



Lubin Graduate Academic Advisement & Student Development

STUDENT LEADER GUIDE

Who Are We?

The Office of Graduate Academic Advisement & Student Development is dedicated to supporting student success in the academic, professional, and personal arenas. In addition to guiding students through their graduate programs from Orientation through Commencement, the Advisement team provides an array of opportunities for students to broaden professional networks, develop relationships with faculty and peer students, gain knowledge of industry trends & opportunities, strengthen career-related skills, acquire leadership positions, and create a highly successful graduate student experience.

Our Hope for You!

As a graduate student leader in the Lubin School of Business, we have high expectations of you; we also want to provide you with a fulfilling leadership experience that will serve as a jumping off point into your career in the business world. Our team aims to support the work that you do as a student club, and to foster your development as individuals and future leaders in your chosen fields. This guide will serve as a resource for you in the development of your leadership goals in the coming year.

Employers are looking for talented candidates who possess a wide range of skills or competencies. This year you will have the opportunity to develop your leadership skills, specifically the following ***co-curricular competencies***:

- ✓ **Teamwork/Team Building**
- ✓ **Project Management**
- ✓ **Communication**
- ✓ **Problem Solving**
- ✓ **Decision Making**
- ✓ **Accountability**
- ✓ **Creativity**
- ✓ **Intercultural Competence**
- ✓ **Time Management**
- ✓ **Technological Adaptability**

Our Team:

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Part I: OUR CLUBS: MISSION, GOALS, and HISTORY



CLUB MISSION STATEMENTS AND GOALS

Lubin Graduate Society

Chartered 2000

Mission: The mission of the Lubin Graduate Society is to make a positive difference in the lives of our graduate students primarily through social and professional events, and to assist them in achieving their highest potential as they grow to become successful and well-rounded individuals, by providing them the right opportunities through standards of excellence. LGS plans and implements several events throughout the year such as the MBA/MS Career Fair, monthly pizza parties, faculty forums, cultural events and socials. In addition, LGS participates in events such as New Student Orientation.

Goals:

- Introduce fellow graduate students and alumni to each other in an informal setting.
- Invite speakers from the business community to give talks about their industry, their background, and what it takes to achieve success in their field.
- Improve career services for Lubin graduate students.
- Address the needs of graduate students through the Society and use our strength in numbers to facilitate changes.

Graduate Finance Club

Chartered 2008

Mission: The mission of the Pace Graduate Finance Club is to provide Pace University Graduate students opportunities to learn about the financial industry from financial professionals through club events and to give students an outlet to share ideas and discuss current financial and economics topics as well as exploring career options by participating in group discussions. PGFC hosts several events throughout the school year and brings speakers who are employed in the financial industry. These events are designed to enhance the graduate students' knowledge of the industry and provide networking opportunities.

Goals: The goals of the Pace Graduate Finance Club are to enhance student's knowledge and skills in finance, professional networking, and the financial industry as a whole. This includes learning about career options from each other as well as from industry professionals. The PGFC serves to create a more competitive and knowledgeable candidate in the job market.

Human Resources & Talent Management Club

Chartered 2010

Mission: The mission of the Human Resources Club is to provide Lubin graduate students of Pace University with an opportunity to learn from HR professionals at club events and to give students an outlet to share ideas and discuss current HR topics as well as exploring career options by participating in group discussions. Its goal is to assist in the preparations of students for successful careers in the global environment and to promote relationships within the business community.

Goals:

- Invite speakers from the business community to give talks about their industry, their background, and what it takes to achieve success in their field.
- Enhance student's knowledge and skills in HR, professional networking, and the Human Resources industry as a whole. This includes learning about career options from each other

as well as from industry professionals. The LGHRC serves to create a more competitive candidate in the job market.

- Improve career services for Lubin graduate students.
- Address the needs of graduate students and use our strength in numbers to facilitate changes

CSSA: Chinese Student & Scholar Association

Chartered 2011

Mission: PACE CSSA provides a variety of services to Pace Chinese students, scholars, and alumni, including propagating Chinese culture, providing an information platform, and guiding members in school life, career and culture activities.

