

# **FIRST YEAR EXPERIENCE**

## *Addendum for Summer Edition IV, August 26, 2009*

Welcome to the FYE community of faculty, staff, and students dedicated to supporting our new first-year and transfer students create a more successful transition to the University of Connecticut. The Weekly Digest will publish every Friday during the Fall semester and contain details about workshops, upcoming events, tips/techniques, and other information geared to help you have the best semester possible with your FYE class. This summer we will send you a bi-weekly edition to update you prior to the semester. Information will be sent to both INTD 1800/1820 and Learning Community instructors. Comments, suggestions and constructive critique are welcomed. E-mail [kevin.sullivan@uconn.edu](mailto:kevin.sullivan@uconn.edu) or [David.Ouimette@uconn.edu](mailto:David.Ouimette@uconn.edu)

## **First Day of Class: August 31**

### **Updates and Reminders from the Director, David Ouimette**

As we approach the first day of classes next Monday, I want to provide you with some last-minute updates and reminders.


**Your Classroom.** If you have a classroom that is not scheduled by the Registrar's Office, your students may not know where it is located! Those of you teaching in Residence Hall locations, the Class of 47 room in Homer Babbidge Library, the Student Union, or rooms that are not usually used for classrooms should email your students with directions to the location of their class. We have had situations where the first class was relatively empty because students could not find the classroom. We will direct students as best we can.

**Visit Your Classroom Before the First Day of Class.** I also recommend you visit your classroom prior to the first day, because the set-up may impact your plans for activities like small-group discussions or for the use of technology. Classroom space is very difficult to find and high-tech rooms are at a premium. If you need high-tech for particular sessions, please let us know and we may be able to find you a room. If you need supplies (white board markers, erasers), please let us know by contacting Ronnie Vernik at 6-3378.

**High-Tech Classrooms.** If your class is in a high-tech room, you need to obtain a key to access equipment from the Institute of Teaching and Learning, CUE 333. You will be required to fill out a form to receive a key. You will be responsible for returning the key at the end of the semester. If you need training or have questions, please call 6-2606.

**Class Roster.** The most up-to-date student list is found on your PeopleSoft site. Remember, those instructors who use an administrative User ID to access PeopleSoft, need to use their personal 7-digit number to access their class information (although some instructors may have had the administrative and personal access combined).

If you are a new instructor, follow these directions:

1. Login to PeopleSoft using your personal, seven-digit PeopleSoft User ID. If it's been a while since you used your User ID, you may need to reset your password; click on "Forgot your password?" on the PeopleSoft log-in page.
2. Under the Menu, click on Self Service.
3. Click on Faculty Center.
4. Next to your Class listing, click on the Class Roster icon → 
5. If you are having difficulties, call Lesa von Munkwitz-Smith at 6-1735.

You can also obtain a list of your students in HuskyCT using the Grade Book tool under the Teach tab. (NOTE: the Roster tool in HuskyCT is different than the PeopleSoft Roster; it displays photos of instructors and students under their first names.) You may have to increase the number of students displayed on a page to see your entire class.

**Labor Day.** Those of you teaching on Mondays, please remember that there are ***no classes on Labor Day***, September 7.

**Cancelling Classes.** Since FYE classes are one credit, I believe it is critical to hold all classes during the semester. However, we appreciate there may be instances when you feel you need to cancel class. If possible, I would ask that you let someone at First Year Programs know, and we will try to cover the class. If you have a mentor, they should be more than able to run the class in your absence. Please let us know if you need assistance as soon as a conflict arises.

[Link to Review the FYE Weekly Digest, Summer Edition IV, August 21, 2009.](#)

## Upcoming Workshops

(Sorry, we forgot to include the link to sign up for workshops in the Summer Edition IV.)

First Year Programs is offering some “Just in Time” brown-bag workshops for instructors. These workshops are designed to address questions instructors have about assignments and communicating with students who may be struggling academically. [Sign up on-line.](#)

Workshop Title	Presenter	Date	Time	Location
Just in Time: Grading Papers for the FYE Writing Assignment	Writing Center Staff, Tom Deans and Gordon Fraser	Sept 16 Wednesday	Noon to 1:00 pm	Library, Class of '47 room
Just in Time: Mid-Term Grade Reports and Strategies for Students Getting Poor Grades	Kevin Sullivan	Sept 22 Tuesday	Noon to 1:00 pm	CUE 134
Just in Time: Incorporating the Résumé Assignment into Your Class	Career Services Staff, Nancy Bilmes	Oct 1 Thursday	Noon to 1:00 pm	CUE 134

### **Just in Time: Grading Papers for the FYE Writing Assignment**

As you may have noticed, this year, First Year Programs is encouraging FYE instructors to assign a Writing Assignment to their students. This workshop will examine how to grade the assignment by presenting samples of student writing that all can review and discuss what grade should be given. (NOTE: This Assignment is detailed in the HuskyCT site for your class → Home Page > Instructor Resources > CORE Topics and Assignments > Assignments > (Instr) Writing Assignment.)

### **Just in Time: Mid-Term Grade Reports and Strategies for Students Getting Poor Grades**

Around early October, First Year Programs sends FYE instructors a list of all their students who are getting below a C- in their other classes. Kevin Sullivan will lead a conversation in how to approach a student who is receiving poor grades and how to direct them to campus services that promote student academic success. Many times, taking an interest in a student's academic standing in other, larger classes helps them develop a strategy to do things differently for the rest of the semester and pull out of a downward spiral.

### **Just in Time: Incorporating the Résumé Assignment into Your Class**

Staff from Career Services will introduce the Résumé Assignment that First Year Programs is encouraging instructors to assign to their students. Discussion will cover grading, how to present the assignment to the class, and the peer mentoring process. (NOTE: This Assignment is detailed in the HuskyCT site for your class → Home Page > Instructor Resources > CORE Topics and Assignments > Assignments > (Instr) Résumé Assignment.)