

**August 17, 2020**

This semester, more than ever, it is essential that we support our students in the classroom and help them connect to valuable and important resources for their success. This includes you as their instructor. Please find below this week's message that we ask you to share with your students. These messages coordinate with other resources in the [Faculty Toolbox](#).

Thanks---Rick

Richard D. Muma, PhD, MPH  
Executive Vice President and Provost  
Wichita State University

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Please note the message below is written so you can simply copy and paste it into a Blackboard announcement or an email to your students.

Making strong connections is key for your success.

I encourage you to make connections in my class. The more you are connected to our classroom community, the more successful you will most likely be. I encourage you to arrive or login early and stay after class when possible to get to know other students. We know it is sometimes intimidating to approach your professors, so for tips on what to say, you can check out [this page](#) on the Student Success website. I'd also suggest you attend some virtual or in-person events through [Student Involvement](#) to meet your peers and get connected to campus resources.

I look forward to getting to know you this semester.

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**August 24, 2020**

**Tips to help you succeed in my class.**

There are a number of things you can choose to do to increase your success in my course. Be sure you are prepared for all class sessions and are ready to learn. Active participation in my course will help you not only learn the material better but also make connections in class. If you have any questions make sure you communicate with me. I won't know you have a question unless you ask. My office hours, listed in the syllabus, are times I set aside to specifically work with students, so think of them as **student hours** and please utilize them.

If you have questions about a campus policy or process, contact the [OneStop](#) (316-978-3909) and they can connect you with the appropriate resource.

I look forward to visiting with you soon.

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**August 31, 2020**

**Using campus resources can help you succeed academically.**

Even under normal circumstances, students struggle with stress, mental health and finances. Make sure you are utilizing resources available outside of class to succeed in class. Resources like [Counseling and Prevention Services](#), the [Shocker Support Locker](#) and [Success Coaches](#) are all available to help you manage life. If you are ever concerned about the behavior of any member of our Shocker community, including yourself, [submit a concern with the Care Team](#).

I care about your success, so please reach out if you need assistance.

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**September 8, 2020**

**How sharp are your time management skills?**

Managing time, priorities and life roles along with work and all of your academic deadlines for this and other courses can get overwhelming. For some online tips on how to manage time and stay organized, visit [www.wichita.edu/studyskills](http://www.wichita.edu/studyskills). In the Time Management section, you can find tips and information that can help you determine how you spend your time each week. If you would like assistance to develop an effective study and time schedule as well as a one-page semester planning sheet, contact your [Success Coach](#).

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**September 14, 2020**

**How do your class notes look?**

As you are reviewing your notes for this class, can you make sense of them? Are they organized? Do you need help with developing a note taking system, study strategies or preparing for upcoming exams? Student Success offers a range of study skills resources and assistance. Visit [www.wichita.edu/studyskills](http://www.wichita.edu/studyskills) to get some quick tips online or contact the [Shocker Learning Center](#) for peer assistance or help in getting connected to a Success Coach.

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**September 21, 2020**

**Attending office (student) hours can help you succeed in my class.**

If you are struggling with class content, want to talk about a topic from class or have question about my professional field, visit me during office hours. These hours are times I have reserved for you, so think of them as **student** hours. Refer to your syllabus for my scheduled office hours, or contact me for an appointment. Don't forget to utilize me – and your other professors – as a resource for your academic success.

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**September 28, 2020**

**Looking for productive ways to manage your health and stress?**

We have a number of people ready to help you if you are not feeling well or simply need someone to talk to. It is important for you to make sure you are maintaining balance and are healthy so you can continue to attend classes regularly and perform your best academically.

- [Student Health Services](#) in the Student Wellness Center helps you stay healthy so you can stay in class.
- [Counseling and Prevention Services](#) in the Student Wellness Center offers help in managing relationships, stress, anxiety, etc. and is a place you can go if you need to talk with someone about what is on your mind.
- [Campus Recreation](#) in the Heskett Center offers a number of resources to maintain a healthy lifestyle.

If you are concerned about yourself or another member of our community, [submit a concern with our Care Team](#).

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**October 5, 2020**

**Mid-semester academic check-in.**

This is a great time to review your academic performance in all of your courses. Check your grades in Blackboard and ask yourself if there is anything you could do to improve your performance. There are free academic success resources available both remotely and in-person to help you succeed. You can request a tutor from your myWSU student portal, or you can visit the [Shocker Learning Center](#) to find out about the free tutoring resources available across campus. As always, if you have any questions regarding my course, please reach out and I would be happy to help.

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**October 12, 2020**

**Prepare NOW for spring 2021 enrollment.**

Even though this semester is only halfway complete, it's time to think about classes to take next semester. Do you know if you have any holds preventing you from enrolling? Check your myWSU portal to find out what you need to do to clear your holds or complete your requirements so you are eligible to enroll **as early as possible**. Early enrollment is key if you are wanting or needing specific classes to fulfill your degree requirements or prefer a certain teaching method. You may be required to meet with a faculty advisor or an academic advisor prior to enrolling, so schedule your appointments now. Visit [www.wichita.edu/advising](http://www.wichita.edu/advising) for contact information and locations of our advising centers.

