I. SUCCESSFUL COMMUNICATION
The Importance of Communicating Effectively

- It is important to communicate appropriately while in the program and even after you graduate.
- Benefits include:
  - Expanding your network
  - Access to job and other opportunities
  - Acquiring mentors/advocates
How to Best Reach out

- TIP - Assume everyone has a busy schedule
  - Only reach out when necessary
  - Do not ask for information that you can find out on your own e.g. on our website
  - Refer to advertised office hours and drop-in times
  - Send an email before visiting so the person can decide when – and if – they want to respond
Email Etiquette

- Use only Columbia email for school communications
- Do not use foreign characters
- Use appropriate titles when addressing an email
- Set up a signature that is accurate, clean and polished
- Check your Columbia email during breaks as well
Samples of Salutations:

- Dear Dr. Turkowitz (not Dr. Alysa Turkowitz)
- Dear Professor Davis (not Professor Richard)
- Dear Ms. Forger (not Mrs. Forger, not Jill)
- Dear Mr. Smith

Sample of a signature:

Han (Julie) Tang
Columbia University, MA Statistics
Class of 2017
www.linkedin.julietang
Email Etiquette (continued)

- Write a thoughtful subject line
- Keep emails short and to-the-point
- Be considerate when making requests
  - Offer options for timing. For example: When are you available? What are good times or days for you?
- Avoid emoticons in professional e-mails
- Do not send the same request to more than one staff member at a time
Samples of Subject Lines

- **Appropriate:**
  - Request for a meeting on Feb. 15
  - Re: Meeting on February 15
  - Thank you for our meeting on Feb. 15

- **Inappropriate:**
  - URGENT
  - (no subject line)
Columbia Email Policy

- Link to [Columbia Email Policy](#).
- Check CU email frequently– You are responsible to know the information.
- Check CU email (or forward) even during breaks and summer.
- Don’t miss out on key dates and events, job opportunities and more....
- An example
Voicemail

- Install voicemail on your phone and check it regularly.

- An administrator, professor or potential employer may contact you via phone and you need to be reachable.

- Don’t miss out on a job!
Importance of Name Use for Job Search:

- If you are using an alternate name, be sure to include it in parentheses in all documents.
- An employer may call your professor or other references and use a name the referee may not be familiar with. Be sure to either use just one name or make everyone aware of both your names.
We also need to hear from you…

- From time-to-time, the department sends out surveys
- Please respond to us

Why does this benefit you?
- Your feedback helps us to make effective planning for your overall student experience
- You provide us with data on career placement information
II. Career & Other Workshops
Registering for Events

- What is an RSVP?

- Appropriate RSVP protocol:
  - If you signed up for an event, show up.
  - If you cannot attend, let the organizer know.
How to Make a Positive Impression at Workshops

AVOID:
- Arriving late and/or leaving early.
- Texting or emailing during the workshop.
- Sitting in the back.
- Chatting with your neighbor.

ALWAYS:
- Ask thoughtful questions.
- Show you are paying attention.
Attend Networking Events

- Go to events where you may meet employers and alums.

- Make sure you know how to reach out to people at social and other networking events. Attend our Career Workshops (and the ones at the Career Center for Education)
III. Successful Engagement with Faculty, Alumni & Administrators
Faculty Advisers: Supporting your academic success

- Make an appointment at least a week in advance.
- Make sure to meet **before** you finalize your course schedule.
- Receive academic guidance – especially on course selection after Semester 1.
- For more information see [our website](#).
Time Line

- Meet or connect via email with your Adviser to review your course selections the week before classes start.
- Be aware of dates and deadlines so you can adjust your courses accordingly.
Interpersonal Skills:
In-Person Meetings

When you meet with your adviser or a potential employer here are some tips to ensure you have a successful interaction:

- Maintain good personal space.
  - Avoid standing too close to another, especially in an office visit.
  - Remain on the opposite side of the desk unless asked to come closer.
In-Person Meetings, continued...

