

the New Leaf

Feeling Overwhelmed?

Four Easy Techniques to Deal with Stress

1. Make a Worry Box

Start by locating a small box. If you are feeling overwhelmed, take a moment to write down your main worries on small pieces of paper and place them inside the box. When you have placed your worries inside the box, purposefully think about other things. The worry box helps you to let go of your fears.

2. Defeat Negative Thoughts

When you find yourself thinking negative thoughts, take the following steps:

1. STOP - tell yourself you are having a mental "time-out"
2. BREATHE - place your hand on your lower abdomen and breathe deeply. Feel the hand on your abdomen rise. Imagine you are breathing in peace and calm. Imagine you are breathing out stress.
3. REFLECT - Ask yourself some difficult questions. Is this fear real or imagined? Are you jumping to conclusions? Are these thoughts helping you in any way?
4. CHOOSE - Decide to let go of your negative thoughts.

3. Take a five-minute break

Every few hours take a five-minute break. Consider taking a short walk to clear your head.

4. Congratulate yourself!

At the end of each day, make an effort to think back and take note of your accomplishments. Did you make it through a long day at work? Did you work through another chapter of Algebra? Did you get to school on time? Take a moment to congratulate yourself!

Juggling Finals

As the end of the semester quickly approaches, studying for multiple final exams can be daunting, but it does not have to be overwhelming. By following a few basic guidelines, you can have a strong end to the semester.

- (1) **Write down the dates and times of all of your finals.** The college publishes a final exam schedule on its web site. Begin organizing your studying time a few weeks before the final, giving yourself plenty of time to prepare for each one. Ask your instructors if any study guides or other review materials are available. Some finals are going to require more preparation than others. Prioritize your studying so that each final exam will receive the proper amount of attention, and do not procrastinate. Early planning for finals will lessen the stress of those finals.
- (2) **Get plenty of sleep.** Even though you may have work and family obligations in addition to preparation for finals, getting the proper amount of sleep will help you think better and make you less irritable. While the recommended amount of sleep varies with age, eight hours is generally considered a healthy amount of sleep.
- (3) **Eat a well-balanced diet that includes plenty of nutritious options.** Try to stay away from junk food and unhealthy snacks. Long periods of studying may cause you to crave these items, and you might be tempted to overindulge. With the holidays approaching, there will be plenty of cookies and candy around to satisfy anyone's sweet tooth. Always choose healthier options as you prepare for finals.
- (4) **Give yourself an occasional break from studying.** You can do this by taking a walk, doing yoga, or eating lunch with your friends - whatever you like to do during your free time. Just make sure to balance these times with your study times.

These are just a few tips to help you juggle your finals and your other obligations. Remember to plan ahead and be good to yourself!

First Aid! (for your paper)

Writing specialists from The Learning Center will be in Café Central before and during finals week to offer fast advice or answer questions about your essay. We can:

- Make sure you meet assignment guidelines
- Give your paper a quick read to see if it flows and has clear writing
- Check your formatting
- Help you with MLA/APA/CMS citations
- Answer your grammar questions

Tutors will be available the week of November 26th and the week of December 3rd on Tuesdays and Thursdays at 12:30 (have lunch while we chat!) and Wednesdays at 2:30.

Meet the New Student Tutors

Tell is a student tutor of English and a passionate history buff. He enjoys running, reading, hunting, camping and writing.

Lewis is a student athlete who tutors writing, business, and accounting. In his spare time, he likes to play soccer and work out.

Jordan tutors English and is majoring in Music Performance. Some of her favorite activities are singing, playing board games, and watching The Lord of the Rings films on repeat.

Abbey is an English tutor. She likes getting tattoos, painting, and wearing socks with sandals.

Kori tutors Math and English. She enjoys playing on the ECC softball team.

Curtis tutors math and biology. In his spare time, he likes programming and working with computers.

Billy can help tutor with business, marketing, and accounting. He plays soccer and hails from England.

Prepare for Finals with The Learning Center!

Need some help getting started with finals prep? Study better in a group or with others? The Learning Center has you covered! Check out our finals math sessions below.

To help out math students, we will have tutors available to answer questions about the math reviews on these dates:

	11/28	11/29	12/3	12/4
Pre-Algebra	12:30 PM			2:00 PM
Intro		10:30 AM	2:00 PM	
Intermediate		9:00 AM		3:00 PM
College Algebra	10:00 AM	1:30 PM 5:00 PM		
Fundamentals of Math		12:30 PM	4:30 PM	
Contemporary Math	10:45 AM			9:00 AM
Trigonometry			1:30 PM	11:00 AM
Statistics			9:00 AM	12:30 PM

If these dates and times do not work for you, call or come by for an appointment. Leave your email and phone number if you would like online tutoring.

