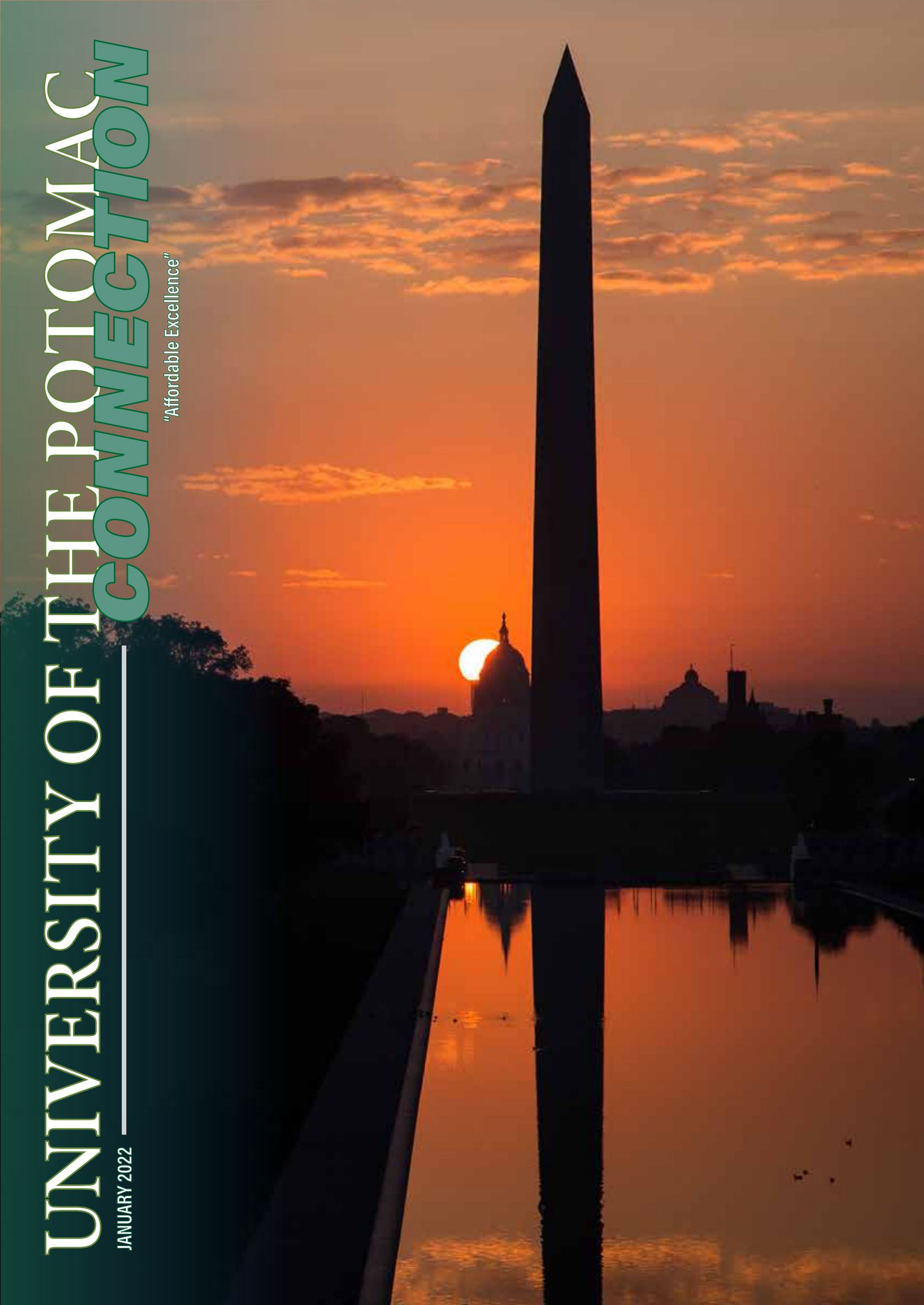


# UNIVERSITY OF THE POTOMAC CONNECTION

JANUARY 2022

"Affordable Excellence"



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University of the Potomac Connection is published by the UOTP Marketing and Communications team and distributed to current students, alumni, friends and the surrounding community.

Send updates and class notes to:  
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### On the Front Cover

Silhouette of the Washington Monument and reflecting pool during Orange Sunset taken by Pixabay.

