The Haskayne Resource Map

The Academic team at the Haskayne Students' Association would love to present the *Haskayne Resource Map* as a master guide to help you during this challenging year. We have compiled a comprehensive list of the resources, opportunities, and tips for Haskayne students, and illustrated them in this handy guide. Each topic contains a general overview of what resources are available, as well as multiple links to the various departments and organizations that can provide detailed information if you are interested.

We developed this resource based on the concern that while there are many resources available to help students, there lacked a central database that contained all the information in one place—which meant that many students missed out on the opportunities and information they needed. Especially now, students have even less access to information from word-of-mouth sources and physical advertising in Scurfield Hall. We are here to bridge that gap and help you find the information you need in a timely and easy manner.

The Haskayne Resource Map is written for-students-by-students—if you have any information/personal tips you would like to share with others, any suggestions for the accuracy of our articles, or even a topic you would like to learn more about, please fill out this Google form: https://forms.gle/wJNoJNTaEjChuDfs5. We will aim to update this resource every month for the 2020/2021 school year.

If you have any questions, comments, or concerns, please feel free to reach out to hsaacademic@ucalgary.ca.

Sincerely,

Emily Chen
Vice President Academic

Rachel Hughes
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Tahsin Islam
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Special Note to First Year Students

Welcome to the Incoming Class of 2020!

As you enter your first year at university, your mind is likely buzzing with questions. Everything seems to be uncharted territory—and you may be wondering how to make the most out of your university experience. **If you are unsure where to start, that is completely alright!** We have all been in your shoes, and understand how daunting it is to be placed in a new environment, especially during this unprecedented time.

This is why the Academic team at the Haskayne Students' Association would love to present the *Haskayne Resource Map* as a master resource to help guide you in the right direction. Our list goes on to cover many topics we feel would interest you and your upper-year peers. Our hope is that this guide gives you a better understanding of what Haskayne has to offer, and directs you to the existing resources that can benefit your student experience. We want you to spend more time participating in the opportunities you enjoy- rather than searching for them!

We would also appreciate it if you could fill out the First-Year Haskayne Student Survey (https://forms.gle/uEeXrrXR8dF6aeeL6), which will help us identify and create the events and initiatives you want to see. Lastly, if there is a topic you would like to see more information on, please fill out this form and we will add a corresponding article to this guide (https://forms.gle/wJNoJNTaEjChuDfs5).

Thank you for your support—we wish you a fantastic and magical first-year! If you have any questions, comments, or concerns, please feel free to reach out to hsaacademic@ucalgary.ca. Our team is happy to answer any specific questions you have.

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Time Management

Why is Time Management Important for Students?

Time is an important resource for every student and when used effectively, it allows you to focus better, stay organized, and manage your workload better. Furthermore, by using time efficiently, students will have more free time to pursue other activities that are important to them, such as sports, hobbies, and spending time with family and friends. No individual has more time than another and that is why good time management skills can make all the difference in achieving your goals!

Effective Time Management Tips for Students

1) Create a Schedule

   Make a schedule that you can use to block off time for classes, studying, work, and other activities. A schedule will provide a structure to help keep you on track to meet due dates. Moreover, a schedule guides you in determining what your priorities are so that you can spend the right time on the rights tasks while preventing your work from piling up into an overwhelming obstacle.

   Below are some common calendar applications as well as those recommended by the Student Success Centre:
   - Google Calendar
   - Apple Calendar
   - Office 365 Calendar (for a live calendar)
   - Excel Workbook (for a static workbook)

   It is important to note that not only should you create a schedule, but you should also stick to it and make it a habit in order to realize the benefits of scheduling. Ask yourself whether you would miss a lecture if it was in-person and if the answer is no, then set a designated time period to watch the pre-recorded lectures.

2) Avoiding Distractions and Managing Procrastination

   Between cellphones, social media, and friends, there are now more activities that can distract students from their schoolwork. Without an imposed structure and social influence of attending classes in person, it is easy to procrastinate when learning online. It is important to try and understand why you procrastinate and how you can manage it to get back on track.

