

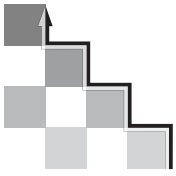


2020-2021

Stairs to Success

Student Notebook for a
Four-Year Developmental Plan for Student Success
Based on the Keystone College Promise.

Keystone College



Stairs to Success

A Four-Year Developmental Plan for Student Success Based on the Keystone College Promise

The **Keystone Promise** is our pledge to every Keystone College student that within six months of graduating from Keystone College you will have received at least one job offer or been accepted into a transfer or graduate program.

If followed and completed, the Keystone Promise requirements are designed to prepare a student to be competitive in the market post-graduation. However, in the event an offer does not occur within six months of graduating, the student is eligible to receive a personalized career development plan that may include up to 12 additional credits of free coursework.

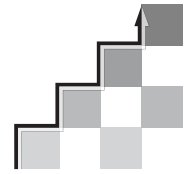
All activities described in Keeping the Promise are designed as educationally purposeful experiences guided by national experts in education and student development models and strategically placed within the semester or academic year most appropriate to a student's developmental needs.



Keystone College

Vision: Keystone College strives to transform lives and the region by inspiring and empowering students to live in a diverse community where responsibility, integrity, mutual respect, and life-long learning flourish.

Mission: Keystone College opens doors to rewarding careers in a student-centered environment, that teaches students to think, communicate, create, and problem-solve effectively within a diverse, ever-changing world.



Hello New Keystoneians!

Welcome to Keystone College, the place where you can believe in yourself, belong with a group of amazing students, staff, and faculty, and where you will become your best self.

We all know that you are new to this campus and to college in general. That means there is a lot you don't know yet, and probably a lot you don't know that you don't know. But please know that we—your instructors, your academic advisors, your resident directors, and everyone else on campus—are ready to help you figure it all out.

There is an overall structure to the Keystone College experience. Every curriculum program is carefully constructed to teach you the foundation you need, then let you build on that foundation into the specific area you are most interested in. Similarly, your co-curricular life at the College has structure. You'll have a First Year Experience this year, then a Sophomore Year Experience next year, and so on. Plus, Career Services has a set of steps that you'll start now, to help you be ready for the job market when you graduate.

Stairs to Success is designed to help you understand the structure of your college experience, so you can see the specific steps you should take to get the most out of your education and be the most prepared to step into the world beyond the College.

By following the Stairs to Success, you will spend your time here wisely. And when you graduate, if you've taken all the steps outlined in this booklet, you'll be covered by The Keystone Promise, our pledge to you that within six months of graduating, you will have a job offer or a placement in graduate school.

Your future begins now, so let's take the first steps together. Welcome to the Keystone Family!

Sincerely,

Tracy L. Brundage, Ph.D.
President, Keystone College



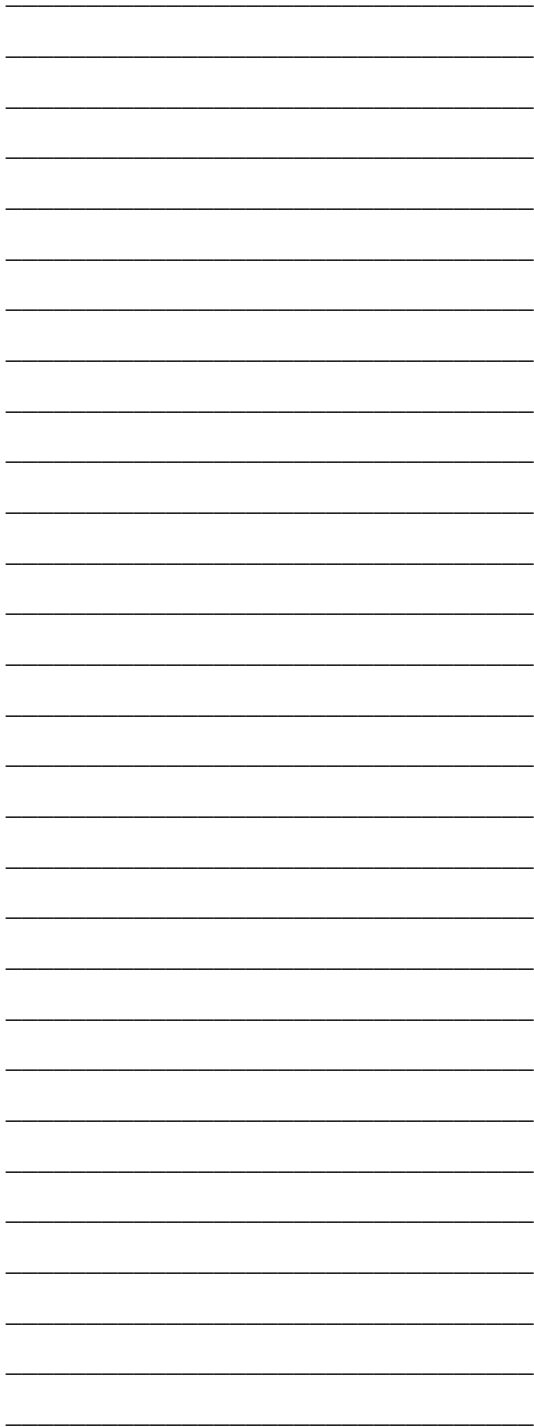
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- ☐ Download your major's Academic Map
- ☐ Know your advisor's name
- ☐ Schedule a meeting with your advisor to discuss expectations and how your interests, goals, and values fit into your major
- ☐ Schedule another meeting with your advisor to prepare for next semester's course registration

