**eSkills 1 – College Informatics I**

1. **Activity:** Logging into MyLaGuardia and BlackBoard

2. **Assignment:** Professional email communication – Send email to SSM, cc Seminar Professor

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**MyLaGuardia**

- Secure online portal for access to the LaGuardia applications
- Student email!
  - Email, Calendar, Data Storage
  - Syncs with mobile device apps (hint!)

<table>
<thead>
<tr>
<th>STUDENT EMAIL</th>
<th>ePORTFOLIO</th>
<th>eCAREER</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUNYfirst</td>
<td>CUNY PORTAL</td>
<td>DEGREE AUDIT</td>
</tr>
<tr>
<td>BLACK BOARD</td>
<td>LIBRARY</td>
<td>LAGUARDIA VIP</td>
</tr>
</tbody>
</table>
BlackBoard (BB)

- BlackBoard is an online course management system
- If the instructor for a class is using BB, the course will automatically appear at the beginning of the term for the students
- BlackBoard has many tools and features
  - Many instructors post information course materials (e.g., the syllabus) and course grades on BB
  - Online quizzes and exams
  - Discussion Boards
- Blackboard is also available as an app (iOS & Android)

Professional email communications

- Students are expected to use their college email for campus communications
  - Allows the receiver to identify you, the sender, as a student at the college instantly
  - Allows personal email accounts to be kept private
- Effective Emails
  - Subject line should include brief reason
    - include class code when contacting a professor
    - Subject: HSF090 – question about assignment
  - Begin with salutation, e.g., Dear Professor
  - Briefly and politely state the reason for email
  - Include closing & your name (e.g., thank you, student)
**Professional Email**

Subject: HSF090, office hours  
Hi Professor,  
I have class during your office hours and would like to make an appt. to see you at another time, if you can.  
Thank You,  
[your name here]  
[include EMPL ID if needed for advisement]

**Unprofessional Email**

From: watzupp718@email.com  
Subject: HELLLPPP!!!!  
ur never in ur office when I stop by---I reaallly need to cu--when ru gonna be around?  
[no name given]

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**Activity**

- Log into student email  
- Compose short email to SSM with cc to Seminar Professor  
- Send!  
- **Remember:**  
  - *Subject line: Course Code*  
  - *Salutation*  
  - *Closing*
HSF090
Health Sciences
First Year Seminar

ePortfolio 1 – Introduction to ePortfolio

1. **Activity:** Choose a Template

2. **Assignment:** Complete calendar from class activity, add a short reflection and post

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eSkills 2 – Introduction to Microsoft Word

1. **Activity:** Introduction to formatting academic and professional papers

2. **Assignment:** Create Word document with running header and compose short reflection on one Habit of Mind.
Microsoft Office

- Publishers, employers and others often provide specific formatting instructions that are expected to be followed

- MS Word Basic Format for Professional Writing
  - 1 inch margins on all sides
  - Font: Times New Roman 12pt is standard
  - Double Spacing throughout
  - First line of each paragraph indented ½ inch
  - Running Header: Student name or short title
  - Page number in page header or footer

- Professors may also have their own formatting requirements

Activity

- Open MS Word

- Format:
  - Last name and page number in Header right justified
  - Title (e.g., Creativity: A Habit for my Mind)
  - Name
  - Date (all centered)

- Write short one paragraph reflection on one of the Habits of Mind (left justified)

- Deposit Reflection in ePortfolio assessment area
Assignment: Habits of Mind Reflection

- Write short reflection on one of the Habits of Mind.
- Which Habit of Mind do you think is essential to your success in college?
  - Curiosity
  - Openness
  - Engagement
  - Creativity
  - Persistence
  - Responsibility
  - Flexibility
  - Meta-Cognition

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ePortfolio 2 – About Me

1. Activity: Post picture of your choice and briefly introduce yourself (e.g., major and career goals)

2. Assignment: Locate online handbook for major, then download and repost under About Me section
eSkills 3 – Introduction to Microsoft PowerPoint

1. Elements of good presentations

2. Activity: Design your own PowerPoint Template

3. Assignment: Post template to ePortfolio for future use

Professional Presentations

- Effective well designed presentations are essential for Academic and Professional Success

- Keep in mind the setting for each presentation
  - Larger sized fonts for larger rooms (28pt +)
  - Dark background templates with text in light colors are preferable for darkly lit rooms or auditoriums
  - Use simple images the reader can immediately connect to the topic on the slide
Professional Presentations

- Design presentations for specific purposes
  - Brief outline style to remind speaker what to say next
  - Full outline style with more information for lectures or talks where audience will take notes
- Keep it simple
  - Don’t clutter up the slides with images
  - Don’t overdo the Bells & Whistles with excessive animations or other “flashy” add ons

Presentations

- **Activity:** Review Basic Features of Power Point
  - Choosing Templates
  - Inserting/Adding Images
- **Assignment:** Create own template and post
  - Master Slide includes name, major, college

