



Navigating College

STRATEGIES FOR SUCCESS WORKSHOPS
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#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.**

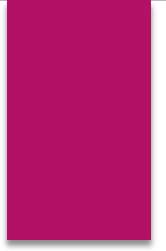
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Make Connections with Other Students

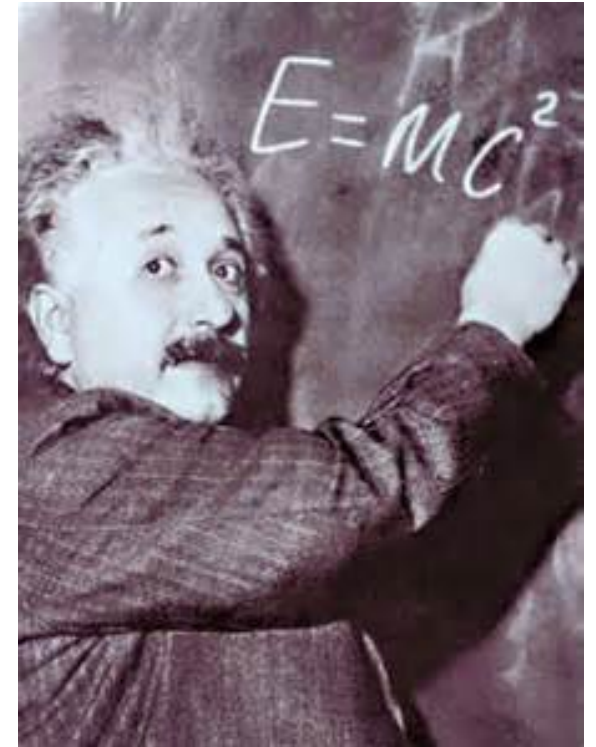
- ▶ Introduce yourself to at least two students in each class by the end of the first week
- ▶ If you need to miss class, you'll have someone to ask for notes
 - ▶ Never ask the professor "Did I miss anything?..."
- ▶ Someone to study with and ask questions

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

YOU DON'T
GET A SECOND
CHANCE TO
MAKE A GOOD
FIRST
IMPRESSION

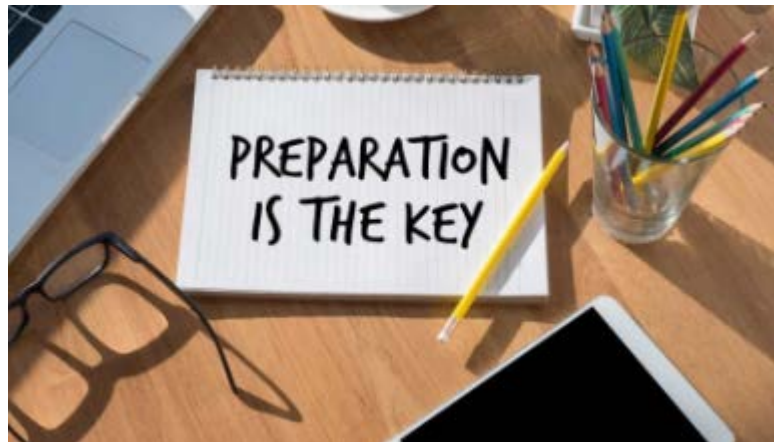
When to Visit a Professor?

- ▶ 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



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



Example—BAD email

To: professor.smith@college.edu
From: iluvtwilight@yahoo.com
Subject: class!
cc: 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.....

Example—GOOD email

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

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