



QUOTE of the Month

“Teachers open the door; You enter by yourself.”
“I hear and I forget. I see and I remember.
I do and I understand.”

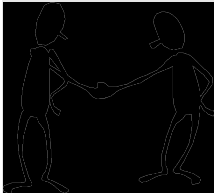
[Old Chinese Proverbs]

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A Monthly
Flyer for a
Better
University Life



Editorials

The Orientation Office is launching the *OR Letter Dialog* in order to enhance quality learning at Haigazian University. It aims to enable HU students to develop their abilities to think, research, study, and learn. Moreover, it will encourage them to understand, respect, and tolerate diversity, and it will guide them in managing their life and time. Finally, the *OR Letter Dialog* will address the students’ academic concerns, help them adapt to the changes in both university and society, and lead them to achieve their academic expectations.

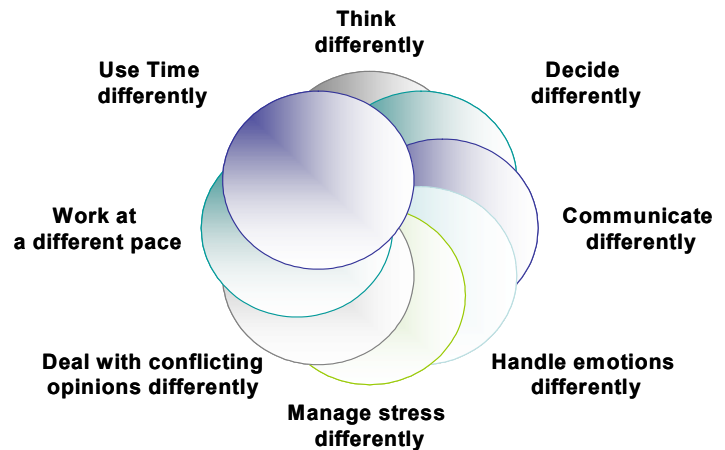
Students are encouraged to participate in the publication of the *OR Letter Dialog*, to send their questions and comments, and to share their messages and opinions.

MESSAGE of the Month



**“WE ARE
DIFFERENT.”**

We →



HAIGAZIAN UNIVERSITY

OR Dialog Letter

ANSWER of the Month

Whom do I contact when I need personal assistance?

You have many options, but the important thing is for you to "get into action" before it's too late. There are many people at Haigazian University who care about you and are concerned about your personal and academic success. Don't be afraid to tell them about your problems. If you feel like discussing personal and/or academic problems in depth, you can see the Campus Minister, the University Counselor, your Academic Advisor, the Student Life Director, or the Orientation Director. Nothing gives them more pleasure than helping students.

10 Guidelines to Good Communication

The following are 10 guidelines to good communication:

1. I will be sure I understand what I want to say.
2. I will clarify my ideas before I attempt to communicate them.
3. I will state my message as simply as possible.
4. I will consider the entire environment affecting my communication.
5. I will be aware of the receiver.
6. I will consider the overtones of my message as well as the intended message.
7. I will provide for and encourage feedback.
8. I will follow-up my communication.
9. I will be sure my actions support my communication.
10. I will seek not only to be understood, but also to understand. I will be a good listener.

QUESTION of the Month

Do you think people now behave less or more ethically than they did a decade ago? How has your own behavior changed during this period?

NB:

1. Write a 120-word response to this question and send it to the Orientation Office.
2. There will be a nice present for the best answer.
3. The best response will be published in the next issue of OR Dialog Letter.

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What Makes a Good Student?

by Ross E. Koning (*Students and Teachers*, 1994)

A successful student...

- is responsible for her/his own learning and takes an active part in classes
- has a real goal in attending college for life-long learning
- is not afraid to ask many questions
- uses the professor as a partner in the learning process
- sits in the front of the room to avoid distractions and to get the most out of classes
- takes excellent notes, outlines book chapters, keeps good lab records, etc.
- keeps motivated to learn and avoids burnout by seeking that which excites her/him about every subject
- works and talks with classmates and the professor because using the (classroom) vocabulary builds confidence and ability in communicating in the subject
- studies progressively throughout the semester and never crams for an exam, realizing that being alert is half of the battle
- knows how to manage her/his time so that s/he is in control, not a victim, of life

Some Obstacles to Time Management

Over-scheduling; Over-accessibility; Tyranny of the urgent; Distractibility; Procrastination; Fear of failure; Perfectionism; Depression; etc.

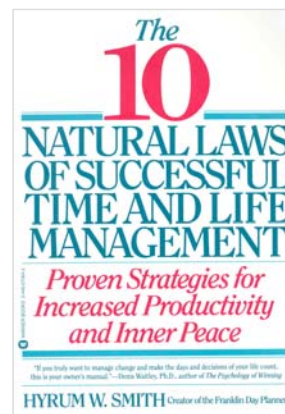
BOOK of the Month

The 10 Natural Laws of Successful Time and Life Management

Author: *Hyrum W. Smith*

("CEO of one of America's fastest-growing young corporations; has developed a unique approach called the Franklin System that goes far beyond traditional time management.")

(Warner Books, 1994, ISBN: 0-446-67064-2)



- [L1] You control your life by controlling your time.
- [L2] Your governing values are the foundation of personal fulfillment.
- [L3] When your daily activities reflect your governing values, you experience inner peace.
- [L4] To reach any significant goal, you must leave your comfort zone.
- [L5] Daily planning leverages time through increased focus.

- [L6] Your behavior is a reflection of what you believe.
- [L7] You satisfy needs when your beliefs are in line with reality.
- [L8] Negative behaviors are overcome by changing incorrect beliefs.
- [L9] Your self-esteem must ultimately come from within.
- [L10] Give more and you'll have more.

"I believe that the quest for inner peace—and the happiness that comes with it—is a life of every person on the planet." (H. Smith)

"The principles we teach do give people better control over their lives." (H. Smith)