



HERE AND THERE

National Newsletter PI OMEGA PI

National Business Education Honor Society
Member of the Association of College Honor Societies

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Congratulations to Melissa Schram, our National Student Representative, who is student teaching this semester. Most of us know what a busy and stressful time that is. We look forward to hearing from her again in the next issue.

From the Editors:

We would appreciate receiving feedback on something we have been considering for the past few months. We have four deadlines for submissions to *Here and There* each year: April, October, December, and February. Currently, each chapter activity submission is given three points and each article submission is given seven points. If the deadline is not met, the chapter submission is published but no points are awarded.

Under our proposal, the same credit will be given for submissions received on time. However, we suggest one point be given for a chapter activity submission and three points for each article submission that arrives within one week after each deadline. After that no credit would be given.

This would allow us to give some credit for work submitted and it would be positive encouragement for chapters to send submissions even if they are a few days late. Let us know your thoughts. Email Darla Stone (djstone@ksu.edu) or Ann Jankovich (annj@ksu.edu). Thanks in advance for your input.

President's Report

Dr. Nancy Zeliff, President
National Council of Pi Omega Pi

A national electronic discussion group for Pi Omega Pi has been launched. Psi Chapter of the University of Wisconsin-Whitewater has created this electronic forum for chapter, members, and sponsors to become more involved with their peers across the nation.

This electronic forum provides a tool by which Pi Omega Pi members can get ideas, ask questions, and raise issues with members across the country in order to enhance their formal teacher preparation.

Psi Chapter invites all chapter members to visit <http://geocities.com/uwwpsi> to learn how to participate in the group. This website provides instruction on how to subscribe, unsubscribe, post messages, and read messages. Also, you can find upcoming convention news and information about chapters.

For more specific information, contact:

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Here and There

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Chapter Activities

Beta Chapter

Northwest Missouri State University

The Beta Chapter has been keeping busy this semester by planning and hosting a local 4-H Computer Workshop and by organizing a Suit Drive. The Computer Workshop gave the Beta members a chance to teach students about various skills associated with different computer programs. The members really enjoyed working with all of the students. The Beta Chapter is also really excited about the suit drive that we organized. We have been collecting women's suits to donate to women who may need clothing for job interviews. So far it has been a success and we have all had fun helping with it.

Lambda Chapter

Fort Hays State University

In December Lambda Chapter held their annual Christmas party. Members enjoyed a nice meal. We then held a gift exchange. Each gift was to be something for a teacher. We are currently working on our National Project and our annual newsletter. In February we will hold another initiation night where we hope to add to our organization.

Sigma Chapter

Southeastern Oklahoma State University

Sigma Chapter held its December meeting on the 13th. Members brought items for donations to the local Crisis Center. Members enjoyed refreshments and discussed the student teaching experience just completed by one member. Items were delivered to the Crisis Center the following week. A toy was purchased for a child from the Angel tree at the local Wal-Mart. Two members completed student teaching and graduated in December.

Chi Chapter

Indiana State University

Chi Chapter's spring initiation was conducted in January. Reports for on-going projects were given at the January chapter meeting. Information was shared about the visits members have made to high schools to generate interest in business courses and in becoming business teachers.

Psi Chapter

University of Wisconsin-Whitewater

Before leaving for a relaxing winter break, chapter members completed a fall fund-raiser and enjoyed an end-of-year party. The semester meetings ended with nominations and elections for new officers for next semester. The first spring meeting will include plans for recruiting new members, as well as continuing work on the national project. We look forward to another eventful and rewarding semester.

Alpha Delta

Bloomsburg University

Officers and members of the Alpha Delta chapter met monthly to discuss ongoing activities for the organization. Invitations to join Pi Omega Pi will be sent to prospective members the beginning of February. Our chapter decided to have another candy fundraiser in addition to our student flea market that will be held the beginning of March. Seven members are planning to attend the NBEA Convention in Philadelphia and the Pi Omega Pi projects will be completed this month for submission.

Alpha Pi

Mississippi State University

Alpha Pi Chapter hosted a Christmas social during the week of exams. In attendance were faculty, staff, and members of our chapter. During this semester we are working towards finishing our projects. We will also initiate three new members in February.

Beta Kappa

East Carolina University

Happy belated New Year! Last year came to an exciting end with our annual Christmas party on December 7 at our advisor's beautiful home. At the party we ate, exchanged gifts, and initiated three new great members.

In January we had a meeting to help evaluate FBLA competitions, where we were rewarded with pizza. We are looking forward to working with the ACBMEC conference in Raleigh next month and a joint initiation with our sister chapter in North Carolina.

