Happy December! The fall semester is drawing to a close and final exams begin in just a few short days. Soon you will be packing up your gear and leaving Aggieland for a month of well-deserved time off. Make the most of the break by spending quality time with your friends and family, giving back to your community through volunteer efforts, and paying forward any good will that comes your way. The Regents’ Scholars staff wishes you the best of luck with finals. Please be safe in your journeys and have a wonderful holiday season.

Thanks and Gig ‘em!

-The Regents’ Scholars Program staff
AggiExternships

Retrieved and adapted from the Texas A&M Career Center website: careercenter.tamu.edu

Externships provide an opportunity for freshmen through graduate students to visit a company in their field of study for a day. These are opportunities for students to learn more about their fields in a low-stress environment. Students may explore specific careers, make professional connections, and gather first-hand experience from professionals.

Benefits:
- See firsthand about day-to-day work activities from professionals in your chosen field
- Visit as many as four companies
- Meet and network with professionals
- Observe a company’s culture and operations
- Explore your interest and work expectations within a company
- Learn about new technologies and products
- Discover a company’s hiring process and what the company looks for when selecting new employees
- Investigate career paths for people with your major

Dates:
January 12, 13, 14, & 15, 2016

Requirements:
- Students must be pursuing an undergraduate or graduate degree in a major that the Employer wants to host.
- You should live within close proximity to or be willing to travel on your own to Austin, Bryan/College Station, Dallas, Ft. Worth, Houston, San Antonio, or Tyler.
- You are encouraged to attend an AggiExternship Information Session
- Students are responsible for all of their own expenses including travel, meals, accommodations, etc.
- Students sign-up for a specific company on a first come, first served basis until the maximum number of Students for that Company is reached.
- Students can often visit an AggiExternship Host Company each day.
- If you fail to show-up at a Host Company that you have committed to:
  - you can be blocked from the Career Center services
  - your Department Head will be notified
  - you must write a letter of apology to the Host Company Representative

Additional Information:
careercenter.tamu.edu/guides/externship

Contact Advisor:
Megan Stoltzfus
Career Coordinator
cc_aggiexternships@tamu.edu
Phone: (979) 458-9850

December Opinion Poll

What has been your favorite Aggie experience so far? Send your answer to Ana Davila at a.davila_3@tamu.edu with “Regents’ Review Opinion Poll” in the subject line for a chance to win Aggie gear.
Email Etiquette 101

Email may be a quick way to communicate, but don’t forget your etiquette when emailing professors, instructors, scholarship and financial aid advisors, or other campus staff. Make a good impression with these tips:

Always identify yourself
Do not assume that your name will appear on the delivered message next to your email address. You need to identify yourself to the person you are emailing. That person cannot discern who you are based on your email address alone. Additionally, if you are attempting to contact campus staff, including the Regents’ Scholars staff, you need to utilize your TAMU email.

Do not type in all caps
Writing in caps makes it seem like you are shouting, and some readers find it more difficult to read. If you want to stress a point, opt for underlining or putting it in bold font.

Avoid abbreviations and emoticons
Including an abbreviation like “FYI” or “LOL” or an emoticon like “:)” may be okay in an email to a friend, but they are inappropriate in formal emails. You wouldn’t include smiley faces in an important letter, so don’t put them in your important emails.

Always fill in the subject line
Your email’s subject line is the first impression your recipient has of your email. Make your subject line a clear and meaningful reflection of your email.

Use a professional format
You may think using a colored or unusual font, or a formatted background design in your emails makes them stand out, but don’t use them with official emails. They’re not professional and they make your message hard to read.

Avoid sarcasm
It’s difficult to judge tone in an email. Don’t use ironic or sarcastic language that may not come across as you intended in writing.

Don’t use a “cute” or “inappropriate” email address for important emails
An email sent from sweetiepie07@aol.com or thuglife14@yahoo.com will come across as unprofessional. Even if you have to create a new email account, use a more business-like address, like janemart@com.com, to be taken more seriously.

Make your email clear
Professors and campus staff receive a lot of emails. Make it easier for them to get your message by keeping a clear, concise format. Write short paragraphs and include a space between them so your reader can find the information they’re looking for quickly. Put your most important information in the first or second paragraph so your reader doesn’t have to scroll down to find it. Make your email as short and concise and possible; anything longer than half a page is too long.

