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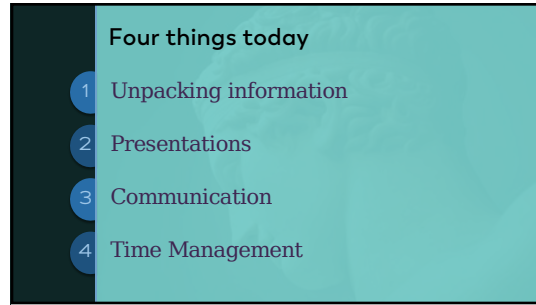
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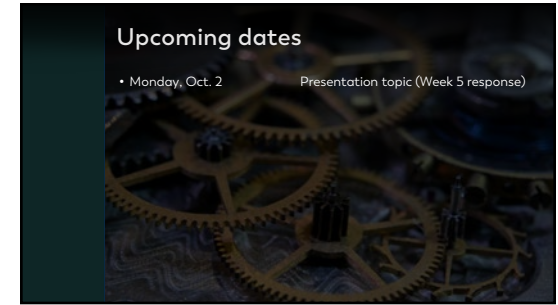
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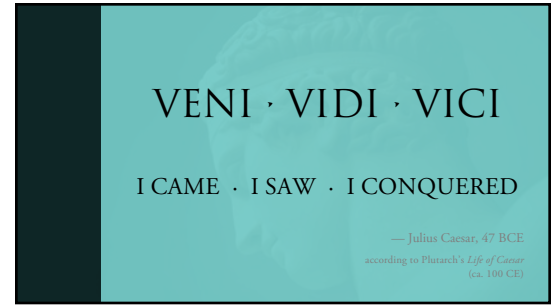
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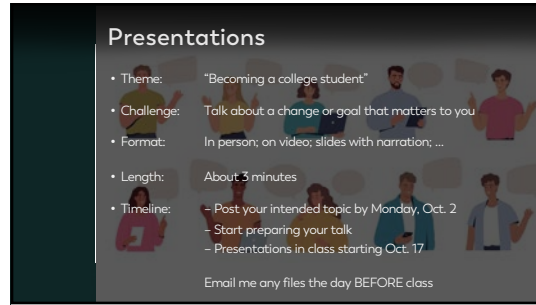
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### Blueprint A: Three Pillars

- 1**  
What is it?  
Explain what the topic is and how it might turn up in college or in your career.
- 2**  
What does it mean to me?  
Talk about why you picked this topic and why it's important to you.
- 3**  
What do you need to know?  
Lay out useful info, like:
  - How to recognize there's a problem
  - How to recognize you're doing well
  - Strategies
  - Resources

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### Blueprint B: Top Five Things to Know

- 1**  
What is it?  
Explain what the subject is.
- 2**  
Why does it matter?  
Talk about who it affects and how.
- 3**  
What do I look for?  
Discuss the signs that this is relevant to you.
- 4**  
What should I do?  
Lay out some strategies for engaging with the subject effectively.
- 5**  
Where can I go?  
List resources available to Lehman students.

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### Blueprint C: Tell a Story

- 1**  
Here's what I'm talking about  
Explain what the topic is and how it might turn up in college or in your career.
- 2**  
Here's a story about it  
Tell a real-life or hypothetical story about a college student who related to this subject (good or bad).
- 3**  
Here's what I get from this story  
Lay out some ideas about what this story might tell us about this subject.

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**Week 5 Response**

- Post what you think you might want to talk about for your presentation and why
- Try to include a verb as well as a subject (e.g., "building empathy")
- What kinds of things might you talk about?
- Come back later and read/react what others have posted

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**Academic engagement**

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**Writing emails**



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### Email etiquette

- Address your recipient by title and last name (Dear Professor Wilson)
- Use full sentences and proper grammar, avoiding slang and emojis
- Keep the tone of your email courteous
- End with a concluding phrase and your name (Sincerely, Juan Pupil)
  - Include the course and section—professors have lots of students and lots of classes
- Give a useful subject line (Research on X)
  - Even if you are replying to a professor's general email, change the subject line to reflect what you are emailing about.
- Stay brief and to the point
- Reply in a timely fashion

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### Résumés and cover letters



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### Time management



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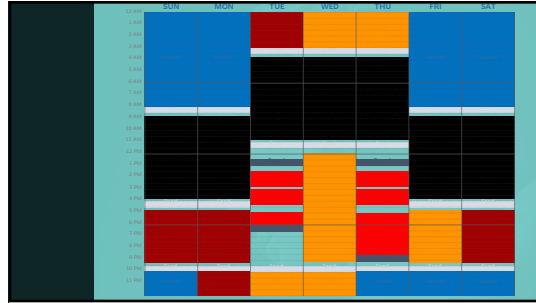
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### Strategies for time-management

- Make a schedule
- Know yourself
- Prioritization
- Goal-setting
- Choose a system and commit to it

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