

Community Assistants 2009 - 2010

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DECEMBER 2009

Top 10 things to keep in mind before you go away for the Holidays

Don't forget to take care of business before you leave for break.

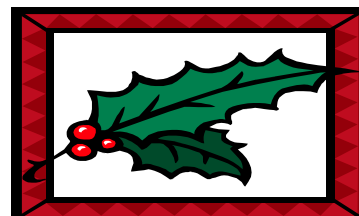
10. Unplug all electrical appliances and take down holiday decorations.
9. Turn down the heat to 65-68 degrees.
8. Close and Lock all windows
7. Take out all trash and recyclables.
6. Empty out refrigerator with food that will expire while you are away and dispose of all perishable food items.
5. Clean your apartment by vacuuming, mopping and wiping down furniture.
4. Turn off your alarm clock.
3. Have the last person leave arm the apt alarm.
2. Pay Rent! Rent is due on the 1st January 2010. Make sure you write a check or set up an electronic payment.
1. January rent is due on the 1st "Happy New Year".

In addition to our top ten you should take precautions to secure valuables and take portable items with you while properly securing those items left behind.

Speak with your roommates concerning the winter break, discuss their plans and offer yours. Also, assure that apartment alarms are armed when not occupied.

If you are leaving a vehicle on the property during the break make sure to remove all items stored in the vehicle out of sight and make sure your decal is properly displayed. If you have a bicycle on the property make sure it is secured on a bike rack.

Have a safe break and share this information.



Winter Break is just around the corner!

The Clubhouse will be closed as follows:
December 24th
December 25th
December 26th
December 31st
January 1st

The Clubhouse will not be receiving or distributing packages when it is closed, so please plan accordingly.

Our Desk Assistant Office and Clubhouse Facilities will be closed
December 24th
December 25th
December 26th
December 30th
December 31st
January 1st

Our modified office hours are as follows:

Dec. 23rd 4:00-8:00PM*
Dec. 27th 12:00-6:00PM*
Dec. 30th 9:00-5:00PM
Jan. 2nd 12:00-6:00PM *
Jan. 3rd 12:00-6:00PM*

*DA Office and Clubhouse

Releasing? Not too late to release

*Graduating this semester?
Studying abroad this spring?
Accepting an internship out of
state?*

If you answered yes to any of these questions, then re-leasing is for you!

Re-leasing gives you the opportunity to find a qualified student to take over your lease.

There are multiple steps that must be completed before you are released from the financial obligation of your lease, so now is the time to get started.

If you are interested in releasing, please visit the Courtyards Website;
<http://www.umdcourtyards.com>
and follow the "Re-leasing

Process" link.
The Last Day to submit a request for Spring 2010 re-leasing is Tuesday, January 5, 2010.

The Releasing Process:

- Step 1: Find a Re-Lessor
- Step 2: Complete the online re-leasing process
- Step 3: Determine your re- lessor's eligibility
- Step 4: Sign and return your re -leasing paperwork

The following items will be provided by staff at your appointment:

- Lease Transfer Agreement to be signed by both parties
- Your re-lessor 's Lease Agreement

- Your re-lessor 's application and roommate matching form

All checks should be certified items such as a money order or a cashiers check made payable to The Courtyards and should contain the appropriate student 's name (current or new resident) and apartment number.

An added incentive: Remind your re-lessor that they will be given priority consideration for renewing their lease for the coming 2010-2011 lease year.

Please direct specific questions and concerns to our Leasing Agent: Darren Hoppert at 301-314-2466 or office@umdcourtyards.com

**Do not forget
about the
January 1st
rent payment!**

Don't Forget to leave your HEAT on!

When the unit is unoccupied in the cold weather months, the Tenant should keep the thermostat set at 65 degrees.

12/15/2009

**AT THE
COURTYARDS
CLUBHOUSE**



LATE NIGHT BREAKFAST 9PM TIL 11PM

Come and enjoy a Study Break

'Tis the Season... to be safe!



Everyone's in the holiday spirit. It's time for friends, family, giving, and no school!

And although this season brings the best out of so many, it is also a time to keep your personal safety a top priority.

When you go out after dark, make safe choices!

- Get your exercise or run errands in the day or early evening.

- Walk or jog in groups.
- Carry a cell phone.
- Stay alert to your surroundings. What is happening around you?
- Immediately report suspicious behavior or activity to the police.
- Know locations of blue light emergency phones
- Not doing all your shopping online?
- When shopping for the holidays, make safe choices!