\* Information provided by [www.va.gov](http://www.va.gov)

\*\*Information provided by [www.military.com](http://www.military.com)

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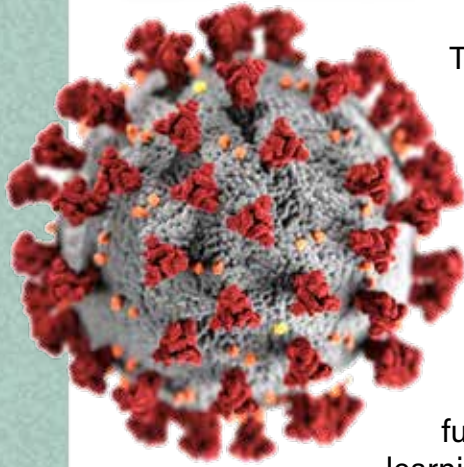


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Veteran Job Opportunities

University of the Potomac offers a variety of online degree and certificate programs and location-based learning for students in the Chicago, Washington, D.C. and Virginia areas. Whether you are in pursuit of your associate, bachelor's or master's degree, we offer online programs and specializations, and make the same programs available for those who prefer an on-campus experience. Visit [www.potomac.edu](http://www.potomac.edu) for more information

# Maintaining Excellence Through the Pandemic



The last 2 years have definitely been a learning curve for many within the educational community. The coronavirus disrupted life as we knew it. Students adjusting to a full-time online

learning model. Faculty learning how to navigate Zoom meetings and how to best engage with their students within an online environment. And staff working diligently to provide the same level of excellence through remote services. With proper planning and preparation University of the Potomac was able to make a smooth

transition to a 100% online learning model.

With the start of the new year we were looking forward to opening 2 of our locations for limited services and class sizes. However, as we continue to monitor COVID-19 developments and the introduction of the Omicron variant, the decision has been made to continue with virtual classes for the upcoming semester. We want to ensure we are protecting our loved ones and the community during the COVID-19 pandemic. Our staff will continue to work remotely and will be available for assistance during this time. We will be re-evaluating in March. Please continue to be vigilant about observing basic health protocols in order to protect yourselves, family members, and community while measures are being taken to prevent the spread of this virus.

## How to Succeed in Online Classes During Quarantine

*Written by Mark Jiidee, Potomac IT Department*

Trying to achieve success in your online classes during times like these can be challenging. It's okay to feel overwhelmed with a pandemic spreading worldwide. However, as classes continue to take place online, studying should be a part of your daily schedule.

Here are a few study tips to help you overcome the challenges online education brings, be productive, and stay at home worry-free.

### **How To Be Successful In Online Classes**

Knowing how online classes work can help you get ahead and easily manage your studying time. Although many of the standard

rules applied in traditional classes apply to online classes, sometimes it can be hard to keep the same enthusiasm.

That being said, to make the best out of online learning, you will need to take it seriously. Remember that online classes should serve as a guide to what you will be studying on your own later.

### **Take Notes**

Much like in a traditional classroom, it's important to listen to online lectures carefully. However, it's impossible to remember all the information you hear in lectures. That's where note-taking can prove very helpful, especially when you start to study the material.



Notes can help you remember what you need to highlight during your studying. It can be hard to learn the material on your own, but having some guidelines and points of focus can go a long way during a study session.

### **Ask Questions**

Don't be afraid to ask what you don't understand. If you have classes online in real-time video format, then asking questions shouldn't be hard. You can wait for your professor to finish the lecture and ask them about what wasn't clear to you.

However, even if your lectures are pre-recorded, don't hesitate to reach out to your professor via email or ask one of your classmates for help.

You should know that you can also contact the instructor to ask for an extension if you find yourself distracted or overwhelmed to finish your assignments and turn them in on time. They'll surely be understanding. Most of the teachers are trying to be as sympathetic to their students as possible during this health crisis.

### **Never Assume Online Coursework Is Easier Than Traditional Coursework**

Competition in online education is just as fierce as traditional education. Each school wants a high success rate, and that means including challenging and comprehensive courses to prepare you for the workplace. Just because you aren't in the instructor's direct line of sight doesn't mean you can slack off.

Online education demands participation, original insight, and completed coursework. Make sure you are mentally prepared.