On exam days we will have “open-math-tables” for that last question before the exam. About an hour before each math exam, we will have at least one math tutor available to help with the following subjects at these times:

12/5		12/6		12/10		12/11	
7:15	College Algebra	7:15	College Algebra				
		7:15	Interm. Algebra	9:00	Statistics	8:00	Trig.
9:00	Fund. Algebra	9:00	Fund. Algebra	10:30	Trig.	8:30	Contemp. Math
9:15	Pre-Algebra	9:15	Intro. Algebra	10:30	Interm. Algebra	11:00	College Algebra
1:00	Contemp. Math	3:00	College Algebra	11:00	Intro. Algebra	1:00	College Algebra
1:30	Fund. Algebra			1:30	Fund. Algebra	5:30	Statistics

Reminder: The Learning Center is open Friday November 30th and December 7th from 7:30 am until 2:00 pm.

Did You Know...

... we have a math tutor from Texas A & M with a degree in civil engineering who can tutor calculus, differential equations, and statics? Alison Tucker has also studied fluid dynamics and oceanography! Come talk with her; she has a wealth of knowledge.

... we have two tutors that are/were math and science teachers and have over 25 years' experience? Kathy Wright taught high school math and science, ranging from algebra and geometry to life science and physical science. Jon Noelker, also a high school teacher, teaches anatomy and physiology, biology, chemistry, physics, and space science, plus algebra, geometry, and the real number system. Jon also has his Master of Science degree. If you want to talk science or math, come see Kathy and Jon!

... we have a writing tutor who graduated from Purdue University with a degree in Philosophy, is currently earning his Master of Social Work degree, and has studied five languages? Tim Derifield is knowledgeable in many subjects; come talk to him anytime about any subject and you will see for yourself!

... we have two writing tutors who are also published authors? Lisa Kang's poetry has been published in Passages North, Hayden's Ferry Review, Spoon River Poetry Review, Spillway, Lindenwood Review, and others. Raphael Maurice, also a published poet, has been published in Spartan Press, U City Review, Sou'Wester, Word for Word, Vending Machine Press, Likestarlings, and others. His book, *The Idiot's Calendar*, is available through Spartan Press. Feel free to come talk with them about their works or writing anytime.

... we have an ECC Alumni with a degree in Health Science? Denise Walker is our Access Services Specialist and knows what being a student at ECC is like. She tutors mainly math and writing, but if you're curious about how different types of technology can help you in your studies, she would love to meet with you.

National College Testing Association Certification Update

Earlier this year, the ECC Testing Center applied to become a Certified Testing Center by the National College Testing Association (NCTA). When the process is complete, the ECC Testing Center will be part of an elite club of approximately 200 colleges who have obtained NCTA certification, including our neighbors Three Rivers College and Ozarks Technical Community College.

As part of the application process, the testing center staff undertook a comprehensive assessment of its operations to ensure compliance with NCTA's professional standards. These standards include developing and implementing a mission statement, providing for ongoing evaluation of the college's testing program, and protecting both the integrity and confidentiality of all tests given in the center.

The NCTA accepts applications just twice a year, and only 25 testing centers are invited to proceed with the certification process each application cycle. Thanks to the quality of the application materials, the ECC Testing Center was one of the lucky 25 applicants to receive this invitation. Currently, the staff are working with a representative from NCTA to finalize the application.

Oh, Tannenbaum! Get Ready to Decorate, and More

Last year, our annual Christmas decorating contest saw some amazing entries. This year, we are switching it up a bit. Instead of office areas, this year's contest will pit tree against tree.

The rules for this year's contest are simple: choose a theme and decorate your tree. Entries will be judged based on originality, adherence to theme, and creativity. The winner receives bragging rights for a year. Entry fee is \$5.

We're not done yet! We'll also be hosting a sale of Christmas goodies, including many versions of our best seller from last year—cookie in a jar.

Last, but not least, if you hate wrapping Christmas presents, why not shift some of the burden to us? We'll have wrappers standing by soon to wrap your packages for a small fee. You can even drop off your packages, and we'll tell you when they're ready to go under the tree!

If you'd like to learn more about these events, visit our website: <http://eastcentral.edu/learning-center> or follow us on Twitter and Snapchat: @TLC_EastCentral.

Giving is an important part of how we celebrate the holiday season, and by participating in these events, you are supporting The Learning Center Scholarship Fund. Each semester, The Learning Center awards a scholarship to a deserving student who has used The Learning Center to be academically successful. Thanks for your generosity!

Help From Anywhere

Did you know that the Learning Center offers online tutoring for Math and Science? We use Zoom, which is a quick download to your phone, tablet, or computer (browser app). Would you like to find out more? Give us a call at 636-584-6688 or email us at general_tutoring@eastcentral.edu. Online tutoring is by appointment only.