Navigating College

STRATEGIES FOR SUCCESS WORKSHOPS
OFFICE OF ACADEMIC SUCCESS
AMY TUCKER, DIRECTOR OF ACADEMIC SUCCESS
TUCKERA@UIU.EDU
#1- Go To Class!!!

- Simple, right?
- Read the syllabus and understand course policies.
- Professors often use questions or class discussion to enhance critical thinking skills.
- For online courses, participate in the discussions several days each week.
Complete Assigned Reading

- Instructors expect you have completed the reading
- Reading is part of learning in college
- Lectures are a supplement to reading, not a substitute for it
Get organized!

- Find what works for you
- Keeping things ‘in your head’ will catch up to you eventually
- Get into a routine
- Identify your time wasters
Notes

- Take notes on the reading
- Take notes on class lectures
- Review notes each day, right after class if you are able
- Always come to class and meetings with a paper and pen/pencil
Utilize Your Resources

- Tutor Center
- Writing Center
- Instructors
- Advisors
- Academic Success Staff
- Library
- Course syllabi

"START WHERE YOU ARE.
USE WHAT YOU HAVE.
DO WHAT YOU CAN."
- ARTHUR ASHE
Make Connections with Other Students

- Introduce yourself to at least two students in each class by the end of the first week
- If you need to miss class, you’ll have someone to ask for notes
  - Never ask the professor “Did I miss anything?…”
- Someone to study with and ask questions
6 Reasons Why You Should Talk to Your College Professors & Advisor
Reason 1: Clarify Information

- Explain an unclear idea
- Ask follow-up questions that didn’t get addressed before class ended
Reason 2: Career Advice

- Possible career paths for your major
- Particularly helpful if ‘deciding’
Reason 3: Insight into possible internships and opportunities

- Internships are HUGE when it comes to landing a job
- Instructors often have large professional network
  - Former students
  - Current/former colleagues
Reason 4: Course assistance

- Can advise on how to better take notes for the course
- Can help you determine which information is of most important for exams
- Clarify any confusing concepts
- Sounding board for projects
Reason 5: Improve learning

- Can actually help instructor make positive changes to their courses
  - e.g. → if several students are not understanding a particular concept

- Talking ideas aloud with another individual improves comprehension and retention of information
Reason 6: Make an impression

- Will show your dedication to learning
- May contact you in the future if an opportunity arises
- Letters of Recommendation for future jobs or next level of schooling
When to Visit a Professor?

- During scheduled office hours

- Even better, schedule an appointment to meet/Zoom/call during those office hours
  - If office hours do not work, ask for an additional time when it is convenient for instructor

- Mention what you want to discuss ahead of time
Prepare for your Appointment!

- Jot down questions in advance
- Come up with options ahead of time
- Bring your assignments, papers, etc.—anything that you want to discuss

PREPARATION IS THE KEY
Be Respectful

- Ask how he/she wants to be addressed
  - Professor
  - Doctor
  - Mr./Mrs.
  - Joe/Jane
- Show up on time!
- Have a positive attitude
- Be open to suggestions and don’t go on the defense
- Make sure to say “thank you” and that you “appreciate his/her time”
Email Etiquette

- Use college email account (helps keep messages out of SPAM box)
- No cell phone vocabulary (C U 2MR)
- Positive messages
- Avoid emoticons
- Use professional greeting (Dr., Professor, etc.)
- Fill in subject line

“Treat an email more like A LETTER THAN A TEXT.”
Email Etiquette (continued)

- Include your full name, class name, and class time
- Proofread! Spellcheck! Grammar!
- Do not use all CAPITAL LETTERS
- Use appropriate punctuation
- Avoid too many exclamation points
- Don’t email when upset or angry
- Thank him/her for time and consideration
To: professor.smith@college.edu
From: iluvtwilight@yahoo.com
Subject: class!
c: iluvetwilightsmom@yahoo.com

When can we meet to talk about the important information that you covered in class yesterday? I was up too late the night before and overslept. Thnx!!! 😊

P.S. Check out this awesome YouTube video, it will make your day: www.youtube.com/watch..............
To: professor.smith@college.edu
From: SophomoS@peacocks.uiu.edu
Subject: missing class on Friday, October 7

Professor Smith,

I am enrolled in your Introduction to Psychology class that meets at 8am. I wanted to let you know in advance that I will not be in class this coming Friday, October 7, due to a death in the family. I have spoken with a classmate who has agreed to give me a copy of the notes as well as collect extra hand-outs for me. Is there anything additional that you need from me?

Thank you for your time.

Sincerely,
Sam Sophomore
Again…Utilize Your Resources!

- Tutor Center
- Writing Center
- Instructors
- Advisors
- Academic Success Staff
- Librarians
- Course syllabi