Know when to pick up the phone or schedule a meeting
Email is convenient, but it shouldn’t completely replace phone calls or meetings. For important or complicated matters, pick up the phone.

Ask before sending a large attachment
Not only do attachments take up a lot of storage space in your recipient’s inbox, but many people won’t open attachments for fear of viruses. When possible, include all information in the body of your email. If you do need to send an attachment, ask the recipient if it’s okay.

Double check before hitting “send”
It only takes a few minutes to take another careful look at your email before you hit send but it could improve the impression your email makes. Use your computer’s spelling and grammar checks, but be aware that these don’t catch all mistakes.

Alas, winter break is around the corner and your plans for the month long hiatus from school are etched in stone: sleep, party, relax, shop, sleep, party, watch TV… But while you’re planning to catch up on the hundred hours of lost sleep due to shin-digs and last-minute English papers, there’s an early bird catching a worm that should be yours. In between decompressing from the fall semester, make sure to take this time for a little personal development. Here are five things you can do this winter break to boost your resume and set you apart from the competition.

1. Take a class at a community college. While most of your peers may be on the five-year plan, getting through college in four years can save you time, money, and many headaches. Cut expenses and catch up (or get ahead) of your graduation requirements by taking classes at a community college. Coordinate with your academic advisor to see which credits will transfer over and fulfill your degree plan requirements.

2. Set up an informational interview. It’s time to dust off those business cards you’ve collected this past semester and start reaching out to your contacts. Take this time to setup informational interviews with prospective employers or leaders in your field that you admire. Don’t be afraid to cold call a few companies to setup in-person meet and greets as well. Expect a few “no’s” and fully take advantage of getting to know everyone who says yes. Remember, you’re not looking for a job — at the moment — the goal of an informational interview is to learn more about that professional, the industry and the company, as well as put yourself on that person and company’s radar.

3. Start an internship/externship. While you may only be out of school for a month and a half, it is still enough time to gain on-the-job experience with an externship or internship. If you need a jumping off point, reach out to professors, mentors, and your network to spread the word that you are looking to work over the break. Additionally, read your local newspaper to find out which companies are laying off workers — they will be hard pressed to turn down free labor.

4. Start a business. One of the greatest and most irreplaceable resources is time. Take the time that you would have spent going to class, writing papers, and studying for exams to finally get a start on that amazing business idea you have. Figure out which legal structure works best for what you’re trying to do and begin building that business plan or setting you’re your e-Commerce site.

5. Go abroad. Spending four months in a foreign country away from family, friends, and everything that is familiar to you can be a terrifying thought. For those unwilling to brave a fall or spring semester away from home, a winter study abroad experience can give you a taste of what the world has to offer, but in a shorter period of time.

Retrieved and adapted from http://www.blackenterprise.com/lifestyle/5-winter-break-career-development-tips-for-college-students/
Continuing Scholarship Application

The University Scholarship Application is now open for current students. By completing the application, students will be considered for the continuing student scholarships and the Southerland Aggie Leader Scholarship through Scholarships & Financial Aid as well as scholarships within participating colleges and departments (see below).

The application deadline is February 1, 2016. Students can access the application through scholarships.tamu.edu.

Please note that there is no “submit” button on the application. The student should save as they go and can access their application at any time from now until the February 1 deadline. This way, they can edit and update as needed.

List of participating colleges and departments:
- Scholarships & Financial Aid
- College of Agriculture & Life Sciences
  - Department of Agricultural Economics
  - Department of Agricultural Leadership, Education, & Communications
  - Department of Entomology
  - Department of Horticultural Sciences
  - Department of Nutrition & Food Science
  - Department of Poultry Science
  - Department of Wildlife & Fisheries Sciences
  - College of Agriculture & Life Sciences Study Abroad Scholarships
- College of Architecture
  - Department of Construction Science
  - Mays Business School
  - Department of Information & Operations Management
- College of Education & Human Development
  - Department of Health & Kinesiology
  - College of Engineering
    - Department of Aerospace Engineering
    - Department of Chemical Engineering
    - Department of Electrical & Computer Engineering
    - Department of Engineering Technology & Industrial Distribution
    - Department of Mechanical Engineering
    - Engineering International Programs (Engineering Study Abroad)
- College of Geosciences
- College of Liberal Arts
  - Department of English
  - College of Liberal Arts Study Abroad Scholarships
- College of Science
  - Department of Biology
  - Department of Chemistry
  - Department of Mathematics
  - Department of Physics and Astronomy
  - Department of Statistics
- College of Veterinary Medicine & Biomedical Sciences
  - Department of Biomedical Sciences
- International Student Services
- Corps of Cadets
- Residence Life
- Study Abroad Programs Office
- Texas A&M Foundation
Free On-Campus Resources

Don’t forget - There are plenty of FREE on-campus academic resources that are here to help you succeed.