- ☐ Explore how majors align with career paths of interest
- ☐ Login to Handshake

- ☐ Complete the FOCUS® Career Assessment Program
- ☐ Complete the Keystone Promise Career Plan and have it reviewed

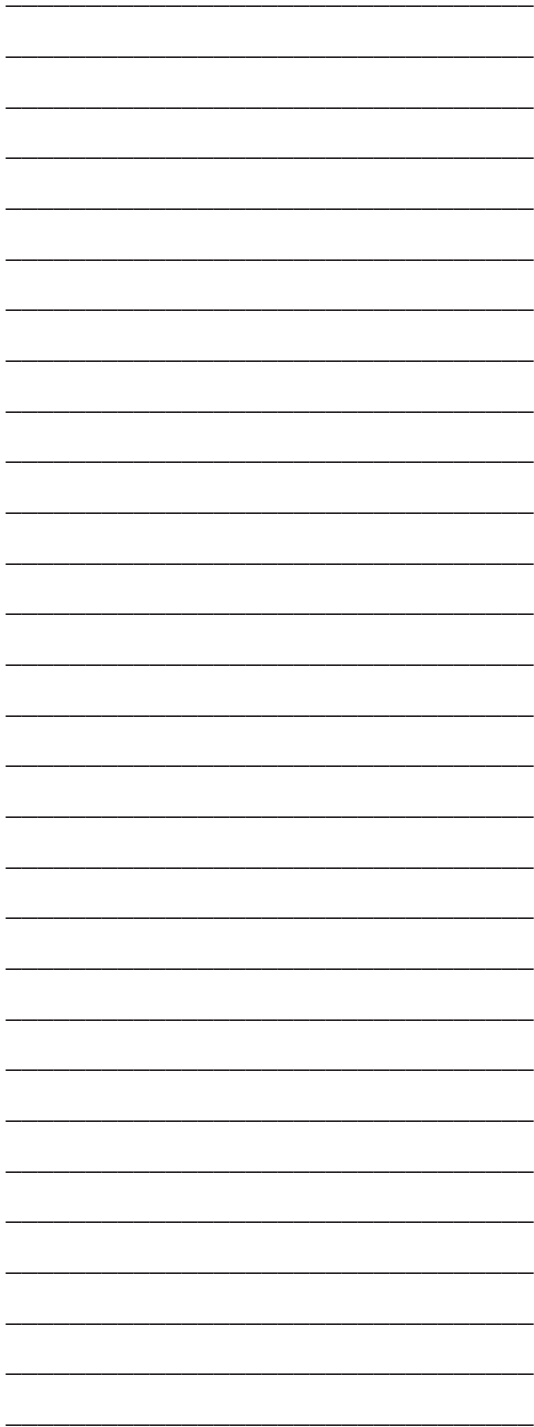


- ## Student Life:

- ### Key Events:

- www.keystone.edu/stairstosuccess ■ 2020-2021 Overview

Second Year:



- ❑ Participate in civic engagement and service learning with a project that fosters your passion and skills
- ❑ Take a leadership role in Civic Engagement, Residence Life, clubs and organizations on campus
- ❑ Continue to get involved in activities and participate in service opportunities