   In order to avoid distractions and manage procrastination, students can note down their potential distractions, list the specific actions that they can take to minimize them, and develop an implementation intention.

Example:
- **Possible distraction:** cell phone notifications
- **What I can do to minimize the distraction:** not use my cellphone
- **Implementation intention** *("When situation X arises, I will perform response Y")*: "When I have to study, I will turn off my cell phone and place it away from my study space"

The following handout can be used as a tool to minimize your distractions: https://www.ucalgary.ca/live-uc-ucalgary-site/sites/default/files/teams/9/implementation-intentions.pdf

3) Set Goals for Each Study Session

Setting goals goes hand-in-hand with learning the additional skills of planning, organization, and time management. Creating and tracking goals is a great way to understand and improve on your study habits. By creating goals for each study session, not only are you able to effectively manage your consumption of the course material, but you are also able to hold yourself accountable in terms of completing such goals.

Research supports the value of S.M.A.R.T. goals – goals which are **S**mart, **M**easurable, **A**ttainable, **R**ealistic, and **T**ime-specific.

Example:
- **Specific:** "I will study every day between 2 and 4 PM in my office"
- **Measurable:** Set a goal to study a certain number of hours or to raise your exam score to a particular level
- **Attainable** and **Realistic**: If you currently devote two hours per week to studying, a goal of studying 10 hours per week is probably not realistic. Rather, you should start by increasing your studying to 3 or 4 hours a week.
- **Time-specific**: Make sure your goals are consistent with your academic calendar and your other responsibilities.

For further tips on how to manage your time as a student, visit the following sources:
- https://www.ucalgary.ca/student-services/student-success/online-learning#staying-motivated
- https://gradepowerlearning.com/10-time-management-tips-students/
- https://www.appvoc.com/study-goals/

Dedicated Study Space

Why is a Dedicated Study Space Important for Students?

Multiple studies have indicated that the environment in which you study affects how you will remember that information. For instance, many students know that studying in a loud café can be much more difficult than studying in a quiet library. However, many students are not accustomed to studying at home. In addition to being a new environment, studying at home can also come with the additional challenges of a noisy household and other distractions.

Tips for Creating a Dedicated Study Space at Home

1) Pick One Place

   Designate one room or area as your study space. Numerous studies have shown that a designated study space will eventually make your brain catch on, enabling you to enter 'study-mode' sooner upon entering the space. In contrast, similar to moving between libraries and cafés, moving between the different rooms in your house can be mentally jolting due to the new distractions that must be processed and overcome.

2) Look for Natural Light

   Natural light can bring real warmth and vitality to a room, which are necessary for making the best study space. Studies have shown that access to natural light and views of the outdoors are the number one attribute of the workplace environment. Some helpful tips to find natural lighting in your home is to place your desk near a window or in a room that is well-lit with natural lighting.

3) Swap Music for Ambient Noise

   Some students love listening to music while they review their notes. While songs can put you in a good mood, paying more attention to lyrics than what you are supposed to learn can make music counterproductive. Instead of lyric-heavy music, an ambient noise program and classical music may help students to better focus on their studying.

4) Buy Some Plants

   It has been proven by NASA that household plants not only improve indoor air quality, but the green and alive characteristics of a plant makes a study space more serene. Buying a low-maintenance house plant can make your study space more peaceful and easier to breathe in.

5) Remember to Leave

   If you have followed some of the aforementioned tips, you may end up loving your study space. You will be tempted to do everything there – such as watching Netflix. Whenever

possible, be sure that your study space is dedicated only to studying as this will allow your mind to realize that you can take a break and recharge until the next session.

