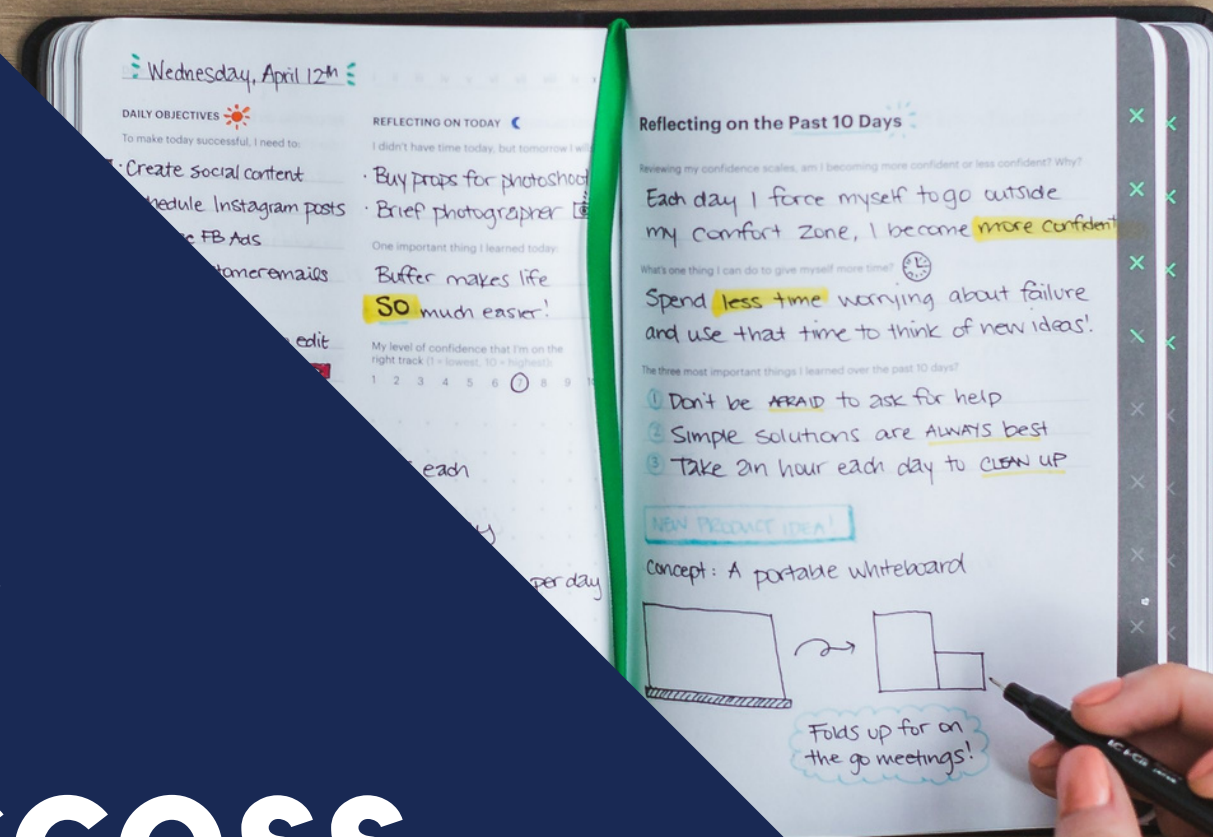




# LTWR Tips for Academic Success

For students in AH, FMST, GEW and LTWR courses

Created for Spring 2022



# Introduction

Faculty in the Literature and Writing Studies department have collaborated on this list of tips to help students succeed in their courses.

Use these slides as your inside scoop to success! Read carefully and make sure you understand everything presented. Contact information is available on the last slide should you have questions or want additional support.



# Overview

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# The Class Schedule

Understanding your class schedule is the first step to succeeding in your courses.



## WHEN & WHERE CLASS MEETS

Classes offered by the LTWR department occur in 3 modes. Asynchronous (fully online, no set meetings), Hybrid (weekly meetings on campus and online work), and In Person (weekly meetings on campus).

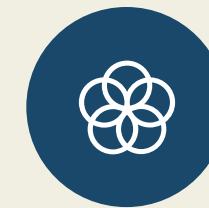
If there is a time and place listed for the course in MyCSUSM, you will be expected to arrive on campus prepared for class on those days



## INSTRUCTOR CONTACT INFO

Your instructor's name is listed for the course in MyCSUSM. If the course says "Staff" that means an instructor will be assigned at a later date.

Navigate to the LTWR Current Students or GEW Current Students page to find your instructor's email and phone number.



## UNIT LOAD

A majority of classes run by the LTWR department are 3 units. You can find the number of units for each course under My Schedule in MyCSUSM.