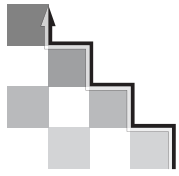
- ❑ Annual Leadership Conference
- ❑ Homecoming and Family Weekend
- ❑ Music and Arts Fair and other band and theater performances
- ❑ Undergraduate Research and Creativity Celebration
- ❑ All-College Honors Convocation
- ❑ The Block Party
- ❑ Fall or Spring Career, Internship and Grad School Fair



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Fourth Year:

Academic:

- ☐ Seek research and writing support as you complete your Capstone projects
- ☐ Complete Senior Seminar and Senior Capstone Project
- ☐ Conduct undergraduate research

Advising:

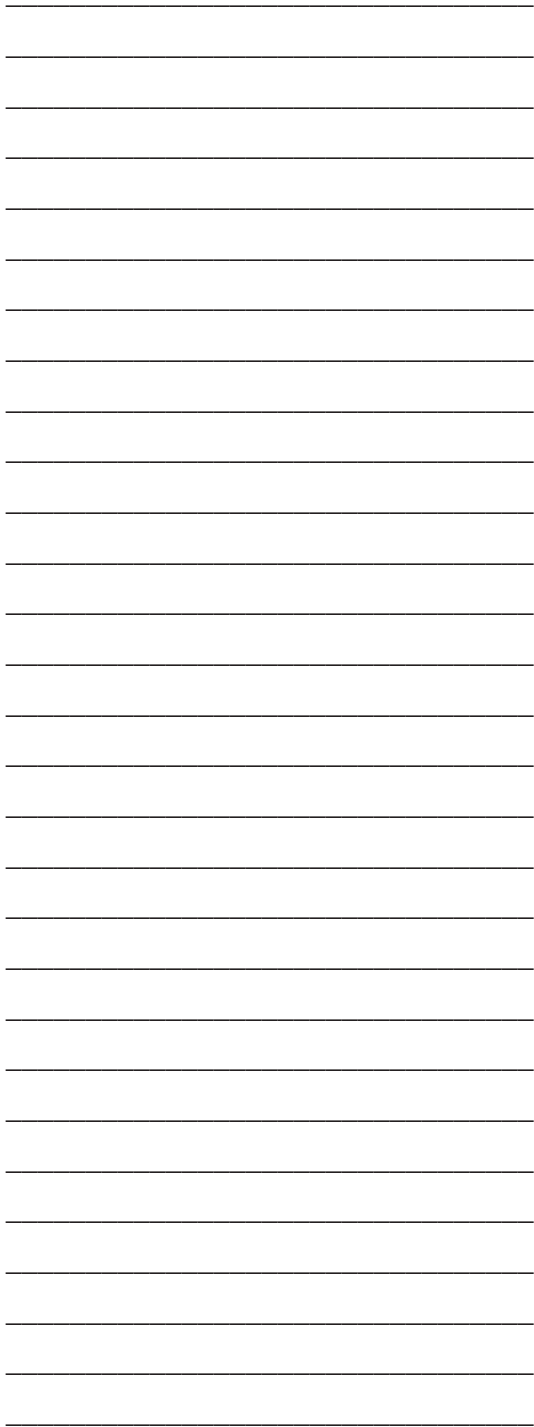
- ☐ Schedule a meeting with your advisor to review your graduation audit
- ☐ Schedule another meeting with your advisor to discuss your academic progress and graduation requirements, reflect on your college experience, and discuss post-graduation plans

Career Development:

- ❑ Make final graduate school or career decisions and start submitting applications
- ❑ Polish your professional portfolio
- ❑ Consider becoming an Alumni Mentor or Alumni Admissions Ambassador
- ❑ Discuss your progress with regard to completing the Keystone Promise with your advisor or the Learning Center
- ❑ Update your Handshake and LinkedIn accounts

Notes: _____

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- ☐ Update your resume and cover letter and have them approved
- ☐ Conduct a job search
- ☐ Complete a mock interview
- ☐ Update Handshake and LinkedIn accounts
- ☐ Attend the Fall or Spring Career, Internship and Grad School Fair

- ☐ Lead a service project through the Office of Civic Engagement and Service Learning
- ☐ Transition your club/organization into new leadership as you prepare to graduate
- ☐ Hone your leadership skills, stay involved in activities and service projects