For further tips on a dedicated study space, visit the following sources:
- https://www.ameritech.edu/blog/tips-make-environment-best-study-space/
- https://www.ucalgary.ca/student-services/student-success/online-learning#staying-motivated

How to Avoid Distractions at Home

Studying and working from home have a lot of great advantages. You are able to watch pre-recorded lectures at a time that best meets your convenience, you can work in a more relaxed atmosphere, and you save more time in your day to name a few. However, there are drawbacks to studying and working from home too. Since your home is not a designated area for learning and attending lectures, it is often associated with distractions. These distractions can be associated with family members, noise, household duties, and much more. Accordingly, it is important for you to take initiatives that can help you avoid distractions at home.

Tips for Avoiding Distractions at Home

1) Get Your Family Onboard

   When your family members are at home while you are trying to study or attend a lecture, you need to make sure that they are on the same page as you. Talk to your family members about giving you the time and space you need to do your work and remind them why it is important for you to be able to focus.

   You can set up a signal system that indicates when it is and is not appropriate for your family members to interrupt you. For example, you can place a sign on your door indicating whether or not it is a good time to come inside your room.

2) Keep Your Focus

   Keeping your focus and avoiding distractions when you study and work from home is not always easy. Checking your email or D2L, for instance, may be an integral part of your day but constantly checking is counterproductive to you getting anything done.

   Dedicate times of the day to check your email and D2L based on your particular schedule and your needs. For example, check it first thing in the morning, at lunch, and at the end of the day. Additionally, you can also set a time to limit the amount of time you spend responding to emails and checking D2L before moving back to your work.

3) Put Your Cellphone Down

   Studying and working from home gives you the opportunity to check your cell phone without getting caught by a professor. However, the habit of checking your cell phone is very much like that of checking your email.

   Set your cell phone aside in a designated spot while you are studying or attending a lecture and set a timer to limit the amount of time you spend on your cell phone before moving back to your work.

4) Create a Schedule and a Dedicated Study Space

As mentioned previously in this article, make sure to create a schedule to help structure your day and limit distractions at home. Moreover, creating a dedicated study space also enables you to minimize your distractions at home.

For further tips on a dedicated study space, visit the following sources:
- https://www.calendar.com/blog/distractions-work-from-home/
- https://www.ucalgary.ca/student-services/student-success/online-learning#staying-motivated

Student Success Centre

What is the Student Success Centre?

The Student Success Centre supports students through programs and services that enhance both the learning and personal development of students. It offers support through advisors who can help you to clarify your academic aspirations and align them with your long-term goals. Moreover, the Student Success Centre offers learning support programs that provide you with the tools to improve your academic performance. Finally, students are also able to improve their writing through writing support programs consisting of workshops and individual consultations.

Below are some links the the various resources offered by the Student Success Centre:
- Online learning: https://www.ucalgary.ca/student-services/student-success/online-learning
- Advising support: https://www.ucalgary.ca/student-services/student-success/advising
- Learning support: https://www.ucalgary.ca/student-services/student-success/learning-support
- Writing support: https://www.ucalgary.ca/student-services/student-success/writing-support

Mental Health Resources

Mental health includes our emotional, psychological, and social well-being. It therefore affects how we as students think, feel, and act, while also helping us determine how we handle stress, relate to others, and make choices. The mental health of students remains an important concern and accordingly, there are numerous mental health resources that students are able to access.

UCalgary Student Wellness Services

The UCalgary Student Wellness Services is both a health and wellness centre with a wide range of service options. It provides medical services through its team of physicians, nurses, behavioural health consultants, and a psychiatrist to provide you with comprehensive care. If you are dealing with stress and anxiety, depression, relationship issues, grief, or simply think you could feel better, you can utilize the Wellness Centre's mental health services by making an appointment with an advisor.

The Wellness Centre offers 24/7 support and ensures that if you call after hours, you can still talk to a crisis counsellor from Wood's Homes or a highly trained volunteer at the Distress Centre. In order to help prevent the spread of COVID-19, Student Wellness Services is offering virtual appointments and limited in-person appointments.