Beta Sigma

Montclair State University

Chapter members are involved in activities designed to enhance the enrollment in our business education program.

Epsilon Epsilon

Rider University

Epsilon Epsilon Chapter is planning this semester's activities. All but two of our chapter members are doing their student teaching. We are planning to initiate new members very soon.

Zeta Eta Chapter

Kansas State University

Zeta Eta Chapter had a Christmas party and gift exchange at Tara Schlesener's house in December. Chapter members are extremely busy planning with five members student teaching this semester. Officers are currently selecting initiates for spring initiation and organizing the initiation ceremony. Members are also working on the National project. Plans are also being made for the Kansas State University Open House where members will host a keyboarding contest with prizes awarded. This is an opportunity to meet prospective students for business education and showcase our program.

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The National Business Education 2002 Annual Convention will be held in Philadelphia, Pennsylvania, March 27 through March 30 at the Philadelphia Marriott. You may register online at www.nbea.org/conferences/annual.html. Convention pre-registration is due by March 1. Don't miss this unique opportunity to learn, network, and sightsee in Philadelphia.

Be sure to sign up for the Pi Omega Pi Breakfast at the NBEA conference. It will be on Friday, March 29, from 7 to 8 a.m. The price is \$17 per person. The keynote speaker will be Dr. Marcia Anderson, Past DPE President.

Member Articles**Current Practices in the Job Application Process** _____

Jill Jackson
Beta Chapter

Northwest Missouri State University

Resume and cover letter writing, interviews, and dressing professionally. These are steps in a traditional job application process. But are we teaching our students all the current practices used by employers? Do you have your students complete scannable resumes? Do they complete online job application processes? Have they practiced phone interviews? To best prepare our students for what prospective employers practice, business teachers need to be versed in what today's companies expect of their job applicants.

Best Buy, one of the nation's leading technology retailers, opened their job application process in a new way during the holiday season, a peak time for retailers. Sales associates were needed and needed quickly. Applicants could apply over the phone or online. All an applicant needed was a social security number and a zip code. This allowed the applicant to conduct an interview over the phone by calling a toll-free number. This process could take approximately six minutes. The applicant would then be notified over the phone if he/she met employment requirements. The applicant's electronic application was then forwarded to the management of Best Buy. This system saved time by allowing each applicant to complete his or her first interview over a touch-tone phone.

Best Buy launched these methods to save time and money. These methods are also effective ways for job applicants to place their name quickly among hiring pools. Although not perfect, online applications and telephone interviews allowed this retailer to meet the need for additional sales personnel. Perhaps what was missing was the opportunity to get to really know the applicant, which the traditional interview would allow. Also, applicants do not have the opportunity to notice how the staff handles itself, what kind of workload each person carries, and what the environment is like in that business.

It would be expected that a higher turnover of employees could happen with this method of screening employees for a job, but it is a method that students need to expect and practice. Traditional interviews and paper applications and resumes still are benchmarks in the job application process. But current practices found in the business world need to be replicated for our students so they can best be prepared for what they will face when they enter that world.

Reference: Business Editors & Technology Writers. (October 15, 2001). LEXIS-NEXIS Academic. Retrieved January 12, 2002, from <http://web.lexis-nexis.com/universe/printdoc>.

High School Initiative _____

**Mandy Morin and
Michelle Martin Cronk**
Chi Chapter

Indiana State University

One of the biggest problems facing Business Education today is the declining number of students in the program. An NBEA statistic states "half of all business educators teaching today are expected to retire in the next decade." Clearly this indicates the immediate need to recruit and prepare business education majors to fill the positions of retiring teachers. To help alleviate this problem, Chi Chapter has introduced the High School Initiative Plan.

The High School Initiative Plan involves visiting area high schools to promote the Business Education major. Chi Chapter implemented this plan in October of 2001 and members have already visited several schools, reaching over 500 high school students. Presentations focused mainly on the growing job opportunities in the field of business teaching, the flexibility of the major, and the coursework involved in the program. The presentations also gave Chi Chapter members the opportunity to promote Indiana State University in general.

Chi Chapter members encourage all other Pi Omega Pi chapters to get involved with a high school initiative program. Participation in this initiative can greatly enhance the future of business education. Also it can give Pi Omega Pi members an opportunity to gain valuable experience in creating promotional material to get high school students interested in business classes and thinking about a career as a business teacher. Chapters that would like to know more about the Chi Chapter High School Initiative Plan, please e-mail Michelle Cronk, president of Chi Chapter, at mcronk@angstrom.indstate.edu for more information.