- Stay alert.
- Park in a spot where there is plenty of light, and if possible, near your destination.
- When walking to your car have your head up and your keys ready.
- Leave your most expensive purchase for the end of the day when you can quickly get into your car and leave.
- Place bags and packages out of plain sight, under the seat or in the trunk.

OFFICE
HOURS

To help facilitate a positive environment, conducive to learning, The Courtyards management will be instituting "Quiet Hours" for the end-of semester, finals period.

Beginning Friday, December 12 "Quiet Hours" are as follows:

**Sunday-Friday
10:00PM –10:00AM**

**Saturday
12:00AM –10:00AM**

"Quiet Hours" will conclude on Saturday, December 20.

During the established "quiet hours" please refrain from engaging in loud or disruptive behaviors, including but not limited to parties, and loud music (live or recorded)

that can be heard outside the confines of your apartment.

If you are found to be responsible for a noise violation, the incident will be formally documented, and you will be fined \$50. So, please be considerate of others.

Happy studying, and good luck!

"Success in business requires training and discipline and hard work. But if you're not frightened by these things, the opportunities are just as great today as they ever were."

David Rockefeller
US banker (1915 -)

Dress to Impress: How to Present the Best "You" For an Interview

By: Stephanie Owusu-Boateng(CA)

In this economic distress, it is very important that students applying for internships or jobs present the best version of themselves. In my years at the University of Maryland, I have encountered some people whose fashion sense can be considered colorful, edgy, and sometimes straight out the freak box. These eccentric outfits may work in the college scene, but during a job interview, you should be doing the talking not your outfit. First impressions can be formed in 7 seconds. Kim Zoller of *Image Dynamics* states that 7% of a first impression is based on what you say. The next 38% is based on the tone in your verbal speech, and the last 55% is

actually based on how you present yourself; basically how you look like. Therefore, even if you are well qualified for a certain position, your overall look can dissuade an interviewer from hiring you.

It is essential to remember the word "conservative" when choosing an outfit for an interview, no matter your gender. Women should refrain from wearing a dress, platform heels, excessive jewelry and makeup; basically any outfit Lady Gaga will even consider wearing. On the other hand, woman should wear a solid pant or skirt suit with a coordinating blouse, sensible shoes, a neat, simple, professional hairstyle, subtle makeup and limited

jewelry. Men should consider wearing a solid, conservative suit, a white button down, a simple silk tie, dark dress socks, hair professional done, and limited jewelry. Men should refrain from wearing large, iced out jewelry, fitted hats, Nike boots and or timberlands, jerseys, and a bright colorful three piece suit that would be worn by Steve Harvey. Following these basic guidelines will place you step ahead of the competition. If for some reason you are unsure of what to wear depending on the type of job you are applying for do not hesitate to research what attire to wear by going online or visiting the career center.

THE COURTYARDS

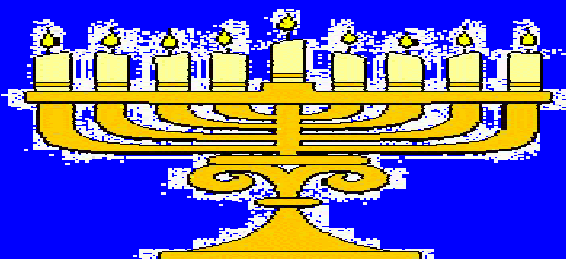
at University of Maryland

HOLIDAY SAFETY & SECURITY GUIDELINES

The following are prohibited:

- Bamboo
- Confetti (loose, in large quantities)
- Corn stalks/husks and straw/hay
- Live trees, plants, flowers, garland, etc.
- Cotton batting
- Cloth drapery (other than flame retardant*)
- Crepe paper decorations (other than flame retardant*)
- Dried vines, leaves, and moss
- Flammable powders or liquids
- Foam or plastic materials (e.g. packing peanuts)
- Paper streamers
- Plastic sheeting
- Wood bark, mulch, sawdust, or shavings
- Artificial trees, plants, and flowers NOT labeled as flame retardant*)
- More than 3 strands of lights connected to each other

*Flame retardant/fire resistant treated materials must have proper written documentation indicating that they meet the requirements of



To prevent falls or falling objects:

Window screens cannot be removed from windows. No objects can be hung out of windows or around the exterior of a window or balcony.

Holiday lights cannot be draped out windows or strung from window to window.

To prevent fires:

Candles or any other device that creates an open flame cannot be used in a residence hall.

All electrical decorations must bear the Underwriter's Laboratories (UL) label. Do not use any item with frayed cords, exposed wires or loose connections.