Goals: PACE CSSA is dedicated to the goal of promoting social, intellectual and cultural activities for Chinese students and scholars at Pace University and for other interested members of the Pace community. PACE CSSA aims to promote communication, friendship and academic exchange among its members, and to provide help and services to its members, especially those who are new to Pace University. PACE CSSA serve Chinese students, scholars, alumni and other interested members of Pace community.

Graduate Marketing Society

Chartered Fall 2017

(Formerly Lubin Graduate Marketing Association & Graduate Advertising & Public Relations Society)

Mission: The mission of the Graduate Marketing Society (GMS) is to enhance Pace University Graduate Students' academic and professional experiences, expand their practical knowledge and awareness about opportunities in the marketing industry, foster deeper relationships among Lubin graduate students, faculty and staff, and provide networking opportunities through social and professional events, fundraisers, interactive workshops and guest lectures by industry professionals.

Goals: The goal and intent of LGMS is to assist and promote Pace graduate students as they advance their careers in the marketing, advertising or public relations industry. This shall be achieved through professional networking events, fun and interactive learning sessions with peers, industry professional guests, marketing competitions, and volunteer work. LGMS serves to increase the competitiveness and knowledge of Pace University Graduate students and to endorse them as excellent candidates in the job market.

PISA: Pace Indian Student Association

Chartered Fall 2013

Mission: The primary objective of the Pace Indian Student Association is to represent the growing number of Indian students attending Lubin. It shall also seek to facilitate mentorship to international students to bridge the cultural gap as well as project vital aspects of the Indian culture to a global audience. With the Indian economy growing at more than 7% for the last decade and the higher education sector in India opening up to foreign investment, there are interesting synergies to be explored in the future and the Indian students can provide important inroads.

Goals:

- Invite speakers from the Indian / Indian American community to talk about their experiences in the industry, their background, and what it takes to achieve success in their field.

- Organize debates, discussions, and seminars on the current political and economic developments in India.

Pace Toastmasters

Chartered Fall 2013

Mission and Goals: We provide a supportive and positive learning experience in which members are empowered to develop communication and leadership skills, resulting in greater self-confidence and personal growth.

Lubin Women in Leadership

Chartered in Fall 2014

Mission: Our mission is to offer women of Lubin Graduate School of Business a platform that allows them to learn and grow professionally and personally. The challenges that women face are unique and if we work together we can create a culture where we all can achieve our goals.

Goals: The goal of this organization is to host events that foster growth and learning for women to excel in business and leadership. We promote an environment that encourages people to step out of their comfort zones and challenge their abilities in leadership; which leads to personal and professional development and a new realization of one's own potential. We are hoping to not only build employees for the future but to build managers and leaders.

Beta Alpha Psi

Mission: Beta Alpha Psi is the national honor and professional fraternity for students of accounting, finance, and information systems. As the premier professional accounting and business information fraternity, Beta Alpha Psi recognizes academic excellence and complements members' formal education by providing interaction between students, faculty, and professionals, and by encouraging ethical conduct, and public service.

Goals: Beta Alpha Psi brings excellent students and business professionals together and fosters professional and social development by sponsoring activities that enhance the educational experience and broaden the perspective of each member. The Pace chapter has earned "Superior Chapter" status nationally each year since its inception.

Part II: MAKING PLANS



WHAT ARE CO-CURRICULAR COMPETENCIES?

It is our mission in the Lubin Office of Graduate Academic Advisement & Student Development to provide opportunities for students to grow and develop in and out of the classroom. As a student leader in Lubin, you already understand the benefits of getting involved in student life, and we want to maximize the benefits to YOU as a student leader.

Co-curricular competencies are SKILLS that will serve you in future professional and leadership roles.

OGAASD key co-curricular competencies:

- | | |
|---------------------------------|-------------------------------------|
| ✓ Teamwork/Team Building | ✓ Accountability |
| ✓ Project Management | ✓ Creativity |
| ✓ Communication | ✓ Intercultural Competence |
| ✓ Problem Solving | ✓ Time Management |
| ✓ Decision Making | ✓ Technological Adaptability |

According to **The American Institute of CPAs (AICPA)** Core Competencies are:

"A unique combination of human skills, knowledge, and technology that provides value and results to the user. Enhancing our core competencies is key to sustaining a competitive and differential advantage in the marketplace."

