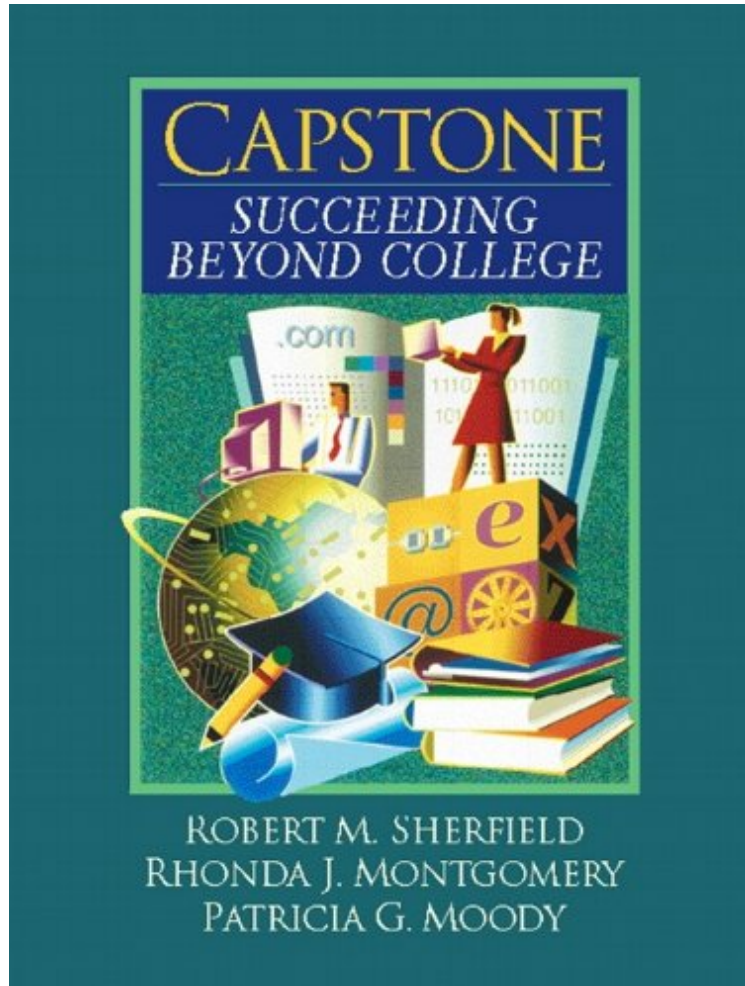


## Capstone: Succeeding Beyond College

*Robert M. Sherfield, Rhonda J. Montgomery Ph.D., Patricia G. Moody*  
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**Robert M. Sherfield, Rhonda J. Montgomery Ph.D., Patricia G. Moody : Capstone: Succeeding Beyond College** before purchasing it in order to gage whether or not it would be worth my time, and all praised Capstone: Succeeding Beyond College:

1 of 2 people found the following review helpful. Very well recieved purchaseBy beachcomberI received the book in a very timely manner and was happy with the products wear.

Filled with extensive examples and real-world advice from both recently-graduated students and working professionals, this text helps senior-year college students make the transition from college to the world of work more successfully. Explores the broad areas of Preparing for the Wonderful World of Work; Professional Development; and Life and Personal Enrichment. From Backpacks to Briefcases. The Job Search Plan. Completing Your Portfolio and Resume. Professional Presence. Professional Communication. The Interview. Diversity and the

Workplace/Demographics. Workplace Politics and Civility. Networking and Mentors (Climbing the Ladder). Managing Committees and Meetings. Resolving Conflict. Discovering the Leader in You. Managing Your Post College Finances. Potential: What Am I Doing for The Rest of My Life? Creating Balance and Harmony in Your Life. For senior-year college students making the transition to the world of work.

From the Back Cover A vital, yet overlooked aspect of a college education is making the successful transition from academic life into the professional world. Personal in nature and indispensable in sound advice, CAPSTONE: SUCCEEDING BEYOND COLLEGE offers a rare look at the joys, triumphs, mistakes, failures and challenges many students face in their personal journeys from college to career. This text offers advice from recent graduates and seasoned professionals. Each chapter ends with 'Capstones' or tips for success on topics including: Resume and cover letter writing Diversity Professional presence and communication Networking Conflict management Post-college finances Creating balance and harmony in one's life. A must for every graduating college student, Capstone's engaging voice and practical, everyday advice will serve as a literal guide to post-college success. Visit our student success website at [www.prenhal.com/success](http://www.prenhal.com/success)

About the Author ROBERT SHERFIELD is Co-Director of the Faculty Center for Learning and Teaching and a Professor in the Department of English at the Community College of Southern Nevada in Las Vegas. For more than 15 years, he has been a nationally recognized speaker, trainer, and consultant. An award-winning educator, Robb was recently named Outstanding Faculty of the Year at CCSN. He twice received the Distinguished Teacher of the Year Award from the University of South Carolina and has received numerous other awards and nominations for outstanding classroom instruction and advisement. In 1998, 1999, and 2000 he was nominated for and named in Who's Who Among American Educators. He has co-authored textbooks and trade books including Cornerstone: Building on Your Best (First, Second, and Concise Editions), Roadways to Success, and 365 Things I learned in College. Robert also has conducted workshops and keynote addresses for more than 100 institutions of higher education and education associations across the United States including the National Association of Developmental Education, the College Reading and Learning Association, and the South Carolina Technical Education Association.

RHONDA MONTGOMERY is an Associate Professor in the William F. Harrah College of Hotel Administration, University of Nevada, Las Vegas. Her research and teaching interests include private-club management, meetings, conventions, and exposition management, and college success strategies. Rhonda received the Distinguished Teacher of the Year Award, the highest honor from her students and colleagues at the University of South Carolina. Rhonda also has received the Faculty of the Month Award from the University of Nevada, Las Vegas and numerous awards for her work with advising and mentoring students. Rhonda has authored and co-authored numerous textbooks including Cornerstone: Building on Your Best (First, Second, and Concise Editions), A Club Manager's guide to Private Parties and Club Functions, and Meetings, Conventions and Expositions: An Introduction to the Industry. She is a contributing author to the club management textbook Contemporary Club Management.

PAT MOODY is Dean of the College of Hospitality, Retail and Sport Administration at the University of South Carolina, where she has been on the faculty for nearly 25 years. Pat has been honored as Distinguished Educator of the Year at her college, Collegiate Teacher of the Year by the National Business Education Association, and a top-five finalist for the Amoco Teaching Award at the University of South Carolina. In 1994, she was awarded the prestigious John Robert Gregg Award, the highest honor in her field of more than 100,000 educators. A nationally known motivational speaker, Pat has spoken in 42 states and several foreign countries. Frequently she keynotes national and regional conferences and has given her signature presentation, Fly Like An Eagle, to thousands of people including the 1984 Olympic Athletes. Pat is an avid sports fan. She enjoys spending time at the beach and with her two grandchildren, Jackson and Lauren.