Haskayne Wellness Society

The Haskayne Wellness Society (HWS) is a new Haskayne club that is in the process of establishing itself as a pillar of strength and support for all students at the University of Calgary with a particular focus on the needs of Haskayne students. It is their hope to start conversations and help to diminish the stigma surrounding mental health and general wellbeing in both the university and workplace environments through workshops, events, and networking opportunities. In addition, they are here to lend an ear to students and direct them to the appropriate avenues to seek further guidance and aid. It is the HWS' goal to also strive to advocate mental wellness to student leadership and representatives to ensure the student voice for mental and general wellness is never silenced. The HWS is an organization of students committed to making other students feel safe, welcomed, and heard. Events come as a portion of the HWS mission but do not compose its entirety. If any student is struggling with mental health, is confused, lost, hurt, or just needs someone to talk to, the HWS team will be there to lend an ear! The Haskayne Wellness Society was founded on a collective moral obligation to support student mental health through the University of Calgary. They are here to ensure health and wellbeing comes first and foremost at Haskayne and are avid advocates for institutional changes that will better promote student wellbeing and access to support resources.

As the Haskayne Wellness Society is a new club, most of its programs and resources are still in the process of being developed to ensure maximum efficiency and effectiveness for students when they are launched. Although quite preliminary, the HWS will be proud to present the Haskayne Peer Listening Program, guides to external and internal university wellness resources, and a fully trained executive team hopefully no later than the beginning of October. Should anyone like to learn anymore about these programs or would like to be involved in any way please reach out to the Haskayne Wellness Society President at haskaynewellnesssociety@gmail.com.

If anyone would like to get in contact with the Haskayne Wellness Society to inquire about programs or services offered, to speak to an individual about their mental health, or any other reason, please send an email to haskaynewellnesssociety@gmail.com. Please refer to the same email for membership inquiries.

For more information regarding the mental health resources discussed in this article, visit the following links:
- Wellness Centre: https://www.ucalgary.ca/wellness-services
- Wellness Centre medical services: https://www.ucalgary.ca/wellness-services/medical-services
- Wellness Centre mental health services: https://www.ucalgary.ca/wellness-services/services/mental-health-services

Getting Started: Virtual Interactions

Zoom Basic Features and Functions

The University of Calgary has provided a detailed guide on the various features and functions available on Zoom. It also provides step-by-step tutorials for logging in, scheduling/joining a meeting, and using its features (ie. screen share, breakout rooms, polls, and chat panel).

To access this resource, please click here: https://elearn.ucalgary.ca/getting-started-with-zoom/

Zoom Meeting Etiquette and Tips

Here is a summary list for five top tips to professionally present yourself during Zoom meetings:

Mute your microphone: When you are not speaking, it is good practice to mute your microphone to prevent background noises from distracting meeting participants.

Prepare materials in advance: If you are planning to screen share or send files/links via the chat function, ensure you have those materials ready to present before the meeting begins.

Background and lighting: Set up your laptop in a place where there is ample lighting (natural light is best). Check your background, remove clutter that may detract from your professional image, and position yourself such that the camera frames your face, neck, and shoulders.

Look directly into the camera when speaking: Make eye contact with your audience by looking directly into the camera (not the screen or other participants). If possible, raise your computer/laptop such that the camera is at eye level.

Do a sound check: Before your meeting, test your microphone and speaker directly on Zoom to ensure smooth usage. The "Test Audio" option can be found in "Settings" and on the pop-up "Join Audio" request when you first enter the meeting.

For more information on Zoom meeting etiquette and tips, please check out the following links:
- https://www.technology.pitt.edu/blog/zoom-tips
- https://www.forbes.com/sites/maryabbajay/2020/04/20/best-practices-for-virtual-presentations-15-expert-tips-that-work-for-everyone/#10dd9c3a3d19

Online Group-Work

As many Haskayne courses contain a group-work component, we have compiled a few tips to help you succeed when working with a team virtually. These tips are simply an addition to best practices for group-work under normal circumstances (ie. establish clear communication, outline expectations, maintain accountability, etc.).