- **Remember:** free online training in Microsoft Office
  - [www.udemy.com/microsoft-office-training-mooc](http://www.udemy.com/microsoft-office-training-mooc)
ePortfolio 3 – Culture and Health

1. **Activity:** Create Culture and Health Section

2. **Assignment:** Create short presentation and post

**Activity**

- **Add Culture and Health Section to ePortfolio**
  - *Search YouTube for short video (under 5 mins) to post*
    - “Culture/Cultural Health”
    - “Health Disparities”
    - “Multicultural Health”
    - “(race/ethnicity) Health”
    - “Cultural Competency”

- **Post video under Culture & Health section**
  - Provide title for video
  - List three things this video can teach the viewer about Culture & Health
Career Goals: Lab Assignment 2

- Open PowerPoint Template
  - Add title about Culture and Health to first slide
  - Slide 2: Add same title as in ePortfolio
    - Insert Hyperlink to Culture & Health Video
    - Insert relevant picture
    - From ePortfolio: list three things this video can teach the viewer about Culture & Health
  - Search internet for images to add to slides

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LaGuardia Community College

Studio #7

eSkills 4 – Library research

1. Introduce Library Subscription Databases
2. Activity: Search for articles on Culture & Health
3. Assignment: Email two citations to yourself
**Subscription Databases**

- The library subscribes to many academic databases
  - Free access to academic journals
  - A Google Scholar search will not guarantee free!

**Methods of Searching: Source vs. Topic**

- Searching for particular journals

**Advanced Searching with multiple databases**

- Date restricted
- Multiple key words vs. Two words in single search
- Full Text Available

**Saving for later use (export, download, email)**

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**Subscription Databases**

- **Activity: Search for two journal articles on Culture and Health**
  - Key Words: Culture, Ethnicity, Health, Healthcare and your discipline (e.g., nursing).
  - Restrict to last 5 years

- **Assignment: export citations with full abstract in APA style**
  - Email to yourself to use in next week’s Studio
ePortfolio 4 – Complete Culture and Health section

1. Annotated Bibliography

2. Activity: Complete Culture & Health Section of ePortfolio

3. Assignment: Post Annotated Bibliography with reflection

Annotated Bibliography

- An Annotated Bibliography is similar to a reference list or citation list with the addition of a brief description, such as the abstract
  - Useful for developing ideas, organizing thoughts, and choosing sources for a paper

- Activity: Complete Culture & Health Section
  - Post citations for articles with abstracts from last time

- Assignment: Create Annotated Bibliography in Word
  - Reflect on the two articles in a short paragraph
  - Post to ePortfolio
eSkills 5 – College Informatics II

1. Review of CUNY First Essentials
2. Activity: Searching for Classes for next term
3. Assignment: Print/Save copy of Degree Audit

College Informatics II

- CUNY First
  - Schedule
  - Student record – Check your major!
  - Online Payment

- Activity: Review Searching for Classes
  - By Class Code (e.g., HSS, SCH, SCO)
  - Flexible Core Area
  - Times, Days, etc

- Assignment: Degree Audit
  - Save to bring to meeting with advisor
ePortfolio 5 – Planning for Next Semester

1. **Activity:** Search for classes for next term (with alternates)

2. **Assignment:** Post Education Plan for next term in ePortfolio

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**Education Planning**

- **Activity:** Planning next semester
  - Refer to program handbook posted earlier this term in your ePortfolio to select courses to take next term
    - Key courses or Pathways to take?
    - Non non-clinical phase courses in major program?
  - Look up the courses for next term in CUNY First
    - Check the pre-requisites and co-requisites have been met for the selected courses
  
- **Assignment:** Complete education plan in ePortfolio
  - Draft a schedule to bring to your advisor
  - Have 2nd choices listed in case 1st choices are full
ePortfolio – Career Goals

1. **Activity:** Use PowerPoint template to create SMART Goals Presentation

2. **Assignment:** Deposit presentation in ePortfolio

Goals for next term

- **Activity:** SMART Goals Presentation
  - Title slide: (Career Goal)
  - Slide 2: List short term goals for the next semester (courses, candidacy, TEAS, GPA, etc.)
  - Slide 3: List what campus resources that may help in achieving the short term goals
  - Slide 4: List other academic goals you hope to achieve this school year

- **Assignment:** Upload to ePortfolio
ePortfolio 7 – Course Evaluation

1. **Activity:** Complete online survey
2. **Assignment:** End of term reflection

Course Reflection

- **Activity:** Course Survey
- **Assignment:** Course Reflection in MS Word
  - How has the Freshman Seminar for Health Sciences helped you work toward your personal/educational goals?
  - What did you like most about the seminar?
  - What did you like least? The most?
  - What would you change?
- **Upload Reflection into ePortfolio**
- **Final Review of ePortfolio**
  - All Assignments Uploaded? All Content Posted?