Source: (www.aicpa.org)

*"Learning a technology is the easy part. Having the mindset to **apply** it, having the mindset and logic to **process** it...these are the **critical skills**."*

*"The most sought-after skill-sets for recruiters are becoming less and less about proficiency in specific processes and coding languages...and more about **how you think systems through** and **work within the context of the team**."*

Source: (*Forbes*) *The 10 Skills That Will Get You Hired in 2013*

*All employers are looking for strong leaders. According to NACE, The National Association of College and Employers, **employers are looking for leaders who can work as part of a team and communicate effectively.***

GOAL SETTING: What are S.M.A.R.T. Goals?



Setting team and individual goals will guide the work that you do this year. By the end of the year, you will look back on your accomplishments and feel proud of what you have contributed to the Lubin community **AND** you will have developed new professional relationships and skills.

GOAL SETTING will lay the foundation for a successful year ahead.

Use this convenient acronym for setting team, individual, professional goals.

Source:

<http://learnthat.com/setting-smart-goals/>

- ★ **SPECIFIC.** Think *what, why and how*. Use action words, describe why your goal is important, and how it will be accomplished.
- ★ **MEASURABLE.** Set a goal with measurable progress, so you are able to determine if it has been accomplished. Ex. *Increase attendance at events **by 10%***.
- ★ **ATTAINABLE.** Make sure you can reach your goal and have a plan for the next goal once you have achieved it!
- ★ **RELEVANT.** Your goals must be relevant to the mission and goals of your organization, or to your individual role as a member of the team. Think big picture.
- ★ **TIME-BOUND.** Set a timeframe for the goal. Perhaps you have specific goals that you'd like to achieve by the end of the month, the calendar year, or the academic year.

GOAL SETTING: Setting Team & Individual Goals

Step 1: Set TEAM goals.



What do you want to **achieve** this academic year? This semester? This month?



How will your accomplishments **contribute** to the overall mission of the Office of Graduate Academic Advisement & Student Development?

- ❖ Choose at least **three** Co-Curricular Competencies and set one team goal per competency/skill
 - Example: *Communication & Project Management* – Expand outreach to potential partners by 50% and confirm 2-3 co-sponsors for Spring 2017 networking event by December 2016.

Step 2: Set INDIVIDUAL goals.



What is your **role** on the team and how does it relate to the overall club mission?



How do you plan to **contribute** to the team this year? This semester? This month?

- ❖ Choose at least **three** co-curricular competencies you want to focus on developing, and set your S.M.A.R.T. goals accordingly.
 - Example: *Accountability* - Maintain 90% attendance rate for all e-board members at bi-weekly meetings and club events by tracking attendance and utilizing conference calling/Skype whenever possible.

REMEMBER THE CO-CURRICULAR COMPETENCIES!

- | | |
|---------------------------------|-------------------------------------|
| ✓ Teamwork/Team Building | ✓ Accountability |
| ✓ Project Management | ✓ Creativity |
| ✓ Communication | ✓ Intercultural Competence |
| ✓ Problem Solving | ✓ Time Management |
| ✓ Decision Making | ✓ Technological Adaptability |

GOAL SETTING & PROGRESS EVALUATION

A progress evaluation will be completed by each club president in collaboration with club leaders, as a club-assessment, AND by the club advisor for each club. The end-of-year assessment will be completed in April.

Name:

Date:

Club Name:

Circle One: Student Leader / Club Advisor

Goal & Competency	Rating*	Comments
1.		
2.		
3,		

Rating: 1 = unsatisfactory; 2 = requires development; 3 = fully competent; 4 = outstanding

Signature & Date: _____

NEXT STEPS: Marketing Your Skills

As a student leader, you should proudly market your skills and accomplishments while serving your respective organizations.