Tips for Cramming

Emily Hetzel
Psi Chapter

University of Wisconsin - Whitewater

We have always been told to avoid cramming the night before an exam, as we most likely will not remember most of what we read. Certainly, as educators, we would not encourage our students to begin their studies the night before a test. However, we all know that sometimes we have no choice. Even when we may have worked hard throughout the semester, we may find ourselves in a situation where cramming becomes absolutely necessary.

If you have worked hard throughout the semester but now have three exams in five days, try the following methods to increase the results of your last-minute studying efforts:

1. Write out a course summary in order to review the structure of the class. This will reinforce your memory and comprehension of the material covered in the class.
2. Work through notes and assignments, but just skim the text. You only have short time to study, so this is the best place to set your priorities.
3. Be confident and stay calm. Do this by taking breaks throughout your study sessions. Make sure to get six to eight hours of sleep the night before the test. Finally, remind yourself that your hard work will pay off.

Reference: UW Counseling Services - Study Skills
<http://adm.uwaterloo.ca/intocs/study/cramming/html>

How to Survive a Computer Freeze

Cheryl Stanley
Mu Chapter

Emporia State University

Unfortunately, a computer is not yet as consistently reliable as a refrigerator or a coffee maker. A computer can and will misbehave occasionally. I've heard all about the problems . . . My computer just crashed. My computer is frozen. My computer is hung up. No matter what you call it, there is never a good time for a computer to misbehave. Unfortunately, this is a normal part of computing in today's world. You may or may

not know what has caused the problem. But in the end, it is the way that you handle the problem that will make all the difference.

First be patient. If your computer fails to respond to your keystrokes, it may have a problem. However, the computer could also be busy performing some function that you may not be aware of. For instance, it could be saving a file or printing something in the background. So give it a minute or two. If your screen is blank, check the power cable. Then, press a few keys to see if the computer will come back to life on its own. If your screen is still on, but your mouse clicks and keystrokes don't elicit any response, again, check the obvious first. Make sure that everything is still connected. In many programs, the Escape key, which is marked Esc, will take you back one step. So always try hitting the Escape key a few times before you concede that the computer is truly locked up. If you still get no response and the connections check out okay, it's time to go on to the next step.

The next step is the magic key combination. Find the keys marked Ctrl, Alt and Del. Press these three keys all at once. When you use the magic key combination, the computer will check each application that is running for a response and will give you three choices. You can press Esc to cancel and return to Windows. You can press Enter to close the offending application and lose any changes that you have made. Or you can press Ctrl+Alt+Del again to restart the computer. Try the first two options first. The third option is your last choice.

Occasionally, even the Close Program Box freezes. If this happens, your last resort is to restart the computer. Unfortunately, closing any program like this or turning the computer off will result in your losing the changes that you made to the document that you were working on since you last saved it.

It seems that all computer users learn this lesson the hard way. You must save your work often, just in case something goes wrong.

If your computer freezes more than a few times a day, you may have a wayward program or a hardware problem, but if this happens only occasionally, don't worry about it. It really does happen to everyone.

Desktop Publishing Ideas

Tara Derenick
Alpha Delta Chapter

Bloomsburg University

It is important for business educators to create assignments that are relevant to students. Creating relevant assignments is necessary to keep students interested in the material being taught. They can design projects that directly relate to students' interests or job aspirations. The use of several software packages including Microsoft Word, Excel, Publisher, and PowerPoint can be used to complete such assignments.

Desktop publishing assignments are particularly fun and meaningful for students because they can be creative and every publication reflects each student's individuality. One desktop publishing unit may include asking students to choose a business and design a logo, a letterhead, business cards, postcards, newsletters, a booklet, and a brochure. These assignments can teach students basic layout and principles of design. This may also allow students to be creative with the desktop publishing software.

Some additional publishing ideas may include having students redesign a small product label or advertisement. Another idea is to pair students together and having them create a restaurant theme. They could research the area and demographics where they want their restaurant to be. They could also generate a small

business plan or a short description of their restaurant. The desktop publishing assignment would include an advertisement and a menu. This should include specific items and prices in an attractive design. After completion of this part, the pair could then present their idea to the class using presentation software such as Microsoft PowerPoint. This type of activity incorporates a variety of applications and shows students that knowledge of these applications is important and useful to everyone.

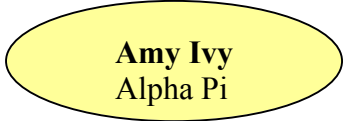
Another classroom example of a relevant and interesting desktop publishing project is to have students design a bumper sticker. They could become an advocate of something that interests them such as vegetarianism or saving endangered animals. Students could then research the topic and write a short report. Accurate measurements for a bumper sticker would be given and they could design something to promote their belief.

