

**The Ronald E. McNair Post -baccalaureate Program
New Jersey Institute of Technology
Summer**

Topics

Class 1 - Personal Statements

- Brainstorming Ideas
- Suggested Guidelines
- Intellectual Influences
- Discussing Essays (Read before class)

Class 2 - Best Classroom Practices

- Characteristics of Good Teachers
- Practical Tips for Teaching
- Dealing with Classroom Problems
- Preparing to Teach A Class
- Dealing with Problem Students

Class 3 - Peer Review/Editing - Personal Statements

- Fundamentals of Writing
- Evaluating A Personal Statement
- Selecting the Right Word
- Writing Exercises for Writing Correctly

Class 4 - Resume Writing and Interviewing Skills

- Writing Effective Resumes
- Cover Letters
- Follow-Up Letters

Class 5 - Principles of Leadership

- Leaderships Skills Quiz
- Roberts Rules of Order
- Conducting Effective Meetings
- Thinking Skills
- Effective Team Learning