Example

Goal: *Accountability*

Resume:

Maintain 90% attendance rate for all e-board members at bi-weekly meetings and club events by tracking attendance and utilizing conference calling/Skype whenever possible



Tracked meeting and event attendance and maintained 80% attendance rate for e-board members at bi-weekly meetings and club events

Here is a helpful sample outlining how you can market your position as a student leader.

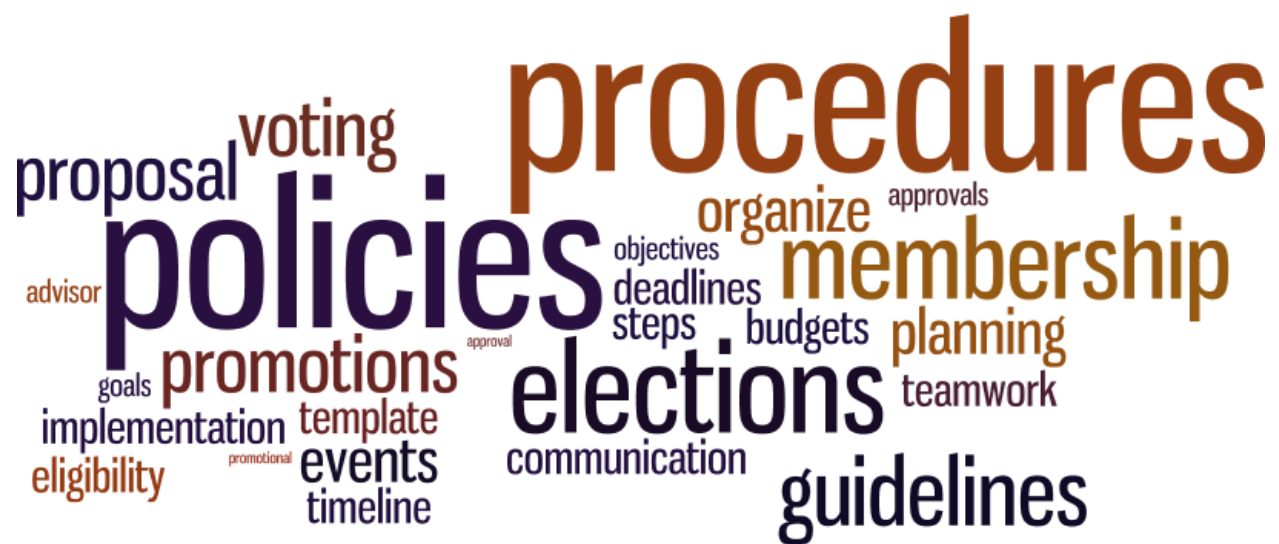
Sample:

LEADERSHIP EXPERIENCE

Director of Special Events, *Lubin Graduate Society*, Fall 2016-Spring 2017

- Developed and organized four graduate student events targeted at networking and professional development for graduate student body
- Drafted all event proposal documents for Office of Graduate Advisement approval
- Spearheaded the planning of a “Pace Lubin Alumni Networking Event” that was attended by 60 students and 20 alumni
- Proposed a budget for catering and set-up of event space
- Collaborated with alumni and Office of Career Services to finalize agendas for student events
- Designed a promotional flier using Microsoft Publisher
- Hosted alumni and provided networking opportunities for graduate student population

Part III: POLICIES & PROCEDURES



MEMBERSHIP & ELECTIONS

Club Membership Policies

- I. All Lubin graduate students have access to become an e-board member of all Lubin clubs and are eligible to attend all Lubin club events. (See below for voting regulations).
- II. All elected or appointed members must be current Lubin graduate students in good academic standing (3.0 or higher) for every semester in a leadership role.
- III. Positions are held for a maximum of two consecutive semesters.
 - a. *Exceptions can be made for the length of the leadership role on a case by case basis contingent on performance. Please speak to your club advisor for more information.*
- IV. See Graduate Student Organization Constitution for complete policy

Voting Eligibility Requirements:

- I. Voting is open to all Lubin graduate students.