### **Study Tips For Online Students**

It may take time to adjust to the idea of being home all the time and having to study there. It may also seem challenging at first. However, this shouldn't discourage you.

If you have trouble finding the motivation and willpower to get on with your studying as before, there are a few tricks that you can use to make the process easier.

### **Create A Schedule & Commit To Your Learning**

Having a schedule can prove invaluable when you're studying from home. It's a good way to keep track of how much time you spend learning, and it can help you create a routine. Therefore, you won't have to overthink about organizing your day because you already have a set time for when you have to take time to study.

However, having a schedule is not enough on its own. You will have to cultivate a commitment to your learning by taking notes, repeating the material to yourself, and taking online quizzes to test your knowledge. By doing this, you will have a clearer idea of how much you've learned.

### **Keep In Touch With Your Classmates & Professors**

With classes taking place online, the contact with

your professors and classmates might not be the same. Still, you can keep in touch with them virtually.

It's advisable to form virtual study groups with your peers, as this can help you stay on track and see what everyone else is doing. There are several platforms on which you can hold your meeting, discuss ideas, analyze the material, and share study tips. Staying in touch can make online learning seem more effortless.



It's also good to keep in touch with your professors, so you can stay up-to-date with reading lists and ensure that you have the right lecture slides and notes. You can also contact them if you're having trouble with a certain area of the subject.

**Create A Comfortable Study Space**

If you are not used to studying at home, then creating a study space to fit your needs is essential. Creating a space where you can focus will help you get into a study mindset and make progress easier.



You should identify an area within your house where it's comfortable for you to study. Make sure you have a desk where you can fit your laptop and notebooks. You can then adjust the space in a way that makes you feel most motivated. That can be with flowers, motivational quotes, good lighting, etc. Additionally, it would be good to have all the things you may need nearby so you won't have to get up and search for them

now and then.

**Take Breaks**

When you are studying in your living space, taking breaks is just as important as putting the time in. You may have heard this advice time and time again, but keep in mind that studying without breaks won't be as qualitative as you may think. The more you put your brain to work, the more tired it gets, and the harder it becomes for you to process what you're reading.

Creating small breaks around your schedule can help keep your mind fresh and make it easier for you to focus on your reading. Take some time away from studying every hour or so to do any indoor activities that you enjoy. This will help brighten your mood and keep you fresh when you return to your studies. However, be careful not to get carried away and extend your break time.

**Use Online Resources & Ask For Help**

Having trouble with a particular area of the subject is normal. Thus seeking help should be a part of your studying process.

Although you don't have real-life contact with your peers, you should contact them if you're having trouble with the material. The same goes for your professors, as you shouldn't hesitate to send them an email and ask them to clarify anything you might find confusing. Apart from your professor and classmates, you can also seek online help from various tools and platforms available. There are many YouTube channels and online courses with field-specific videos that have in-depth explanations on certain subjects. Additionally, you can turn to homework applications if you're having trouble with your assignments.

**Don't Underestimate Yourself**

This is no longer the age where online education is the easy way out. This is the time for education in any capacity. You chose this route because you know you deserve the best.



You're ready to tackle education even though you are already managing a busy schedule, so don't ever sell yourself short.

Education, in all forms, is a step in the right direction, and you deserve to expand your potential. Enroll, work hard, and reap the benefits!

### **How To Be Productive At Home**

To make the most out of the time you spend studying at home, you need to stay physically active. However, that can prove to be hard when you're conditioned to spend most of your time at the same place.

Nevertheless, when you are trying to get into an active mindset, there are some things to keep in mind that will help you do so.

#### **Clear The Clutter**

Sometimes when you are in a 'study zone,' something as small as a chore can take your mind off and make you lose focus. Taking unplanned breaks during your studying time can be very distracting and throw you off the course. The mess, on the other hand, can be equally distracting. It's been proven that a messy house can cause stress and anxiety. That's why it would be best if you cleared up the room and the desk where you study so that you won't get distracted and will be able to process all that you learn. In this way, you won't take unplanned breaks, won't let the mess affect you and your studying process and will keep your house clean.

#### **Exercise**

It goes without saying that exercise can make you feel more energetic and ready to take on the day. This is because physical activity releases hormones that help you feel relaxed and focused, allowing you to be more productive during the day.