- ☐ Homecoming and Family Weekend
- ☐ Music and Arts Fair and other band and theater performances
- ☐ Fall or Spring Career, Internship and Grad School Fair
- ☐ Undergraduate Research and Creativity Celebration
- ☐ All-College Honors Convocation
- ☐ The Block Party
- ☐ 100 Days to Graduation celebration

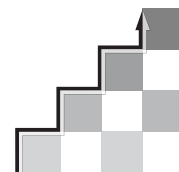
- ☐ Grad Finale
- ☐ Senior Week festivities
- ☐ Student Philanthropy Council's fundraising for the senior class gift
- ☐ Attend Commencement

Notes: _____

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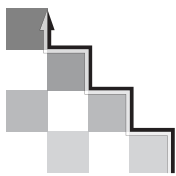
Post-Graduation:

- ☐ Complete the survey of recent graduates
- ☐ Come back for Homecoming events
- ☐ Serve on the Alumni Association Board or as a Class Correspondent
- ☐ Get involved with your local Alumni Chapter
- ☐ Volunteer to be an Alumni Mentor and network with and advise current students
- ☐ Volunteer to be an Alumni Admissions Ambassador, representing Keystone at college nights in your area, or by reaching out to admitted students
- ☐ Consider supervising a Keystone student as an intern, or connecting them to job opportunities
- ☐ Return to campus as a guest speaker to share your experience at events
- ☐ Refer future students
- ☐ Support Keystone at athletic events – on campus or in your area
- ☐ Give back