Elections Procedures:

Elections must be held on campus during office hours in order for the club advisor to be present (pending advisor's availability). Elections are open to the public and must be completed by **May 1st** for the following academic year. Each club president will provide a list of available positions to all students and those interested in running for a position. Any positions that have not been filled through the Spring elections process will be filled by application in the fall and appointed by current e-board members and the club advisor.

All Lubin graduate student clubs will use Pace Votes for online elections. All students must set up a Lubin Pace Votes account in order to vote. Voting will be anonymous. Lubin advisors will administer the voting process and collect all votes.

Students interested in running for a position must submit a resume and a statement of purpose (200 words or less) to the organization's advisor by the nomination deadline.

EVENT & BUDGET PROPOSALS

CLUB EVENTS

Successful events will require ***teamwork, planning, communication and execution***. You will need to work with Pace staff members, professors and sometimes professionals from outside of Pace. It is important to make a positive and professional impression. With this in mind, please follow the steps below in order to ensure your events are a hit!

Event Policies:

- I. All event and budget proposals must be approved by the club advisor. The proposal must be sent to your advisor at least **four weeks** prior to the proposed event date.
- II. All co-sponsorships must be approved by the club advisor.
- III. Events must be open and promoted to all Lubin graduate students.
- IV. Guest lists must be approved by the club advisor at least 2 days prior to an event.

Event Planning Procedures:

✓ STEP 1: Organize a Planning Meeting

Club officers meet to discuss event ideas and develop an outline for the following

- ❖ **Date, Time, Location of Event**
- ❖ **Goals:** The end result that you hope to achieve
- ❖ **Objectives:** Actions that contribute to the accomplishment of the goal
- ❖ **Budget:** If food is requested, please list the items from the **Chartwells Catering Menu:** <http://www.pace.edu/sites/default/files/files/special-events/catering-guide.pdf> and include the price of each item and the total.
- ❖ **Implementation:** How will you make each objective happen and who will be responsible for it?
- ❖ **Headcount:** Include the number of Pace members AND number of guests of Pace.
- ❖ **Type of Room & Setup:** Do you need a classroom, lecture hall, or larger space? How would you like the chairs/tables to be set up, and what technology will you need?

✓ STEP 2: Create an Event Proposal

- ❖ The officer assigned with handling communication with the club advisor will draft a 1-2 page proposal outlining the above details.

✓ STEP 3: Submit Your Proposal

- ❖ Send proposal via email to your club advisor for approval and feedback. The proposal must be sent to your advisor at least **four weeks prior** to the proposed event date.
- ❖ See below for an Event & Budget Proposal TEMPLATE and a SAMPLE of a recent event proposal from the Graduate Finance Club:

✓ STEP 4: Submit Your Flyer

- ❖ Send a draft of your flyer via email to your club advisor for approval and feedback. The flyer must be sent to your advisor at least **two weeks prior** to the proposed event date.

EVENT & BUDGET PROPOSAL TEMPLATE

Club Name:			
Event Name:			
Event Description: (Include goals and objectives)			
Expected Headcount: (Note: Only a solid # and max # of attendees can be entered)	# of Pace students/staff/faculty:	# of guests of Pace:	Total:
Date & Time:			
Space Preference & Setup: (e.g. classroom, lecture hall; please include # of tables/chairs, etc.)			
Ed Media: (e.g. microphone, projector, etc.)	PLEASE NOTE: Charges incur after 8:00 p.m. Mondays-Thursdays and after 5:00 p.m. Fridays. We cannot approve any Ed Media for students after hours.		
Check All That Apply: (List details in Proposed Budget below)	<input type="checkbox"/> Web Site (do you want your event published to the Pace website?) <input type="checkbox"/> Catering Needed <input type="checkbox"/> Guest Speaker		
Requirements:	<input type="checkbox"/> Check if you do not want this published to the web <input type="checkbox"/> Check if sponsored by a student organization		
Proposed Budget: (itemized)	Gift:	Food:	Other:
Implementation & Deadlines (include name of club member assigned to each task)			