Even if you can't put in one hour of intense exercise, as you would at a gym, you can always opt for at-home workouts. There are many Youtube channels and various online sources to help you with this. It doesn't need to be a long session, you can do a 10-minute workout, and it will help with your overall productivity level.

#### **Avoid Your Bed**

It may seem like a good idea to try to study on your bed, but more times than not, it turns out to be counterproductive. The same goes for most afternoon naps after a morning study session. Often, it turns into a long nap, and you realize you've slept for hours. Take it as a general rule to avoid your bed while you're studying. It's best to have a chair and a desk, so you can sit up and pay attention to the material without feeling groggy.

You should also avoid staying in pajamas all day, as it can create a sense of laziness and put you in a mood where you don't want to do any studying. Instead, try to dress as you would when attending a traditional classroom or library. This can help create a frame of mind for taking your studies more seriously.

Staying productive and achieving success in online classes can seem like a hard task to tackle. Although sometimes you may lose motivation and feel tired, there are many things you can do daily to prevent that. Whether it is taking notes, sticking to your schedule, or avoiding your bed, it's important to stay healthy and try to do your best during this time. We wish you luck with your online learning!

# 14 Netiquette Rules Online Students Should Know

*Written by Manaferra, Potomac IT Department*

Most people are familiar with the term etiquette and what it carries. From a young age, we are taught to behave properly and have good manners. Now, with many parts of our lives moving online, including even education, a need has arisen for a set of specific online etiquette guidelines that apply to cyber behavior.

Netiquette guidelines are a set of rules that dictate what tasteful and respectful online behavior is. How to speak respectfully without taking part in disrespect or bullying is among the main reasons why we need these rules.

These rules tend to change over time due to the changing nature of the online space. For online students, all of the communication takes place online which is why these rules are especially important to them. Here are a few ground netiquette rules for online classes that students should be aware of.

## **Why Is Online Etiquette Important?**

More and more classes are being held online nowadays, so it is important for participants to have an understanding of the rules of online etiquette. These rules help to keep discussions focused, on track, and respectful. Without online etiquette rules, conversations and debates can quickly disintegrate into misunderstanding, and rude language and behavior, which destroys the chance of smooth communication and maintaining healthy relationships.

### **1. Be Careful With Your Tone**

While an online conversation with friends doesn't necessarily require much thought, the same doesn't go for when you are having a conversation with professors. You should be careful with capitalization, as writing in ALL-CAPS can oftentimes be interpreted as YELLING! and will be viewed as impolite. Similarly, a joke can oftentimes be perceived as a rude remark. This is why you have to make sure that your point doesn't get lost in translation.

### **2. Be Accurate And Factual**

The internet is a vast place with information coming from all sorts of sources. This is why you should be careful when providing information. It's important to fact-check everything you read and possibly include sources when giving advice or information.





When getting your degree online, you should be careful to include credible sources in all your papers and when you help your classmates by providing information on a subject. Likewise, you should be cautious about what you choose to believe on the internet and what you share with others. For instance, if you're unsure how to go about it, stick to official sites that are known for credibility.

### 3. Search First, Then Ask

If you get stuck with a question on a certain assignment, it's better to search for it before you ask your classmates or the professor. It's possible that you might find your answer fast, and there will be no need to include third parties.



The same goes for questions regarding class structure. You may find your answers in the syllabus or the university website. Of course, if you fail to find your answer after some time spent searching, you should turn to your professors or peers for help.

### 4. Don't Use Sarcasm Freely

While in person, we communicate with the help of facial expressions and gestures. Conveying the same message online can prove more challenging. This is especially true when it comes to sarcastic humor, as it usually isn't possible to transmit the tone of voice when using text.

A light-hearted joke can be viewed differently in the text. You will need to be careful about making the intent behind your words as clear as possible, which is why sarcasm is off-limits most times.

But many people love jokes (including many of our professors), so just make sure that it is clear that you are being funny, and not rude. Emoticons and smileys can be helpful when conveying sarcasm or humor.

### 5. Be As Polite As You Are In Person

Being polite on the internet should be as common as in real life. Unfortunately, that is not the case in many situations. A significant number of people tend to use the internet as a cover and their display as a shield, which leads to them writing what they would never say in public.