Turn off any decorations when you are not in your room/unit.

Lamps should not be placed too close to decorations, nor should fabric be draped over any lamps or lights.

Only artificial trees are permitted.

To allow for the safe evacuation from a building/ unit and to maintain safety equipment:

All decorations must be kept away from exits, stairwells, exit signs and fire safety equipment (pull stations, alarm bells, & smoke detectors, etc.).

Nothing should be placed in a manner that would create a tripping hazard or block one's exit from a unit or building.



Please remember these guidelines when decorating for the upcoming holidays. If you have any questions please contact your Community Assistant or the Courtyards Office. We appreciate your cooperation!

THE COURTYARDS

at University of Maryland

Courtyards Area Council

The Courtyards Area Council is looking for a few good volunteers. Consider joining The Courtyards Area Council.

The Courtyards Area Council Officers

2009-2010

Bridget Gallagher

President

Courtney Buchanan

V.P. Communication

Josh Grinter

Senator

CAC Study-fest 12/12 at the
Clubhouse 2pm-4pm

The Courtyards Area Council strives to :

1. Provide more effective and open lines of communication between Courtyards management and Courtyards residents.
2. Organize and provide Courtyards residents with activities and programs.
3. Address issues residents may have such as safety concerns, trash collection, parking, and roommate situations.
4. Organize and allocate the money available in the budget for community improvement.

**If you are interested in making a difference in your community,
please come out to our meetings.**

RECIPE OF THE MONTH

Potato Pancakes - A classic Hanukkah dish, these warm, crisp potato pancakes (called latkes) also make a comforting winter snack. Customize your potato pancakes with your favorite flavors, such as fresh thyme, sage, sweet paprika, or ground cumin. Or substitute 1 cup grated potato with 1 cup vegetable or fruit — sweet potato, parsnip, carrot, apple, or pear.

INGREDIENTS

- 1 pound (s) russet potatoes, peeled and grated
- 1 medium yellow onion, peeled and grated
- 1 egg, lightly beaten
- 2 tablespoon (s) flour
- 1 teaspoon (s) salt
- 1/8 teaspoon (s) freshly ground pepper
- 1 1/2 tablespoon (s) canola oil

Directions

1. Combine all ingredients except oil in a bowl. Heat 3/4 tablespoon oil in a nonstick skillet over medium-high heat. Drop 3 tablespoons batter (1 per pancake) into the pan. Flatten each pancake with a nonstick spatula. Reduce the heat to medium-low, and cook until golden brown — 5 minutes each side. Transfer to a paper towel-lined plate. Repeat, using all the batter and the remaining oil as needed. Serve warm.

Accompaniments: Traditionally served with sour cream or a chunky applesauce, potato pancakes also partner well with zesty tomato and mango chutneys. Or play up the pancakes' savory flavor and crunchy texture with a dollop of crème fraîche topped with caviar or salmon roe.

Healthy Egg Nog - When it comes to holiday-time calories, nothing adds to your bottom line as much as this rich punch. But only a scrooge would give up eggnog altogether, so check out our slimmed-down nog at one-fourth the saturated fat and half the cholesterol. We replaced whole milk with low-fat (and skipped the heavy cream), but kept the silky texture and decadent flavor by simmering the milk and sugar with cornstarch and by using more egg whites and fewer yolks.

INGREDIENTS

- 3 large eggs
- 3 large egg whites
- 5 1/2 cup (s) low-fat milk
- 1/2 cup (s) sugar
- 2 tablespoon (s) cornstarch
- Salt
- 2 tablespoon (s) vanilla
- 1/2 teaspoon (s) ground nutmeg
- additional ground nutmeg for sprinkling

Directions

1. In bowl, with whisk, beat eggs and egg whites until blended; set aside. In heavy 4-quart saucepan, with heat-safe spatula, mix 4 cups milk with sugar, cornstarch, and 1/4 teaspoon salt. Cook on medium-high until mixture boils and thickens slightly, stirring constantly. Boil 1 minute. Remove saucepan from heat.
2. Gradually whisk 1/2 cup simmering milk mixture into eggs; pour egg mixture back into milk in saucepan, whisking constantly, to make custard.
3. Pour custard into large bowl; stir in vanilla, nutmeg, rum, if using, and remaining 1 1/2 cups milk. Cover and refrigerate until well chilled, at least 6 hours or up to 2 days. Sprinkle eggnog with nutmeg to serve. Makes about 6 1/2 cups.

For more great ideas visit: <http://www.delish.com/>