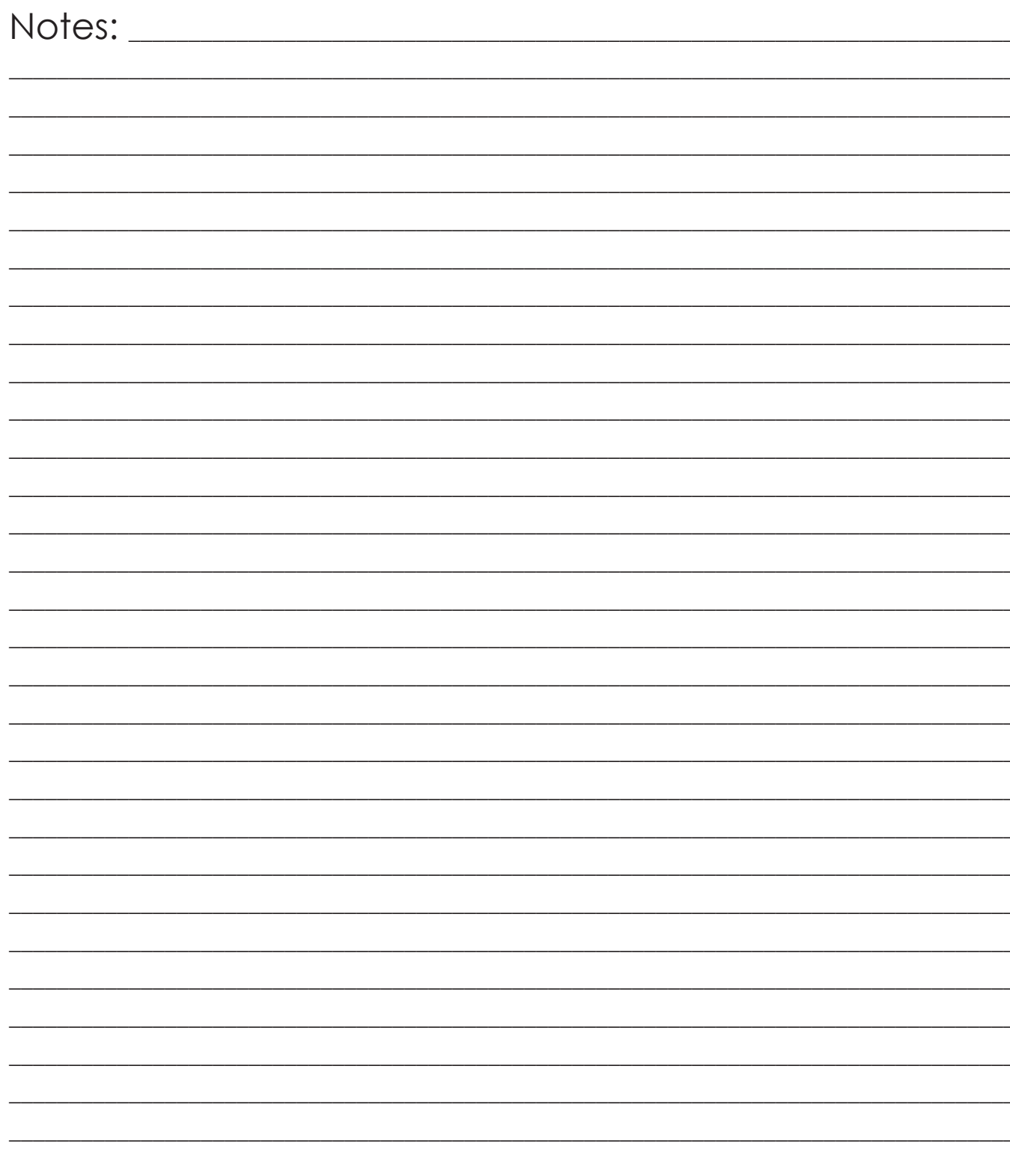


Directory:

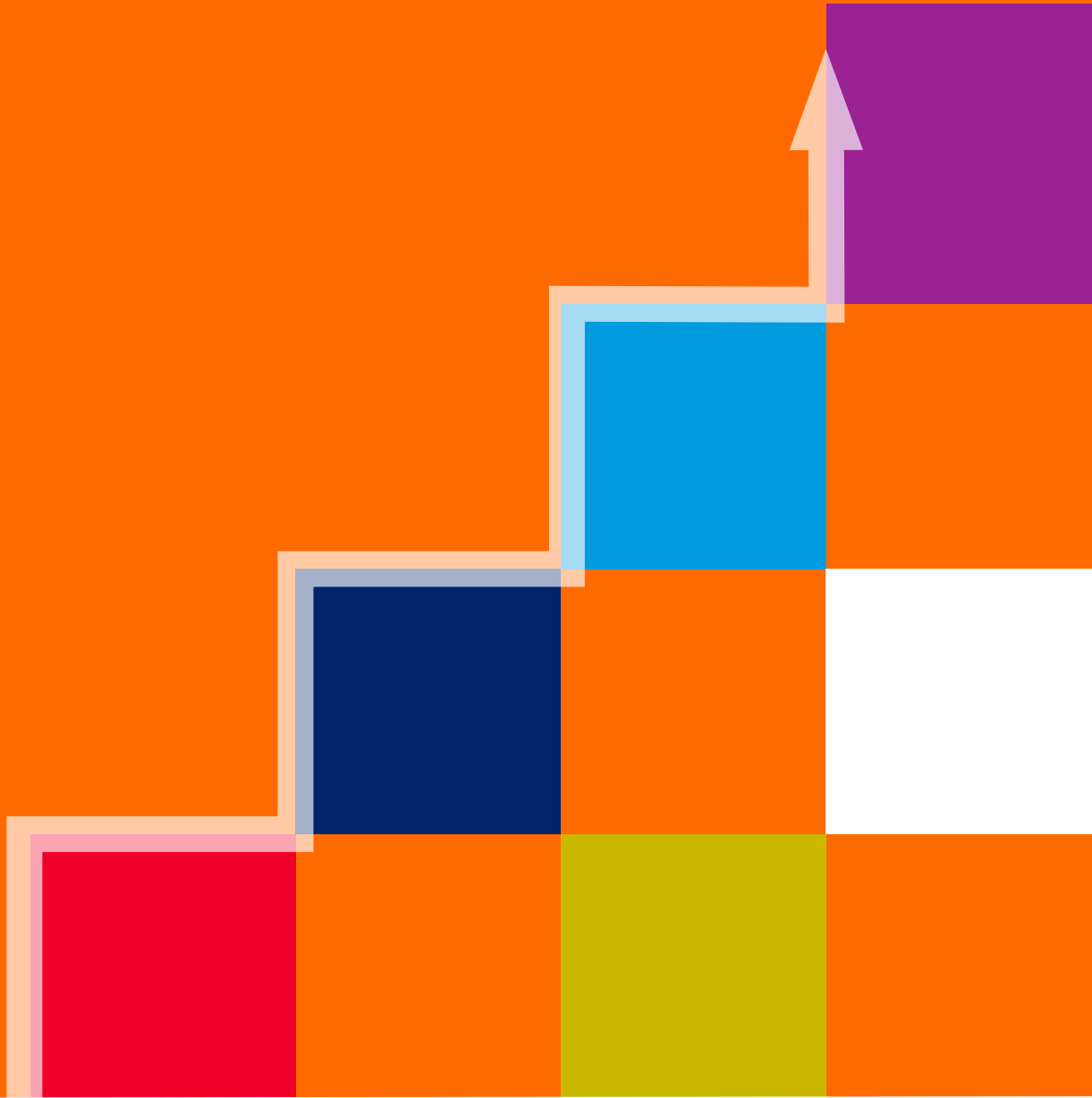
Admissions	(570) 945-8111
Sisson Hall, admissions@keystone.edu	
Academic Affairs	(570) 945-8316
Sabiston Hall, Second Floor, academicaffairs@keystone.edu	
Alumni Relations	(570) 945-8173
Sickler Hall, First Floor, alumnirelations@keystone.edu	
Athletics	(570) 945-8232
Gambal Athletic Center, First Floor, athletics@keystone.edu	
Campus Safety	(570) 945-8997
Hollinshead Residence Hall, First Floor, campussafety@keystone.edu Emergency Number	
	(570) 945-8989
Chamberlin Center for Student Life	(570) 945-8400
Hibbard Campus Center, Second Floor, studentlife@keystone.edu	
Civic Engagement and Service Learning	(570) 945-8253
Hibbard Campus Center, Second Floor, studentactivities@keystone.edu	
Commuter Life	(570) 945-8400
Hibbard Campus Center, Second Floor, commuterliving@keystone.edu	
Counseling and Well-Being Center	(570) 945-8309
Tewksbury Residence Hall, First Floor, counseling@keystone.edu	
Residence Life	(570) 945-8271
Hibbard Campus Center, Second Floor, residencelife@keystone.edu	
Student Activities	(570) 945-8253
Hibbard Campus Center, Second Floor, studentactivities@keystone.edu	
College Green Eatery & Market	(570) 945-5300
10 College Avenue, Keystone Commons, diningservices@keystone.edu	
Institutional Advancement	(570) 945-8162
Sickler Hall, First Floor, development@keystone.edu	
Keystone College Virtual Campus (KCVC)	(570) 945-8380
Harris Hall, Third Floor, www.keystone.edu/online	
Library and Learning Center ..	(570) 945-8335
Miller Library, library@keystone.edu	
Advising Services	(570) 945-8335
Miller Library, advising@keystone.edu	