A key part of netiquette is only typing what you would be comfortable with saying to someone's face. Hence being respectful and polite to others should be part of your communications online.

And remember, If you wouldn't say it to someone's face, don't say it online either.

### 6. Use Proper Grammar And Punctuation

Many people tend to forget the rules that apply to writing when communicating online. However, resorting to proper grammar and punctuation can make the message seem more professional and thought out. Not only does it make your text more readable, but it can also prepare you for professional writing that you might do in the future.

Think about what you would like to read yourself. It should be easy to read and comprehensible. That way, you will save precious time for someone reading your email, message, comment, or post.

So, remember to keep your written communication formal and professional, and save shortcuts and textspeak for ur friends.

### 7. Stay On Topic

When there is a discussion happening, it's crucial that everyone stays on topic. It's easy to stray off the initial conversation, especially when there are many people participating in it. Filling the conversation with unnecessary information can lose precious time, and make it hard for someone to understand what the discussion is really about.

So, make sure that you understand what the discussion is about and only reply with things relevant to it. This can prove helpful to both you and the others.

### 8. Remember That Nothing Is Private Online

Online privacy is something you should keep in mind when typing anything. Most things you post and share are probably going to be there for a long time. This means that you should stay away from



anything considered inappropriate and rude.

And never forward personal emails or photos without the permission of those involved in the communication. Be careful when sharing information, and never share anything about a student or a professor without their consent.

Remember that we live in a day and age where many things take place online, and building an online presence is just as important as the real-life one. That being said, there is no 'real privacy' on the internet, and you should handle what you share wisely.

**9. Make Clear And Brief Points**

Unlike face-to-face interactions, taking too long to get to a point can result in the message getting lost in the text. Hence it is best to use short and clear sentences when trying to explain something. It gets the point across more effectively and leaves less room for misunderstandings.

Don't let your point get lost in translation by typing too many unnecessary words. However, make sure that all the information you want to present is still there.

**10. Respect People's Privacy**

Treat others' privacy the same way you would want some to handle your private information. You shouldn't give the personal information of your classmates and professors online to anyone.

This means being careful with passwords, whereabouts, private conversations, and pictures. The same goes for both your and others' information, as it can be dangerous to distribute any of it without caution.

**11. Use Your Professors' Proper Titles**

Although using the proper title for your

professor should be understood, many people tend to forget it once classes are online. As a result, a certain amount of formality is a vital part of netiquette guidelines for students. Unless the professor states otherwise, you should always refer to them professionally.

Apart from using their proper title, you should always be careful to be respectful towards them in all forms of online communication. You should act the same as you would in a traditional classroom.

**12. Respect Others' Opinions**

You should be aware that you're not always going to agree with the opinions of your classmates or professors. However, keep in mind that you should always be respectful in discussions. You can disagree with someone and respect their opinions at the same time.

Although online learning carries a level of anonymity and distance which traditional classes don't, that shouldn't serve as a reason to not be kind to someone. Remember that an online classroom is still a classroom.

So, respect others' views and refrain from belittling opinions that are different from yours. You can disagree or discuss with someone, of course, but be sensitive and do that respectfully.

**13. Don't Overuse The Chat Box**

Many online classes come with chat boxes to help students communicate. They serve as a





way of letting students communicate with each other and ask questions related to what they are learning. However, if not used carefully they can turn into a distraction box.

You should know to only use the chatbox when your text is going to be relevant to the topic you're discussing in class. It's not advisable to use it as a tool for chatting with fellow students about irrelevant matters.

So instead, use the chat box to ask relevant questions, participate in discussions, or answer when the professor asks.

#### **14. Submit Assignments Carefully**

Being mindful of how to submit online assignments to professors should be something every student knows how to do. Since there is no face-to-face interaction, if you fail to put your name on it or mess

up the subject line, your assignment can easily be lost in a pile of emails.

Another thing to be careful with when submitting assignments online is attachments. You shouldn't attach files for which you are not sure if the other person will be able to open. Additionally, you should follow specific instructions your professor gives about assignments.

The online community has its own set of rules that are referred to as netiquette. There are many things that online students should keep in mind, such as tone of voice, accuracy, proper grammar, privacy, etc. Being familiar with the unwritten rules of the internet and guidelines for interacting online can prove helpful with any online communication you have. For the most part, you should remember to be respectful and fact-check your information.