Coordinate time early on: Be mindful of changing schedules and time-zone differences when deciding on a meeting time with your group. At the beginning of the semester or when you first form your group, we recommend setting a recurring meeting time at least once a week where all members are required to attend. This will facilitate prompt communication, commitment, and accountability even when schedules get busier later on in the semester.

Agree on the tool used to collaborate: All UCalgary students are provided a free Zoom account to attend online lectures and schedule virtual meetings. Confirm the communication channels your team will use in addition to (or instead of) Zoom—such as Skype, Facebook Messenger, etc. Consider using file sharing software—such as Google drive and Dropbox—to make collaborating easier. **Ensure you share contact information with each group member on your first meeting.**

Know your team and instructor: Virtual meetings can often make group-work feel distant and difficult to coordinate. Spend a few minutes to get to know your team and their goals/expectations for the project. Similarly, be proactive and connect with your professors (via email or office hours) if you have any questions.

For more tips on online group-work, please check out the following links:
- https://www.elearners.com/education-resources/online-learning/how-to-survive-virtual-group-work/
- https://www.geteducated.com/elearning-education-blog/online-learning-tips-5-rules-for-online-group-work/
- https://www.usnews.com/education/online-learning-lessons/2015/11/27/learn-the-dos-donts-of-online-group-work

Academic Resources

Haskayne School of Business Program Advising

Haskayne Program Advising can help you address questions surrounding the following topics:

● Admission requirements to the Haskayne School of Business undergraduate programs ● Academic Rules and permissions ● Course selection ● Degree planning ● Program changes ● Letter of Permission	● Graduation and degree requirements ● Change of program ● GPA and academic standing ● Dual Degrees ● Academic Withdrawal rules ● Graduation checks and verification letters ● Referrals to other offices

Advising is currently being provided remotely through email and Zoom. To join the virtual advising line, download the QLess app and follow the instructions on the website link below.

To learn more about Haskayne program advising (including hours), please click here:
https://haskayne.ucalgary.ca/current-students/undergraduate/academic-information/advising
Email: undergraduate@haskayne.ucalgary.ca

PASS Sessions

The PASS program provides a space for students to study collaboratively and ground their understanding of course material, supported by a peer who has taken this course recently and performed well. Through group discussions and collaborative activities/worksheets, the session leader supports students to achieve greater academic success. You get as much out of a PASS seminar as you put in: if you collaborate, answer questions, and work with others, you will learn a lot and probably make a few friends too!

This study session opportunity is available for the following courses: STAT 213, ACCT 217, MGST 217, FNCE 317, and BTMA 317.

To learn more about the PASS program, please click here:
https://live-ucalgary.ucalgary.ca/student-services/student-success/learning-support/pass

Student Success Centre: Writing Support

Writing Support Services offers free individual writing consultations for UCalgary students. These sessions can help you improve essay structure/development, discuss writing strategies, and review returned papers to learn from feedback.

To book a consultation:
1. Go to the Learning Support and Advising Portal: https://success.ucalgary.ca/home.htm

2. Go to "Student & Recent Grads"; "Login"; Sign in with your My U of C login credentials
3. Go to "Student Success Centre" > "Writing Support" > "View Calendar"
4. Select the desired appointment time and finish your registration.

Drop-in writing consultations are also offered (schedule is on the Student Success Centre website).

To learn more, please click here:
https://live-ucalgary.ucalgary.ca/student-services/student-success/writing-support

Mentorship Programs

There are several mentorship programs available at Haskayne. Having a mentor is a great way to be connected to campus life, advance in your academic and professional success, and make connections with the Haskayne community. This article will provide a summary of three programs you may be interested in!

