

TRDV Newsletter

Fall 2007

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'Nothing was ever achieved without enthusiasm.' Ralph Waldo Emerson



From the TOP

Administrative Updates

New Department Chair

As the search for a new Training and Development Program Chair continues, Vince Cyboran and Kathy Iverson carry on serving as co-chairs. We will announce the change as soon as it's made. We thank you for your understanding during this process.

Full Time Staff Member



We are proud to announce that Tara Hawkins is now a full time member of our staff. Tara joined the Roosevelt Community as a student in fall 2001 to finish her bachelor's degree in the BGS program. In March 2004 Tara accepted an administrative position in The College of Professional Studies as the coordinator for The Graduate Program in Training and Development. She is currently working to earn her MATD in the same program.

Down to the Core

Curriculum Updates

Standardizing Style Guides

To assist our students in their writing, we are adopting two style guides for use in the TRDV program:

- *Pocket Guide to APA Style* by Robert Perrin

By starting students out with this abbreviated guide to APA style in TRDV 400, they will be properly prepared by the time they get to TRDV 499; automatically writing in the appropriate style without hesitation. This guide contains all of the APA information required for written assignments in the TRDV program, and is much less expensive than the *APA Publication Manual*.

- Microsoft Manual of Style for Technical Publications, 3rd Edition

By adopting a 'house' style, we are giving our students tools to improve and standardize their writing. Sometimes there is no right or wrong, but consistency is the key.

Down to the Core

Curriculum Updates (Cont.)

TRDV 499

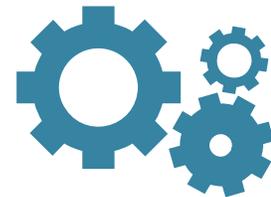
Recently, the Training and Development department has decided on a portfolio-only option for TRDV 499. Effective fall term, 2007, all MATD students enrolled in our capstone course—Master's Project (TRDV 499)—will develop a professional portfolio of key coursework samples created while in the program. These exhibits should demonstrate key competencies achieved. In addition, students will write a supporting research paper describing the theories, models, and principles that informed their work. The paper should also address students' reflections on their use of these theories, models, and principles. This change is in keeping with best practices in our field, and provides students with a base portfolio that can be used in their job searches.

Who's who?

A Guide to Our Fearless Leaders

Maria Di Prima-Anderson holds a Master's degree in Education and Counseling from Indiana University and Bachelor's degree in Psychology from Loyola University. Starting out as a trainer at the Federal Reserve Bank and Director of Staff Development for the City Colleges Maria developed the skills necessary for her future success. Over the past fifteen years, Maria has built a consulting business, offering training programs that are designed to meet the needs of specific audiences. Given the needs of the workforce, her emphasis has been on communication skills, including customer service as well as business writing. Client needs over recent years have lead to an emphasis on many forms of writing in the workplace, from "brushing up" on grammar and punctuation to preparing letters and reports to e-mail composition and etiquette. Because she has a talent for customizing her programs, and integrating industry-specific examples into her training, participants often comment about her familiarity with their industry. Her presentations focus on applying skills to the job, and are lively and interactive.

Tips for teaching and learning from Mrs. Anderson: Students are usually amazed when they identify their dominant learning style. If you know what kind of learner you are, you can adapt your own study habits. Also, I suggest taking advantage of all the resources available. Roosevelt instructors are very willing to help. We also have services available through the University that will assist students in improving their writing skills. In order to reach diverse types of learners, I try to keep the class moving with different activities that allow different learning styles to absorb info and to shine. And it's more than just learning styles--we have to consider personality differences. I really believe that in our department, it is our job to model, in class, the many effective ways of teaching and I try to create assignments so that the students can experience them.



As today's organizations seek to maximize their investment in human capital, they look to experts in the field of workplace learning and performance to guide their efforts.

At a glance...

Upcoming Events and Important Information

Digital Bootcamp

The TRDV program is now working with Chicago-based, independent-training vendor *Digital Bootcamp* (DB) on offerings for TRDV students by supplying instruction in areas not covered by the TRDV curriculum, such as web page creation and design. The topics that will be covered are based on 1) the results of a survey sent to students and alumni and 2) an extensive review of T&D job ads.

On Saturdays September 22 and September 29, the first workshop, "Web Development and Adobe Dreamweaver: Basic Training" was offered in a computer lab in the Gage Building. Vince Cyboran worked with Paul Fox, master instructor to tailor standard DB offerings to meet the needs of T&D professionals. All seats were filled! We expect the workshop to be offered again in spring 2008, possibly at our Schaumburg campus.



Spring Classes

The Spring 2008 schedule will be available to view **October 25, 2007**. Students may begin to register on **November 1, 2007**. Go to RU Access for further information!

Graduation

Graduating in May? Make sure to turn in your graduation application by the deadline- **February 1, 2008!** Go to RU Access for more details!

"Congratulations to the upcoming December grads! My advice for you is: Network! In the individual introductions in my first class, I always encourage students to establish relationships with fellow students. These people will be your professional colleagues in the future. Good luck!" - Maria Anderson



*'Only the mediocre
are always at their
best.' Somerset
Maughan*

Questions? Comments? Contact us at:
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