**STAY HOME**  
STAY SAFE SAVE LIVES

# UOTP Has Exciting Working Groups Set to Launch in 2022



There are some new and exciting things to bring in 2022 at University of the Potomac. Beginning in February the Academics Committee will be launching several working groups. Want to learn more about one of our Academic Committees? Contact Dr. David Kimble at [david.kimble@potomac.edu](mailto:david.kimble@potomac.edu)

## Academy Charters

### Entrepreneur / Incubator Academy Charter

Chair: Dr Kimble Co-Chair: Dr. Feliks Kravets

The UOTP Entrepreneur Incubator Academy (EIA) is charged with planning and coordinating various program initiatives to inspire entrepreneurship, with the university acting as a business incubator. The EIA will engage university and industry professionals to initiate, plan and execute projects to motivate students to start businesses and provide products and services to the marketplace.

Internal Members: Dr. Kravets, Dr. Kimble, Dean, Dr. Sergei Andronikov, Carol Farabee

External Members: Carl Knoblock (SBA Richmond District Director),

**MONTHLY MEETINGS:** First Thursday of each month

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### Healthcare Academy Charter

Chair: Dr Kimble Co-Chair: Dr. Ashfaq Anwar

The UOTP Healthcare Academy (HA) is charged with planning and coordinating various program initiatives to best align the university's healthcare program with the needs of the healthcare community.

Internal Members: Dr. Mariangela Rojas (UOTP Student), Dr. Joseph Boayue (Faculty), Dr. Aldith

Campbell (Faculty), Dr. Ashfaq Anwar (Faculty)

External Members: Marie Piekam (GW Hospital Administrator), Jacqueline Claiborne (Medical Coding Expert), Dr. Peck (Veterans Administration)

**MONTHLY MEETINGS:** Second Thursday of each month



## **Business and Technology Academy Charter**

Chair: Dr Kimble Co-Chair: Dr. Michele Duncan

The UOTP Business and Technology Academy (B&TA) is charged with planning and coordinating various program initiatives to best align the universities Business and Technology with industry needs. The B&TA will engage university and industry professionals to partner in work projects, research and training initiatives involving topics, such as Project Management certifications, Government Contracting certifications, Green & Solar Technology, Artificial Intelligence, AWS concentration expansion and other business and technology needs.

Internal Members: Dr. Perry (UOTP IT Chair and Faculty), Henry Mckelvey, (Faculty) Dr. Zeyohannis

(Faculty) Dr. Dina Rady (Faculty), Stephan Malinowski (Faculty)

External Members: Carl Knoblock ((SBA Richmond VA District Director), John. Larson (dominionenergy.com)

**MONTHLY MEETINGS:** Third Thursday of each month



## **Hospitality and Tourism Academy Charter**

Chair: Dr Kimble Co-Chair: Prof Leopoldo

The UOTP Hospitality and Tourism Academy (H&T) is charged with planning and coordinating various program initiatives to best align the universities Hospitality & Tourism with industry needs.

Internal Members: Prof Hancock (Faculty), Stephan Malinowski (Faculty)

External Members: Whitney Logan (Restaurant Business Owner), Tony Alvarez (Restaurant Owner)

**MONTHLY MEETINGS:** Fourth Thursday of each month

*Continued on page 15.....*

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Continued from page 13.....

## Geospatial Intelligence Academy Charter

Chair: Dr Andronikov Co-Chair: Prof Hummell

Organizations across the globe are increasingly relying on location intelligence to make better decisions. As a result, careers in GIS are in demand more than ever. Equipped with data visualization and spatial analysis skills, GIS professionals qualify for occupations in countless fields. The UOTP GIS Academy (GIS) is charged with planning & coordinating various initiatives to best align the university's GIS program and curriculum with industry needs.