Advisor Approval: Signature: _____ Date: _____

EVENT & BUDGET PROPOSAL SAMPLE

Club Name:	Graduate Finance Club	
Event Name:	Investment Competition	
Event Description: <small>(Include your Goals and Objectives)</small>	<p>Objective: To engage students in learning both the financial markets and trading skills.</p> <p>The Investment Competition includes three events: 1) Orientation, 2) Investments career related event (panel discussion), and 3) Final Presentation. This competition will enable students to apply what they learn about money and capital markets in class. Through a web-based trading platform, we can assure the equality and measure different participants' investment performance. The discipline will be given at the beginning of the competition and mentorship will also be provided during the whole competition period to help students learn more. The detailed plan shows below.</p> <ol style="list-style-type: none"> 1) During the orientation, we will invite Professor Gottesman to present some investment strategies (40 minutes), explain the competition rules (25 minutes), and Q&A (25 minutes). 2) We will invite 3 guest speakers for panel discussion. Topics related to investment management career. 3) The final presentation is part of the competition. We will take the top 7 participants and invite 3 judges to determine the final prize. The top 3 participants win on the combination of trading profits and presentation performance. 	
Expected Headcount: <small>(Note: only a solid # and the max # of attendees can be entered)</small>	# of Pace students/staff/faculty: 60 Total: Approximately 60-65	# of guests of Pace: 3
Date & Time:	Wednesday, September 9, 2017 4:30-5:00 p.m.	
Space Preference & Setup: <small>(e.g. classroom, lecture hall; please include # of tables/chairs, etc.)</small>	Student Union Setup: Banquet : 65 chairs and 13 tables (5 chairs per table)	
Ed Media:	Equipment: Computer and Projector	
Check All That Apply:	<input type="checkbox"/> Web Site (do you want your event published to the Pace website?) <input type="checkbox"/> Catering Needed <input type="checkbox"/> Guest Speaker	
Requirements:	<input type="checkbox"/> Check if you do not want this published to the web <input type="checkbox"/> Check if sponsored by a student organization	

PROMOTIONAL GUIDELINES

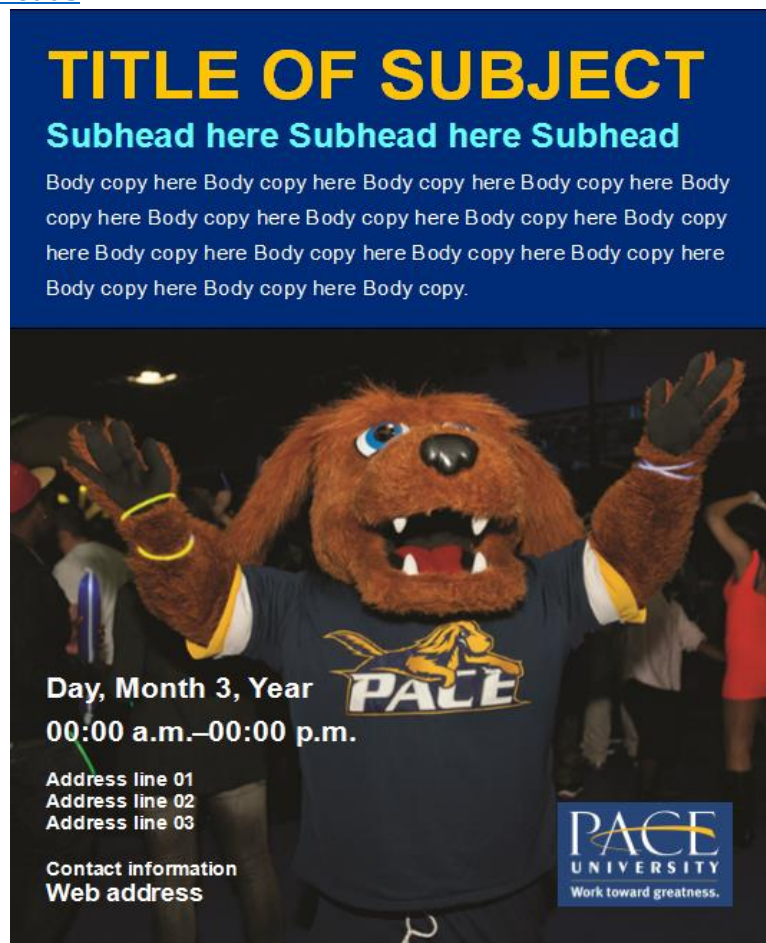
In an effort to streamline your promotional efforts, we are asking all student organizations to use Pace Public Relations approved flyers. PR has a webpage with helpful links to templates designed in Microsoft Publisher. Click the link below for access to templates like the one featured. You can customize with images, your organization, and the Pace Lubin logos. Please see the next page for further design tips:

