criticisms, and suggestions from these diligent professionals have been invaluable in developing this textbook.

How can a textbook actually teach students to “get a competitive edge”?

Each chapter opens with a set of **objectives** , laying the foundation for the upcoming lesson. **Journal entries**  ask students to pause and reflect on the new information they have read and to think about how they will apply the suggested strategies to their course work and their lives. Functional reference materials (including charts, forms, guides, and sample letters) appear in the text. These can be used throughout college and beyond.

Exercises labeled with a **communication icon**  use specific language directing students to develop their skills in communicating with others. Implementing strategies from *Getting the College Edge* will help students feel more comfortable when speaking and writing to their professors, peers, co-workers, and employers. These exercises reinforce the book's emphasis on effective communication, enabling students to practice the skills from Chapter 9, Communicating Effectively.

A **Case Study** at the end of each chapter provides students with a chance to analyze information and answer questions based on the lessons learned in the chapter. Students will be asked to display their critical thinking skills and practice communicating in group discussions using these realistic situations.

A **computer icon**  indicates items from the text that can be accessed on the *Getting the College Edge* web site at college.hmco.com/students or exercises that should be completed using a computer. At the end of each chapter students are encouraged to take **self-tests** on the web site to review the information and assess their level of understanding. These applications will help students become familiar with using technology.

A Modular Approach to Teaching First-Year-Experience Courses

The materials in *Getting the College Edge* are also available in a modular format. By selecting only the chapter you want from a database of the 17 chapters of *Getting the College Edge*, you can create a customized version of the text geared specifically toward the individual needs of your students. You can even select the sequence in which you wish the chapters to be presented. To find out more about the modules, contact your local Houghton Mifflin Sales Representative or College Survival Consultant, or you may access the modules online at college.hmco.com/instructors.

College Survival Consulting Services

College Survival is the leading source of expertise, support services, and materials for student success courses. We are committed to promoting and supporting effective success courses within the higher education community.

For more than fifteen years, Houghton Mifflin's College Survival consultants have provided consultation and training for the design, implementation, and presentation of student success and first-year courses. Our team of consultants have a wide variety of experience in teaching and administering the first-year course. They can provide help in establishing or improving your student success program. We offer assistance in course design, instructor training, teaching strategies, and much more. Contact us today at 1-800-528-8323, or visit us on the web at college.hmco.com.

Ancillaries

Instructor's Resource Manual

The Instructor's Resource Manual that accompanies *Getting the College Edge* will guide professors through integrating the textbook with supplemental aids and campus resources to provide a strong first-year experience for the students in your program. Various strategies are offered to target different learning styles with discussion guides for the chapter content and case study, in-class activities, chapter exams, and transparency masters.

HM Class Prep CD-ROM

A Houghton Mifflin Class Prep CD-ROM provides instructors with electronic support to accompany the Instructor's Resource Manual. Available for both Windows™ and Macintosh® platforms, this CD-ROM provides sample syllabi, chapter exams, answer keys, PowerPoint® slides, and transparency masters—all of which can be easily customized to suit the needs of your course. Key information about the resources and services of College Survival as well as a sample clip from the College Survival Guide Video are included. Contact your local Houghton Mifflin Sales Representative or your College Survival Consultant to request a copy.

The College Survival Student Planner

This week-at-a-glance academic planner is available in a specially priced package with this text. Produced in partnership with Premier, a Franklin Covey Company, The College Survival Student Planner assists students in managing their time both on and off campus. The planner includes a "Survival Kit" of helpful success tips from Houghton Mifflin Company College Survival textbooks.

Myers-Briggs Type Indicator® (MBTI®) Instrument*

This is the most widely used personality inventory in history—shrink wrapped with *Getting the College Edge* for a discounted price at qualified schools. The standard form M self-scorable instrument contains 93 items that determine preferences on four scales: Extraversion-Introversion, Sensing-Intuition, Thinking-Feeling, and Judging-Perceiving.

Retention Management System™ College Student Inventory

The Noel Levitz College Student Inventory instrument is available in a specially priced package with this text. This early-alert, early-intervention program identifies students with tendencies that contribute to dropping out of school. Students can participate in an integrated, campus-wide program. Advisors are sent three interpretative reports: The Student's Report, The

**MBTI and Myers-Briggs Type Indicator are registered trademarks of Consulting Psychologists Press, Inc.*

Advisor/Counselor Report, and The College Summary and Planning Report. For more information, contact your College Survival Consultant at 1-800-528-8323 or your local Houghton Mifflin Sales Representative.

"College Survival Guide" and "Roundtable Discussions" Videotapes

The "College Survival Guide" video provides first hand advice and tips from real college students who discuss transitioning to the world of higher education and becoming successful by utilizing different study skill strategies. The two Roundtable Discussions videos, "Study Strategies" and "Life Skills," feature five college students who discuss and seek solutions to the problems they face in college and in life. Call Faculty Services at 1-800-733-1717, visit the College Survival web site, or contact your Houghton Mifflin Sales Representative for more information. A teaching unit for the videotapes is also available on the College Survival web site.

Getting the College Edge Web Site

The *Getting the College Edge* web site provides students and teachers with additional resources to accompany the main text. The student site provides self-tests for end-of-chapter review—perfect for studying before an in-class exam. The site also includes additional exercises, links to other relevant web sites, and electronic versions of items printed in the textbook. Students and professors can also access our online discussion groups. Log on at college.hmco.com.

PowerPoint Slides

PowerPoint slides to accompany each of the chapters in the text are available for classroom use via the *Getting the College Edge* web site at college.hmco.com/instructors and they are available on the HM Class Prep CD-ROM.

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Best wishes are extended to teachers, peer leaders, and students of freshman success courses. Much commendation goes to the marvelous people on campuses who are kind and helpful to each other. Together we are *making a difference* in the lives of our first-year students, which radiates throughout our campus communities.

Mona J Casady

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