Internal Members: Ms. Klaudia Zmij (student), Mr. Travis Carter (student, FEMA)

External Members: Mr. William Tewelow (CEO, Smart City Group), Dr. Kimble

**MONTHLY MEETINGS:** Third Wednesday of each month

# Get Involved. Stay Connected.

Join the Potomac Alumni  
Association

LEARN MORE:

<https://potomac.edu/alumni/>  
[david.kimble@potomac.edu](mailto:david.kimble@potomac.edu)



# Meet Geraldine "Ginger" Leopoldo

**Educator, Actor, Director, Producer, and Community Organizer**

*Written By Dr. David Kimble*

*"I met one of the most interesting professor's last year, and it would not be fair for me not to share a little about her to all of you. I teamed up with Professor Leopoldo to do a holiday project for our university, we titled it, "Fireside Chat". Professor Leopoldo opened my eyes and thoughts up to several other interesting topics, like the world of performing arts and a few cool tools like Mentimeter and how to expand the capabilities of zoom to make the audience appear to be seated in a classroom. She is just so creative! She is the first real actress I ever met. And guess what, she has volunteered to help me with the UOTP Academy projects, and we will start a UOTP Drama Club soon."*



**GERALDINE  
"Ginger"  
LEOPOLDO**

received her M.A. in Theater from the University of Illinois at Chicago and has over 20 years of experience as a teaching artist and literacy coach for Chicago public school teachers. Ms.

Leopoldo is the Executive Director of the Center for Immigrant Resources & Community Arts (CIRCA) Pintig, a community arts organization founded in

1991. In 2006, she and her husband opened Cafe Aorta in Chicago and have since provided catering and event planning services. In addition, since 2017, she has been an ESL instructor and Coach for an online company based in China. She teaches ESL courses at UOTP in Chicago and believes in creative ways to engage her students. Additionally, Ms. Leopoldo is pursuing an advanced degree in organizational leadership and is a student in the doctoral program in education at UOTP pursuing an Ed.D.



# VIRTUAL OPEN HOUSE



SAVE

*the*

DATE



MON

*February*  
7

2022

MORE DETAILS COMING SOON

# Could the DoDs Decision to Cut Stateside Cost-of-Living in 2022 Affect You?

Thousands of U.S. troops will lose a monthly cost-of-living stipend beginning January 1. This is due to locations across the lower 48 states being deemed as excessively expensive living areas. So, places like Washington D.C., among other locations, will be dropped from the annual CONUS cost-of-living-adjustment (COLA) list.

## Memorial for Global War on Terror and Medal of Honor Recipients at the National Mall

A memorial for veterans of the Global War on Terror and Medal of Honor Recipients is set to be built on the National Mall. Plans for the sites were signed into law by President Joe Biden on Monday, December 27, 2021. The plans being signed into law have been hailed as an important step to keep military sacrifices and heroism at the forefront of the American public's mind.

## The 9 Best Jobs Programs for Veterans Separating in 2022

With veteran unemployment falling to 3.9% in November 2021, national attention is shifting to veteran underemployment. Veterans are considered underemployed when their skills are not being fully utilized, leaving them struggling to make ends meet or to feel like they're meeting their full potential. The rate of veteran underemployment is much higher, around 15%, and is also much higher than that of their civilian counterparts.

To combat this, nonprofits, labor unions and American corporations have created job training and placement programs for vets to put them into jobs in critically undermanned industries and sectors. Many of these programs offer paid training and placement, or at least the opportunity for networking and an interview with a hiring manager.\*\*

# Veteran Job Opportunities

## Explore new ways to serve Veterans in telehealth positions

VA works to reach Veterans wherever they may be. Learn about career opportunities to specialize in telehealth positions.

## TECHEXPO Polygraph-Only Virtual Hiring Event

Interview with leading Defense Employers at the first Hiring Event of 2022!  
A CI, Lifestyle or Full Scope Polygraph Clearance is Required to Attend.

Register to Attend: <https://techexpousa.com/event/poly-011322/>  
Enter Registration Code EC22

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- Technical Writers
- Project Managers
- Network Engineers
- Program Analysts
- Technology Developers
- Cryptologists
- Systems Engineers
- Software Developers
- Electrical Engineers
- and more!



For details visit [TechExpoUSA.com](https://TechExpoUSA.com)



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**Chicago Loop Campus**

828 S Wabash Ave.  
Chicago, IL 60659

# ACADEMICS CALENDAR

JANUARY '22

5

New Student Orientation for 2022-02A

10

2022-02A Begins

15

Last Day to Add/Drop - NEW STUDENT

17

Martin Luther King Day, UOTP is closed



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