The First-year Mentorship Program (FYM) helps first-year students make a successful and easy transition into their university career by pairing them with a senior Haskayne student. Having a mentor in the first few weeks of your time at the Haskayne School of Business will help you adjust to your surroundings and establish close relationships with your peers. You will be paired with a senior Haskayne mentor, who has similar interests as you (these matches are made manually). Your mentor group will include 1 mentor, and at least 2 other first-year students. This grouping will allow you to be connected with like-minded students. Having a mentor is a great way to be connected to campus life, advance in your academic and professional success, and make connections within the Haskayne community!

This is a pilot program, and the first of its kind to help you in your university transition. Spots are limited, and matches are based on a first-come-first-serve basis. If you are interested, please send an email to Shagufta Farheen, haskayne1@su.ucalgary.ca, to be included in the waitlist!

Please note: the program will be taken place virtually to accommodate for students who are not in Calgary or who are taking courses online in Fall 2020

The BMO Mentorship Program (offered by the Canadian Centre for Advanced Leadership in Business) gives students the opportunity to learn from business professionals through six one-on-one meetings between September and April. Students will be matched with a professional from their field of interest. This program will provide students the opportunity to facilitate personal and professional development, as well as establish a professional network and gain knowledge of different career paths.

To learn more about the BMO Mentorship program, please click here (applications close on September 9, 2020 at 1:00 pm):
https://haskayne.ucalgary.ca/ccal/student-leadership-development/bmo-mentorship

The Haskayne Peer Network Program (offered by the Canadian Centre for Advanced Leadership in Business) hosts weekly drop-in events in NuWest Commons (by Brew and Blendz) and gives students the opportunity to meet other peers and engage in a wide range of both interactive and

reflective leadership activities. It's a great opportunity to connect with other business students and learn about lots of opportunities within the business faculty.

To learn more about the Haskayne Peer Network Program, please click here: https://haskayne.ucalgary.ca/ccal/student-leadership-development

To access the mentee application, please click here: https://haskayne.ucalgary.ca/node/1047

Extracurricular Involvement at Haskayne

Getting involved outside of the classroom is a great way to meet other students, build connections, gain experience, and enrich one's time at university. Each year, many student and university organizations will offer extracurricular opportunities for students to participate in. Here is a summary of the various ways you can get involved while at Haskayne!

Haskayne Student Clubs

There are 16 Haskayne student clubs encompassing a variety of specializations and business-related topics. These clubs are great for staying informed about a specific field, expanding your network with students that have similar career interests, and participating in events that further your career development.

To learn more about the various Haskayne student clubs, click here:
https://haskayne.ucalgary.ca/current-students/undergraduate/student-life/student-clubs

Other Student Clubs

Outside of Haskayne, there are hundreds of clubs on campus appealing to a wide variety of interests and hobbies. If you are passionate about a certain topic or activity, there is likely a club already established for it. Many students have made friends and personal connections through the clubs they participate in, which is another reason to get involved!

To learn more about campus-wide student clubs, click here:
https://suuofc.campuslabs.ca/engage/organizations

Case Competitions

Case competitions are events where student teams are provided a case study, and are asked to develop a solution and presentation to the problem in the case. These events are excellent opportunities to practice critical thinking, develop presentation skills, and apply business concepts learned in class.

There are currently two main ways for students to get involved with case competitions. First, you can register for individual case competitions (both offered internally by the university or externally). Case competitions occur multiple times throughout the year, and many are advertised on the Hello Haskayne D2L shell.

Secondly, you can apply to join one of two case competition teams at Haskayne: JDC West and the Inter-Collegiate Business Competition Team (ICBC). JDC West is the largest business competition in Western Canada, where various universities compete in the areas of academics (case competitions), athletics, debate, social challenges, and charity contributions. ICBC is Canada's largest case competition, where universities across the world send teams to compete in the streams of Accounting, Business Policy, Debate, Ethics, Finance, Human Resources, Marketing, Management of Information Systems.