Each credit hour corresponds to approximately 3 hours of work outside of class. This means a 12 unit schedule will occupy about 36 hours of your time per week.

# Syllabi & Assignment Schedules

The syllabus functions as an agreement between the student and Professor so that expectations are clearly articulated. It is important to check for updates to these documents often as they are subject to change throughout the semester.

## SYLLABUS

Outlines exactly how to earn a passing grade in the course - make sure you understand the grading scale

Provides the Required and Recommended reading lists, and overview of graded assignments.

The first place to check when you have a question. Often, the answer is written out for you without having to email your instructor!

## ASSIGNMENT SCHEDULE

Outlines when items are due. Use this to keep track of assignment due dates, upcoming projects, and your final exam time

Helps you keep track of progress in the course. Check off completed items so it's easy to find what needs to be done

Merge this information with your favorite calendaring app or planner to stay organized and aware of your coursework.

## COUGAR COURSES

Provides access to the actual course shell. This is where you might turn in assignments, download materials, or connect with your class online.

This is where the online elements of the course occur, but is not an agreement like the Syllabus or Schedule. Do Not rely solely on Cougar Courses for reminders!

A great place to find a class buddy! Navigate to your course, then select Course Dashboard > Participants to see the emails of your classmates.

**Communicating with your Instructor is incredibly important to succeeding in your course. Use these tips to help your instructor understand your goals and needs:**

**1**

**CHECK EMAIL & CC**

These are the methods of communication your instructor will use to reach you. Turn on your notifications or check in often, at least 2-3 times per week.

**2**

**KNOW WHEN TO ASK**

Don't wait until the last minute to ask for help or an extension! Let your instructor know as soon as possible so they can make plans to assist you.



**KNOW HOW TO ASK**

Format your emails properly! Include the course and your name in the email subject and include a greeting and closing in the body of your message. Use polite language in full sentences.

**4**

**RESPONSE TIMES**

Your instructor should reply to your email in 3 business days. Hold off on sending multiple messages until the appropriate time has elapsed.

**5**

**APPOINTMENTS**

If you are trying to make an appointment with your instructor, offer 3-4 days/times that you are available or clearly outline what works for you.

**Early, Often, & Clear communication can improve your experience in a course**

# Engaging with the Course

Attending class and coming prepared are essential to succeeding in any course. Arrive on time with your textbook, note taking materials, and a calendar tool to be best prepared for lectures and course announcements.

## **PARTICIPATE**

Speaking up in class, actively taking notes, nodding to show understanding, asking a question, or contributing in group discussions are all great ways of participating in class.

## **OFFICE HOURS**

Office Hours are times your instructor dedicates to being available to answer questions or provide assistance with the course. Going to office hours shows your instructor that you're interested in succeeding in class.

## **REVISING**

Your instructor will provide feedback on your assignments leading up to the final. Use this feedback to improve your next submission! Bring your scored assignment to office hours for more in-depth advice on how to improve.

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# In Person Learning

If you have a course on your schedule with an in-person component, you should make sure to clearly understand the differences between an in-person and online course.

In-person courses require you to be in attendance and actively listening to and engaging with the lecture materials.



## CONTENT

Course materials may not be offered online.

- Don't assume lectures or slides are available for later viewing
- Keep any handouts until the end of the semester



## ABSENCES

Missing class is serious and can impact your grade.

- Find a buddy in class to ask for notes in case you are absent
- Read your instructor's absence policy in the class syllabus and communicate as needed



## TIME MGMT

In-class time is only part of the course.

- Make time outside of class for homework, reading, studying, and engaging with the material
- Set reminders for reading and assignments well in advance to avoid procrastination





# Technology

The University offers a wide variety of tech tools to help keep you organized and navigating your course with ease. You can find the full list on the IITS website, some key software for LTWR students are listed below:

- Microsoft Office for creating assignments (Word, Powerpoint, Excel, etc.)
- Adobe Acrobat for reading and editing PDF documents
- Microsoft Teams and Zoom for connecting to class or your instructor online
- Calendaring
  - There are many calendar apps available to you, so use the one you're most familiar with. Input your deadlines, and other important dates from the syllabus and update regularly
  - Important Items to Note:
    - Do Not rely on the calendar in Cougar Courses
    - Your instructors are not obligated to remind you of upcoming due dates, so be prepared!



**If you have questions, or would like individual academic support, contact Courtney today. She is a CSUSM alumni and current LTWR MA student ready to help with anything you may need!**

## **Contact**

**Courtney Utsler**

Early Academic Intervention Coordinator

[cutsler@csusm.edu](mailto:cutsler@csusm.edu)

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