For access to the Publisher templates, visit the following page on the Pace website:

<http://www.pace.edu/marketing-communications/pace-publisher-templates>

For access to Pace logos, visit the following page on the Pace website:

<http://www.pace.edu/marketing-communications/style-manual/visual-identity-and-logos/logo-downloads>



Orca TV:

To promote your events on the campus TV screens, please submit your flier, AFTER you've received approval from your club advisor, at the following link:

<http://pace.orcatv.net/>

Lubin Listserv:

To promote your events within the Lubin School of Business, please subscribe to the Lubin Listserv at <http://appsrv.pace.edu/lubin/listserv/>

Design Tips for Templates

Type

- ▶ Try to follow the size of the fonts provided on the template(s). They have been designed to give you maximum readability and to convey your message.
- ▶ Type has three main alignments: flush left, flush right, and centered. Try to follow the suggested alignment on the template. Additionally, if you have several text boxes, try to align in sync with all others that contain the same orientation.

Examples:

	Flush right alignment	Flush left alignment	Center alignment

- ▶ Spacing between lines of copy is important for both legibility and aesthetics. Try to follow the spacing indicated on the template. This will help you keep the different groups of information in discrete “clusters.” By the use of proper spacing, the reader will be able to follow your message in a clear manner.

Examples:

Well spaced

WELCOME TO CONVOCATION

Tuesday, October 11, 2014
2:00 p.m.–6:00 p.m.

Enjoy the fun, food, games, contests, plus our special guest speaker.

Poorly spaced

WELCOME TO CONVOCATION

Tuesday, October 11, 2014
2:00 p.m.–6:00 p.m.

Enjoy the fun, food, games, contests, plus our special guest speaker.

Color

- ▶ The official Pace University colors are Pantone 123 (gold) and Pantone 288 (blue).
- ▶ Keep your range of colors in line with the message. Wild and fun: Go for it! More formal: Use two to four colors that relate well to one another (and to the accompanying image).

Images

- ▶ Good resolution is important. A file size that is too small for the image area can result in blurry or pixelated appearance. Implement a JPEG that is at least 1 megabyte in size (even larger is better).

Examples:

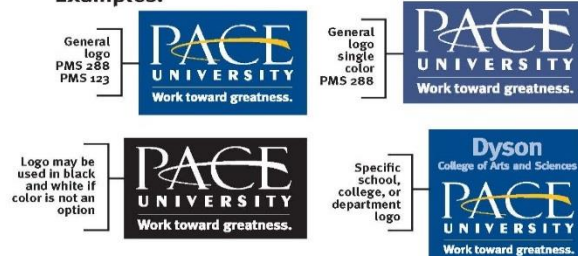


- ▶ High quality photography is important. Images that are out of focus or have poor lighting will look inferior when printed.

Pace logo usage

- ▶ The correct Pace University logo **must** appear on all printed material. If the material originates from a particular school, college, or department, it should contain the logo specific to it.
- ▶ The minimum width of the logo should not be smaller than one inch.

Examples:



FINALLY: For more complete understanding of Pace University style, branding, and usage, please go to <http://www.pace.edu/marketing-communications/>. This site offers a complete guide to the creation and preparation of your documents.



LUBIN STUDENTS: LET'S GET SOCIAL!



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@LubinBSchool



@LubinBSchool

**Share! Tweet & ReTweet! Post photos!
Watch videos!**

Show us your #LubinLife & #PacePride!