To learn more about JDC West, please click here: https://teamhaskaynejdcw.weebly.com/

To learn more about ICBC, please click here: https://icbcqueens.com/
To learn more about UCalgary's performance at ICBC, please click here:
https://haskayne.ucalgary.ca/news/haskayne-inter-collegiate-business-competition-streak-continues-2019

Faculty Contacts: Cameron Welsh (cameron.welsh@haskayne.ucalgary.ca), Dr. Bob Schulz (bob.schulz@haskayne.ucalgary.ca) and Phil Davidson (philip.davidson@ucalgary.ca).

Student Leadership Development

The Canadian Centre for Advanced Leadership in Business (CCAL) provides a variety of opportunities for Haskayne students to develop their leadership skills. Its offerings include unique courses—such as the Haskayne Leadership Expedition and wilderness retreats—and leadership experience opportunities—such as mentorship programs, Lunch with Leaders, and the Haskayne Peer Network.

To learn more about the opportunities offered by CCAL, please click here:
https://haskayne.ucalgary.ca/ccal/student-leadership-development

Volunteer Opportunities and Community Engagement

Volunteering is another great way to get involved while at university. Through ucalgarycares, you can participate in the Days of Service program or sign up for a reading week program to help out community organizations. Individual student clubs and the Students' Union (SU) also offer volunteering opportunities. Lastly, the peer helper program is another excellent way to give back to the student community. Peer helpers assist various UCalgary departments and offices and gain leadership skills in the process.

To learn more about UCalgary community engagement, please click here:
https://www.ucalgary.ca/student-services/leadership/community-engagement

To search for volunteering-focused student clubs, please click here:
https://suuofc.campuslabs.ca/engage/organizations

To learn about volunteering opportunities available through the SU, please click here:
https://www.su.ucalgary.ca/get-involved/volunteer-opportunities/

To learn about the peer helper program, please click here:
https://www.ucalgary.ca/student-services/leadership/leadership-development/peerhelper

Students' Union

The Students' Union represents and advocates for the interests of all UCalgary students. It also manages various essential services, such as financial aid/awards, locker rentals, and the operations

of MacHall. Whether you are interested in student government, volunteering, or sitting on a committee, the SU provides many ways to get involved.

To learn more about the SU, please click here: https://www.su.ucalgary.ca/

Scholar's Academy

Scholar's Academy fosters the academic and professional development of undergraduate students that demonstrate strong leadership skills, social responsibility, and intellectual curiosity. Among many resources, scholars are provided advising, mentorship, and service-learning project opportunities.

To learn more about Scholar's Academy, please click here: https://live-ucalgary.ucalgary.ca/student-services/scholars-academy

If you are interested in staying updated on the various events and extracurricular opportunities available in the upcoming year, be sure to follow the Haskayne Students' Association on *Instagram*, as we will be providing daily reminders. You should also be added to the Hello Haskayne D2L shell, where we post various upcoming opportunities for all Haskayne students.

Haskayne Career Development Centre

The Haskayne Career Development Centre is an invaluable resource to assist you with achieving your career aspirations. It offers Haskayne students a variety of resources—such as events, workshops, appointments, and online tools—which are outlined in this article. Click here to view the Haskayne Career Development Centre website:
https://haskayne.ucalgary.ca/current-students/career-development-centre/student-services

Haskayne Career Development Specialists

Haskayne Career Development Specialists are available to help you search for jobs, update your resume and cover letters, and prepare for interviews. The Career Development Specialists can also help you with identifying your skills, interests, and abilities, to assist you with pursuing the best career options for you. You are able to book an appointment with a Career Development Specialist by emailing careercentre@haskayne.ucalgary.ca or following these instructions:

1. Go to CareerLink: https://careerlink.ucalgary.ca/home.htm
2. Go to "Student & Recent Grads" > "Login" > Sign in with your My U of C login credentials
3. Go to "Book an Appointment" > "HSB BComm Career Advising Appointments" > "Book by Appointment Type" > Select a career advisor based on your concentration or concentration of interest and click on "Click here to see Appointment Availability" > In the career advisor's calendar, click on your preferred appointment time, provide the required information, then click "Book Appointment"