It's a good idea to continue to check your WSU email daily for notifications regarding your classes and upcoming enrollment activity.

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**October 19, 2020**

**Are you in the right major?**

While it is common for students to change majors often, selecting the right major in which you thrive has academic and possible financial advantages. Have you taken the time to explore your major or career options thoroughly? You have a number of resources available to you including professors, academic advisors and experts in the [Career Development Center](#) who can help answer questions about research and career opportunities to which certain majors can lead. Are you still undecided? Use resources such as O\*Net Online ([www.onetonline.org](http://www.onetonline.org)) to discover and narrow your options. If you plan to change your major, be sure to talk with your academic advisor when enrolling for next semester.

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**October 26, 2020**

**Exchange and travel programs are great opportunities to enhance your education.**

There are a number of programs we have to enhance your education with travel, such as [Study Abroad](#) and [National Student Exchange](#). Additionally many academic departments host travel opportunities tied to specific courses. Talk to your academic advisor early about these opportunities. If you plan to exchange for a semester or a year, note that the application and qualification deadlines can be as early as February for the following academic year. If you are nearing graduation, check what options you have with your academic advisor for short-term travel with individual courses.

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**November 2, 2020**

**Seek help while preparing for your final assignments and projects.**

As you are working on your final assignments for the semester, look for the free resources available to help you submit the best work you can. The Writing Center<[http://webs.wichita.edu/?u=compositionweb&p=/writing\\_center/](http://webs.wichita.edu/?u=compositionweb&p=/writing_center/)> can help you with brainstorming ideas, developing a topic or revising your papers and the Math Lab<<http://webs.wichita.edu/?u=mathsci&p=/mathstat/general/mathlab/>> can help with Math 007 through Math 370 assignments. If you are unsure if there is a resource available in a class you need help with, stop by the Shocker Learning Center<<https://www.wichita.edu/services/studentsuccess/shockerlearningcenter.php>> in Lindquist Hall room 107 or call 316-978-3023 to get guidance.

You are always welcome to schedule an appointment with me or visit during student hours if you need help with class content. You might also consider getting together with others in class to study together as the end of the semester approaches.

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**November 9, 2020**

This semester, more than ever, it is essential that we support our students in the classroom and help them connect to valuable and important resources for their success. This includes you as their instructor. Please find below this week's message that we ask you to share with your students. These messages coordinate with other resources in the [Faculty Toolbox](#).

Thanks,

Shirley Lefever, Ph.D.  
Interim Executive Vice President and Provost

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*Please note* the message below is written so you can simply copy and paste it into a Blackboard announcement or an email to your students.

**Are you ready to begin working in your field?**

Certainly earning your degree will go far in helping you get a job after you graduate, but do you (or will you) have the skills employers are looking for? Check out the [career competencies](#) list on the [Shocker Career Accelerator](#) website to find out what areas you need to work on to become the best job candidate you can.

Have you considered what [applied learning experiences](#) are right for you? These placements help you gain professional work experience as you work toward your degree. If you are looking for a job, create a profile and search our online career database, called [Handshake](#). Getting work experience in areas related to your major and intended career are critical in preparing for employment after graduation.

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**November 16, 2020**

**Finals preparation is important for your academic success.**

Finals are approaching and it is a busy time of year. If you have been prepared all semester, final exams and projects shouldn't be stressful. For those of you worrying about your performance on your finals, you can find helpful resources on the [Student Success](#) website.

Quick tips for success include knowing when and where all of your finals are scheduled, knowing [how online testing works](#) and what types of exams will be given and getting the necessary supplies you will need in advance to reduce the amount of stress you may have that week. Look at the [finals schedule linked here](#) and determine if you need to take time off from work (if possible) or rearrange existing commitments in order to give yourself enough time to study and prepare.

As always, if you have questions regarding the final for this class, please contact me or visit me during student hours.

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**November 30, 2020**

### **What lies ahead in the next few semesters?**

If you are not graduating this semester, you should have already spent time planning what the next few semesters look like. Enrollment for spring semester is underway. You should know how many classes you need next semester, how they apply toward your degree plan and how you will pay for them. If you have questions on anything related to enrollment, [contact your advisor](#).

If you need help developing a plan on how you will manage expenses for next semester, contact the [Office of Student Money Management](#) to schedule an appointment. If your financial situation has changed significantly since the beginning of the semester, visit with [Financial Aid](#) to explore additional aid opportunities.

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**December 7, 2020**

### **Take care of yourself and keep it up!**

This is a very busy time of year. Make sure you are managing your time wisely and giving your priorities (your classes) the time they deserve. It's important to take care of your health as well. Visit [Student Health Services](#) if you are not feeling well so you can perform your best on your finals.

It's also a good idea to think about how things have gone this semester and set some goals for the future. Are there things you would do differently if you were to start the semester over? If you are interested in meeting with someone to set goals, contact [Student Success](#) (316-978-3209 or [student.success@wichita.edu](mailto:student.success@wichita.edu)) to set up an appointment to complete a Success Plan or meet with a Success Coach or Peer Financial Coach.

Congratulations on almost completing the semester – keep it up! I wish you luck on finals and hope to see you on campus in the future.

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