Career Services	(570) 945-8335
Library and Learning Center, <i>careers@keystone.edu</i>	
Disability Services	(570) 945-8988
Library and Learning Center, <i>ods@keystone.edu</i>	
Library Circulation Desk	(570) 945-8335
Library and Learning Center, <i>library@keystone.edu</i>	
Tutoring and Writing Center	(570) 945-8335
Library and Learning Center, <i>tutoring@keystone.edu</i>	
Post Office	(570) 945-8383
Ward Hall, Lower Level, <i>postoffice@keystone.edu</i>	
Sodexo Facilities (Maintenance Services)	(570) 945-8037
Patrick Hall, <i>facilities@keystone.edu</i>	
Sodexo Dining Services	(570) 945-5300
Hibbard Campus Center, First Floor, <i>diningservices@keystone.edu</i>	
Student Central.....	(570) 945-8300
Ward Hall, Main Floor, <i>studentcentral@keystone.edu</i>	
Financial Assistance and Planning	(570) 945-8130
Ward Hall, Main Floor, <i>studentcentral@keystone.edu</i>	
Student Business Services	(570) 945-8374
Ward Hall, Main Floor, <i>studentcentral@keystone.edu</i>	
Registrar	(570) 945-8224
Ward Hall, Main Floor, <i>registrar@keystone.edu</i>	
Study Abroad	(570) 945-8252
Sabiston Hall, Second Floor, <i>internationalservices@keystone.edu</i>	
Tech Corner	(570) 945-8778
Hibbard Campus Center, Second Floor, <i>helpdesk@keystone.edu</i>	
Veteran Services	(570) 945-8300
Alumni Hall, First Floor, Veterans Center, <i>veteranservices@keystone.edu</i>	



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