There are many ideas that could be used for teaching desktop publishing. Many of them include the use of other applications. This shows students how everything ties together. The finished product is something that students can be proud of and something that teachers can easily assess.

Resource:

Ostheimer, S. (1999, April). "Desktop Publishing: Relevant Assignments Mean Better Results." *Business Education Forum*, 53 (4), pp.46-49.

Teacher Resources on the Internet



Amy Ivy
Alpha Pi

Mississippi State University

The website <http://www.teach-nology.com> is a wonderful resource for teachers in any area of K-12. There are tips on preparing lesson plans, rubric makers, sample lesson plans, educational games, and many more resources. If you take the time to browse the website, you will definitely find it helpful regardless of the subject you are teaching.

The tips on preparing lesson plans cover every topic from beginning to end. There is even a section that will take you step by step in creating lesson plans. This is an incredible time saver, and anything that saves time is very beneficial in the long run.

The rubric makers are also very easy to use. They cover topics from presentations to behavior and notebook grading. This way each student can be evaluated according to set criteria. These are also valuable time savers when it comes time to evaluate the students.

The educational games cover topics such as economics in The Lemonade Stand, grammar in Mad Libs, and memory skills in Concentration. These games can be played as groups or individually, according to the teacher's desired lesson. The Lemonade Stand is a good game to teach teamwork as well as brush up on basic economic principles. Without teamwork, the lemonade stand will not be successful. Likewise, without some knowledge of economic principles, such as supply and demand, there will be no profit.

Needless to say, that the Teach-nology web site is a must see. It has message boards for teachers who need someone to talk to. These are great if you are having problems reaching your students. There might be another teacher out there with the same problems. You can share your knowledge with others about things that have worked for you in the past, and hopefully you can get some new ideas to liven up the material you are teaching.

Identity Theft Can Happen to Anyone**Jessica Shamet**

Zeta Eta

Kansas State University

Identity theft can happen to absolutely anyone living anywhere. This is something that happens when someone uses your name, address, Social Security number, date of birth, mother's maiden name, credit information, etc., to establish credit and buy merchandise. Anyone with access to your name and social security number has what they need to turn your world upside-down. This information is readily available on bank statements, credit card receipts, bills, driver's licenses, and many other everyday documents. Many universities use students' Social Security numbers as their student identification number.

Reports of identity theft have grown rapidly in the last few years and resulted in credit card fraud that has passed \$1 billion annually according to congressional investigators. Legislators in many states have passed bills to make this crime a felony. In an effort to decrease this crime, there is a Privacy Act of 2001 proposal that Congress will consider this spring.

Few financial institutions hold victims liable for fraudulent debts, but the damage to their credit rating can last forever. Victims may end up with bounced checks, loan denials, rejections on credit card applications, and even harassment by debt collectors. In addition, victims spend countless hours and may struggle for years to track down fraudulent charges and clear their name. The emotional impact is unbelievable!

How can you protect yourself from identity theft? Don't release your personal information without knowing why it is needed and how it will be used. Never put your Social Security number on your checks. Carry only necessary identifying information with you. Pay attention to your bills and credit card statements. Do not throw in the trash items with your name and Social Security number on it; shred them. Check your credit report once a year.

What should you do if you are the victim of identity theft? File a police report immediately and request a copy of the report to use later to prove fraud when dealing with credit card companies. Contact the security departments at the institutions where the fraud occurred and close the accounts. Contact your state Attorney General Consumer Protection Division and the FTC's Identity Theft Clearinghouse at 1-877-ID-THEFT. Contact the fraud departments at all three credit bureaus and ask them to place a fraud alert on your name and Social Security number. The credit bureaus and their numbers are: Equifax, 1-800-997-2493; Experian (formerly TRW), 1-888-397-3742; TransUnion, 1-800-916-8800.

I have always been taught my Social Security number is a very private number and it should not be given out, but when I became a student all that changed. Having our Social Security number as our Student Identification number has given many people access to my "personal number." Even though my Social Security number is plastered all around campus on countless grade sheets, on the many forms I fill out for the University, and on an ID card that many people see, I still try to keep all my personal documents secure. Any records I throw away I tear up and sometimes place parts of them in different trash cans. With the threat of identity theft, I realize that what my mom taught me long ago was a very good thing.

References:

Lanford, Audri and Jim. (October 26, 2001) Understanding and Avoiding Identity Theft. Internet Scambusters, <http://www.scambusters.org/Scambusters47.html> WZ.com Inc. 2001.
ID Theft, Government Document. (October 26, 2001) <http://www.ftc.gov/bcp/online/pubs/credit/idtheft.pdf>
U.S. Postal Inspection Service, Publication 280, May 2000.

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As of February 2001

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