CareerLink

CareerLink is the University of Calgary's online job board and central portal for all career-related events and appointments. CareerLink can be accessed here:
https://careerlink.ucalgary.ca/home.htm

To sign up for events, such as information sessions and coffee chats with employers, and career-related workshops focused on topics including resume building, LinkedIn, and networking, follow these steps:

1. Go to CareerLink: https://careerlink.ucalgary.ca/home.htm
2. Go to "Student & Recent Grads" > "Login" > Sign in with your My U of C login credentials
3. Go to "Register for an Event" > click on an event in the calendar of interest to you in order to register

To view job postings, follow these steps:

1. Go to CareerLink: https://careerlink.ucalgary.ca/home.htm
2. Go to "Student & Recent Grads" > "Login" > Sign in with your My U of C login credentials
3. Click on "Search Postings" > Select either the "Job Board – Campus Wide" or "Haskayne School of Business Job Postings"

VMock Smart Résumé Platform

VMock is an online résumé review tool that provides instant, personalized feedback on your résumé based on criteria gathered from top employers and global best practices. This platform also provides recommended resume templates. To utilize this resource, you need to upload a PDF version of your resume here: https://www.vmock.com/haskayne

1. Click on "Continue with University ID" and login using your UCalgary email address and password
2. Click "Sign Up" and complete your profile
3. Click "Upload Resume"
4. To view the feedback, click on "View Detailed Feedback"

StandOut Video Interview Practice

StandOut is an online video interview software that enables you to take practice video interviews and receive feedback from a Haskayne Career Advisor. To gain access to this platform, please email Susan Judd at susan.judd@haskayne.ucalgary.ca.

Haskayne Co-op Program

Through the Haskayne Co-op program, you can gain work experience in your field, build a network of professional contacts, and receive personalized career support from designated Career Advisors. The Haskayne Co-op program requires you to complete three four-month work terms. There is also an academic component to each work term as you are required to submit your work term goals, a midterm self-assessment, and a final paper or presentation.

- Co-op program entry requirements can be found here: https://haskayne.ucalgary.ca/sites/default/files/Current%20Students%20-%20Undergraduate/Co-op%20Program%20Guidelines-V3%20Revised.pdf
- There are two application cycles for students who are in their second year of the Haskayne School of Business. The first intake occurs between October and December and the second intake occurs between March and May. The application form can be found here: https://haskayne.ucalgary.ca/sites/default/files/Current%20Students%20-%20Undergraduate/Co-op%20Application%20Sept%202019-V3.pdf
- Additional information about the Co-op program can be found in the Co-operative Education Program Student Handbook found here: https://haskayne.ucalgary.ca/sites/default/files/Current%20Students%20-%20Undergraduate/Co-op-Handbook-2017.pdf

Haskayne Networking Café

Networking is essential for career building as it can nurture long-lasting relationships, promote the exchange of ideas, improve students' industry knowledge, and enable students to find new opportunities. The Haskayne School of Business and Ten Thousand Coffees have partnered to make introductions between students and industry for career-driven conversations easy in the Haskayne Networking Café community.

How does it work?

1. Create your profile

- ○ Choose your interests and goals so we can introduce you to someone similar.
2. Get your first introduction
    - ○ You will be sent a profile of someone who can help you with your goals and help you get the conversation started with suggested talking points
3. Meet for coffee (virtually)
    - ○ Meet for a video chat or a phone call. It's up to you! Ask questions, share your experience, and give advice.

More information and registration can be found here:

- ● https://haskayne.ucalgary.ca/haskayne-networking-cafe?fbclid=IwAR33FZU94c42hI1ijInJETTWME9DLlrivsMMTZF5jn4z-RYf1pEJxmJKMvY