- State your name clearly.
- Give a firm handshake (more for employers)
- Have a confirmed appointment or come during drop-in hours.
- State your purpose clearly.
- Thank the person before you leave.
- Come alone. Do not bring a friend unless the appointment was pre-arranged as a group meeting.
Make a Good Impression

- Ten minutes early is better than five minutes late.
- Running late? Call or email. State clearly why you are late.
- First impressions endure
Additional ways to make a Positive First Impression:

- Wear well-fitting, professional attire especially when you attend a Career Fair
- Respect personal space
- No chomping
- No body odor
- No perfume
- No noisy jewelry
- No chewing gum
- No smoking
- No alcohol
Always lead with Honorable and Ethical Behavior

- Review [Academic Violations list](https://gsas.columbia.edu/violations-behavioral-or-academic-conduct-0)

- “Graduate students are expected to exhibit the high level of personal and academic integrity and honesty required of all members of an academic community as they engage in scholarly discourse and research”.
IV. Helpful Resources for You

- MA Weekly Newsletter
- Student Representatives & 2nd Year Student Mentors
- Columbia Statistics Club
- MA Program Website – Check out the Student Life page for great information as you settle in!
- The Writing Center
- ALP and Chazen
- Programming Resources
- Career Templates –
  - MA Statistics Website Career Information
  - CCE Website Career Information
What's New?

NEW EVENTS:

From Professor Gelman’s Workshop last week.
LOOK OUT FOR NEW SPRING WORKSHOPS: CAREERS, ACADEMICS AND MORE...
All invitations and RSVPs will be noted in the MA Weekly Newsletter.

ABOUT THE M.A. PROGRAMS
The Statistics Department offers a flexible on campus M.A. program designed for students preparing for professional positions or for doctoral programs in statistics and other quantitative fields, as well as a renowned Hybrid M.A. program in a partially online format.

CURRENT STUDENTS
The Department of Statistics has many resources available to support student success in the MA Programs. Read more to find information that will help students navigate through the MA programs from arrival to graduation.

CAREER MANAGEMENT
Career development and management is a continuous, lifelong process which goes on beyond graduation from Columbia University. Our goal is to provide you with skills that will help you track exciting career opportunities through networking and other tools and then land jobs.

ALUMNI PROFILES
Graduates of the M.A. programs work in many different fields: insurance, banking, healthcare, media and academia, among others. Read some profiles to know where our alum have landed.
STUDENT AND FACULTY VIDEOS

STUDENT VIDEOS
Watch interviews of current students and alumni about their experience in the MA Statistics program at Columbia.

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FACULTY VIDEOS
Watch interviews of faculty about their courses in the MA Statistics Program at Columbia.
The Writing Center

- Explore the FREE support of Columbia’s Writing Center at:
  https://www.college.columbia.edu/core/uwp/writing-center
ALP and Chazen
Language Support

http://sps.columbia.edu/alp
Programming Resources – Get a head start.

Student Resources

Resources for R Programming

If you are looking to sharpen your programming skills we have listed below a number of resources that you might find helpful. Please be aware we do not monitor the quality of these resources, but we do hope that some of the information may be helpful to students.

- The R project for Statistical Computing: R-project website
- An introduction to R® (pdf): The official R manual, provided by its creators.
- Resources to help you learn and use R®: Compiled by UCLA’s Technology Services
- The R Language Definition® (pdf): A detailed guide to the technical terms of the R language. Useful to have when learning R from any source.
- R Programming Workbook®: A comprehensive source of information on R from introduction to more advanced topics.
- Penn 4-Week Summer R Course®: A guided, 4-week tour of R.
- The R-Inferr® (pdf): A guide to and description of trouble spots, oddities, traps and glitches in R that may be a good resource once you’ve grown comfortable writing your first programs.
- An R and S-PLUS companion to Applied Regression®: By John Fox and Sanford Weisberg. Website includes code, data, and other resources used in the book.
- Bret Larget’s R Help®
Career Templates – Get a head start...

http://www.careereducation.columbia.edu/resources/basics
Webinars - Get a head start...

- Probability Bootcamp
- Career Day – Save the Date!
Next Steps: Your Checklist

- Make sure to read all emails closely this summer. (Housing, Health Insurance)

- Create your Columbia email and start using it as well. Make sure to check it regularly (DAILY) especially when you arrive.

- Get a head start on your New Student Checklist:
  - [https://gsas.columbia.edu/degree-programs/admissions/new-student-checklist](https://gsas.columbia.edu/degree-programs/admissions/new-student-checklist)
Next Steps: Your Checklist

- Read through the MA Programs Website closely before arriving.
- Get a head start on programming and career preparation through resources we have shared.
- Schedule an appointment with Dr. Shrivastava once you’ve watched the required webinars, created your resume and cover letter template and arrived on campus.
- If you have any questions, you may reach out to the MA Student Representatives, Your 2nd Year Student Mentors or the MA Staff.
We Look Forward to Meeting you!  
– MA Staff

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