**Academic Success Center**
- successcenter.tamu.edu
- Drop-in tutoring for many lower-level math, science, and liberal arts classes
  - BIOL, CHEM, ECON, GEOL, HIST, MATH, PHYS, POLS, & PSYC
  - Tutor Zones available in the Commons, Evans 2nd floor, and Hullabaloo Hall
- One-on-one Academic Coaching
- Supplemental Instruction (SI) sessions
  - BIOL, CHEM, ECON, GEOG, PHIL, & PHYS
- Academic workshops

**Career Center**
- careercenter.tamu.edu and hireaggies.com
- Career and job search advising
- Graduate school advising
- On-campus interviews
- Job postings
- Internships & co-ops
- AggiExternship
- Mock interviews
- Workshops
- Work abroad
- Career resource library
- Employer seminars

**Department of Multicultural Services**
- dms.tamu.edu
- Individual and small-group tutoring
  - MATH 150/151, CHEM 107, & PHYS 208

**Student Counseling Services**
- scs.tamu.edu
- Personal counseling
- Career counseling
- Crisis intervention
- Stress management and biofeedback training
- Learning disability and ADD/ADHD screening
- Psychiatric services
- Help Line 979.845.2700
  - This number is also on the back of your student ID

**University Writing Center**
- writingcenter.tamu.edu
- Located in the Evans and West Campus libraries
- In-person and online consultations
- Assistance with papers, presentations, essays, resumes, and more
Heading home for winter break becomes something of a ritual for many college kids. Students finish their exams, say goodbye to their friends for a few weeks, and prepare for a return to doing chores, coming home before their parents’ curfew, and sleeping in.

But, all too often, students head home without realizing the best way to protect the things they’re leaving behind. When locking the doors and closing the blinds aren’t enough, here is a list of college winter break safety tips to help you leave any worries about your apartment behind:

**Create the illusion that someone is home**
A favorite of homeowners, this is a tactic that works for apartment dwellers as well. Connect lights, the radio and even the TV to an automatic timer that can be used to vary the on/off pattern of interior lights when you are away.

**Recruit a trusted neighbor**
If you are going home for an extended period of time, a friend or neighbor can help pick up the mail or park a car in the driveway—all creating the appearance that someone is home.

**Make the last person to leave do a double-check**
If you live with other students, a good security tip is to discuss who will be leaving last, and then make sure that person is willing and able to double-check all windows and doors, turn on any automatic timers and put away or cover up any common-area valuables, such as gaming systems or big-screen TVs.

**Keep utilities in mind**
Even though this is Texas, it may get cold over the break. Pipes can freeze, crack, and cause water damage. Talk with your roommates about ways you can safeguard your home or apartment by keeping the heat inside the temporarily unoccupied apartment to at least 58 degrees. Also, windows should be completely closed; a one-inch opening near a pipe can be enough to cause it to freeze and break.

**Care for a car that’s left behind**
Students who are carpooling home and leaving their vehicle back at school for winter break should park in a well-lit area or secure location and remove all valuables (GPS, small electronics, etc.) from the car. Elect a friend who is staying behind at school to occasionally start the car so that it’s not sitting idle the entire time you are gone.

**Keep good records**
Students should consider taking small items, such as personal safes, jewelry boxes, electronics, and laptops home with them during college winter break. If you must leave items of value behind, recording the serial numbers, brand names, and date/price of purchases and taking a few pictures of the valuables will help authorities identify your property in the event of a theft or a natural disaster. Of course, not everyone goes home for college winter break. If you are choosing to stay on campus, be sure you do so with extra precaution. Campus crowds may be a little light during this time, so added awareness is imperative.
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New Year’s Day