

## Student E-mail #1

>>> Jason [REDACTED] [REDACTED] 09/27/12 10:05 AM >>>  
That is great news! Thanks for all your help this past year! I will definitely be in touch if I have any questions. You've been a life saver:)

Jason

On Wed, Sep 26, 2012 at 6:36 PM, Leslie Meyer <[leslie\\_meyer@owens.edu](mailto:leslie_meyer@owens.edu)> wrote:

Hi Jason,

It was great seeing you again yesterday. I wanted to send you a quick e-mail to let you know that Dave Shaffer from our Records office confirmed that you meet all of the requirements for graduation pending your grades this semester. See his e-mail below. Let me know if you have any additional questions. Again, I highly recommend that you make an appointment to meet with a specialist in our Career Services office. And of course, you know that I REALLY want you "to walk" for commencement. :)

Take care and all the best to you.

Leslie Meyer

>>> David Shaffer 09/26/12 3:04 PM >>>

Hi Leslie,

I did a degree evaluation for Jason and he is meeting the requirements for graduation pending his Fall 2012 grades. He will be receiving an email telling him this information this week. If you have any questions, please feel free to contact me.

Thanks!

Dave

David W. Shaffer

Manager, Graduation Services

Owens Community College

Records Office

567-661-2625

567-661-2101 (fax)

[david\\_shaffer5@owens.edu](mailto:david_shaffer5@owens.edu)

"We cannot become what we need to be by remaining what we are." -Max Depree

>>> Leslie Meyer 9/25/2012 2:49 PM >>>

Hi Dave,

Today I met with a student who is curious about graduation. His name is Jason Everingham and he is an AA Gen. Con. major in the 2010-11 catalog. I did an unofficial degree audit with him and I am showing that he is on target to graduate at the end of Fall 2012 semester. When I looked in Banner, I saw a few of his course substitutions mentioned, but I also turned in some course sub's for him in Spring 2012 that I don't see documented in the comments section on Banner, but that do show up in the course substitutions tab. Can you confirm that he is on target to graduate at the end of this semester? Thanks for your help.

Leslie Meyer

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## Student E-mail #2

>>> Jessica Okuley <jessica\_okuley@student.owens.edu> 12/27/11 3:06 AM >>>

Thank you so much,

I appreciate everything you've done to help me. I will keep an eye out for an opening!

On Thu, Dec 22, 2011 at 2:33 PM, Leslie Meyer <[leslie\\_meyer@owens.edu](mailto:leslie_meyer@owens.edu)> wrote:

Hi Jessica,

I wanted to follow-up with you regarding the ASL 111 course at Owens. I just received word from the department chair that the class section in Toledo for Spring 2012 will be added in the next few days. She is just waiting to firm up the time from the instructor. She is tentatively planning on the class being on Tuesdays and Thursdays mid to late morning, from around 11 am - 12:50 pm. I gave the department chair your e-mail address so that she could update you as to when the class is available to register for. Enjoy the holidays.

Leslie Meyer

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## Student E-mail #3

>>> Valerie [REDACTED] 09/18/12 1:24 PM >>>

Thank you so much for your thoughtfulness and kindness. I just finished two assignments. God bless you as I know he will, because when you sow good things you definitely get good things back. Again I can't thank you enough. Valerie

On Tue, Sep 11, 2012 at 10:42 AM, Leslie Meyer <[leslie\\_meyer@owens.edu](mailto:leslie_meyer@owens.edu)> wrote:

Hi Valerie,

I wanted to follow-up with an update. Denise Shuster is checking with the publishers for your PSY 100 and PSY 220 textbooks to see if they have eBooks available. She also said that she has a copy of the PSY 260 book that you can borrow if you promise to return it. :) I told her that I totally trusted you with borrowing the book. You just won't be able to mark in it. You can pick up the PSY 260 book in the front office at Founders Hall. Because Denise is in out of the office so much, she will leave the book with Carol Cervenec, the secretary in that office. As she receives more information on the eBooks for the other courses, she will let me know.

Just continue to keep a positive attitude. You will get through this!

Leslie Meyer

>>> Leslie Meyer 9/11/2012 9:25 AM >>>

Hi Valerie,

I wanted to let you know that if you haven't already, you will soon be receiving an e-mail from the chair of Social & Behavioral Sciences at Owens, Denise Shuster. I reached out to Denise yesterday after you and I met to let her know about your situation. She said that she has an eBook (electronic book) available from the publisher for SOC 101. She is going to e-mail you the link to the eBook. In addition, she is checking with the publishers for your three psychology courses to see if any of these publishers have eBooks available. She did confirm that all three of your psychology textbooks are on reserve at Owens library. I realize that you are aware of this and if necessary, perhaps you could make copies of the chapters you need to read. Let me know if you found out anything yesterday.

Thanks.

Leslie Meyer

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#### Student E-mail #4

>>> Leslie Meyer 09/19/12 8:26 AM >>>

Robin,

Congratulations!!!! I am SO excited for you and your new position that you landed. This is AWESOME news!!! And you are wise to still update your resume so that you always have it ready to go at a moment's notice. Once you have it updated, I am happy to review it. Please keep me posted on how things are going in your new position as a recruiter. I think you are going to be excellent!

Take care and stay in touch!

Leslie Meyer

>>> Robin Dhillon [REDACTED] 9/19/2012 2:01 AM >>>

Leslie-

I haven't had a chance to fully work on my resume but I had gotten a callback for a job interview as an entry level IT recruiter. I had two phone interviews then two in person interviews. I just found out today that I got the job! I will still work on my resume just to have one up to date. I just wanted to say thanks again for your advice and suggestions on my resume and what I should do to better my presentation. I did speak to someone at the BG writing center and was told that I should not use functional resume as recruiters and HR departments tend to not look at them and prefer chronological resumes. I still think I need to update my resume to be tailored towards a recruiting position.

Thanks again and will reach out to you once I have had a chance to work on the resume.

Robin

On Sep 11, 2012, at 10:05 AM, Leslie Meyer wrote:

Hi Robin,

I enjoyed meeting with you yesterday. As a follow-up to our meeting, attached are the electronic copies of the e-mail template to request an informational interview, potential questions you can ask during an informational interview, and an e-mail template for a thank you note to follow-up on the informational interview. Tweak these to meet your specific needs.

You have a lot of great things going for you right now so just remember to stay the course and keep a positive attitude.

Thanks!

Leslie Meyer

<E-mail Template to Request An Informational Interview.docx><Informational Interview Questions.doc><Template for Informational Interview Thank You Note.docx>

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## Student E-mail #5

Hi Ms.Meyer..

Can we please meet up tomorrow around 12:30 if possible. I have a lot to talk about. Thank you for being concerned about me and my education. I really appreciate it. Hopefully I get to talk to you tomorrow. My cell phone number is 614-420-4881. I have class until 12:15.

Kiara Boyer

On Tue, Feb 12, 2013 at 2:02 PM, Leslie Meyer <[leslie\\_meyer@owens.edu](mailto:leslie_meyer@owens.edu)> wrote:

Hi Kiara,

My name is Leslie Meyer and I am your academic advisor. You and I met back in early January. I received an Early Alert e-mail from your MTH 096 instructor letting me know that you are not submitting tests and/or assignments and have low grades on tests / quizzes. As of right now, you are not on track to pass the courses. I wanted to touch base with you about your plans for this class because there are consequences to your academic standing and financial aid if are unsuccessful in this course. I look forward to talking through this with you. Please contact me via reply email or schedule an appointment by calling [567.661.7777](tel:567.661.7777).

Thanks.

Leslie Meyer

Academic Advisor