

Welcome to Carleton University!

How to Successfully Navigate the Transition to University

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Today's Objective

Discuss factors that contribute to success

- Managing the transition to university
 - How to **prepare** in order to be successful at university
 - **Communication** in class and outside of class
 - The course **web site** – an important tool for your success
 - The course **syllabus** – the most important document!
- Strategies for working toward success
- What happens when I make a mistake?



How to *prepare* in order to be successful at university (1 of 3)

- **Invest Some Time to Become Comfortable With the Campus**
- **How to do this if our courses are online?**
 - There are a lot of resources and support systems!
 - The key to success is knowing that these resources are there for you.
 - Take time to explore the Carleton web sites (i.e. explore the “virtual campus”)
 - Do this now! (i.e. *before* you need help)
 - Find the web pages (and save the links!) for where to go when you’re feeling anxious, when you need computer assistance, when you need help figuring out the library, etc.
 - For each course – make a note about how to get in touch with the professor – keep this handy/accessible for when you need to be in touch with your prof

How to *prepare* in order to be successful at university (2 of 3)

• Take Control of Your Schedule

- Use a schedule planner
 - Add your class times into the schedule
 - Add in any labs, tutorials, or PASS
 - Add in time for eating, sleeping, exercise
 - Add in time for studying, working on assignments, etc.

• Pro Tip #1: Get specific with scheduling your homework

- Rather than merely a block of “studying time” – get specific, i.e. “read and make notes on the first 15 pages of chapter 1 of my Psychology textbook.”

- Pro Tip #2: If you're courses are online (recorded lectures) you MUST ensure to book time in your schedule for watching your lectures each week! Do not save all of the watching until the end (disaster)!

Date	24-Sep	25-Sep	26-Sep	27-Sep	28-Sep	29-Sep	30-Sep
Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7:00 AM							
7:30 AM							
8:00 AM	GYM	GYM	Food	GYM	Food	GYM	
8:30 AM							
9:00 AM	Food	Food	ENGL1001 (n PA)	Food	ENGL1001 (n PA)	Food	Food
9:30 AM							
10:00 AM	SOCH1001(n Minto)	PSYC1001 (n SA)	SOCH1001(n Minto)	Homework & Study	Review Notes		
10:30 AM							
11:00 AM							
11:30 AM	Review Notes		Review Notes	Homework & Study	Homework & Study	Homework & Study	Homework & Study
12:00 PM	Homework & Study	PSYC LAB (n SA)	Homework & Study	PASS for CRIM (n Loeb)			
12:30 PM							
1:00 PM		Review Notes					
1:30 PM	Food	Food	Food	Food	Food	Food	Food
2:00 PM							
2:30 PM							
3:00 PM		ANTH1001 (n KM)	CRIM1001 (n SA)	ANTH1001 (n KM)	CRIM1001 (n SA)		
3:30 PM	Homework & Study					Homework & Study	Homework & Study
4:00 PM		Review Notes	Review Notes	Review Notes	Review Notes		
4:30 PM		Homework & Study	Homework & Study	Homework & Study	Homework & Study		
5:00 PM							
5:30 PM	Food	Food	Food	Food			
6:00 PM					Food		
6:30 PM							
7:00 PM	Homework & Study	Homework & Study	Homework & Study	Homework & Study			
7:30 PM						Free Time	Free Time
8:00 PM							
8:30 PM					Free Time		
9:00 PM	Free Time	Free Time	Free Time	Free Time			
9:30 PM							

How to *prepare* in order to be successful at university (3 of 3)

- **Reduce anxiety by checking out the course expectations**

- Some courses may have a large or a small number of students
- Often the size of the class will have an impact on the way the course functions

- **How to do this if our classrooms are online?**

- The “norms” of the class will also vary for online classes
- Some smaller classes may include more opportunities for virtual meetings/chats
- Some larger classes may consist of a set of recorded lectures to be watched online
- Some courses may have more opportunities for virtual questions, and some courses may be set up where questions are emailed to the professor or to a Teaching Assistant
- The **key** to successfully navigating this is to check out the information about the nature of the course in the course syllabus
- **Pro Tip:** Reach out to your professor at the start of the term! Say “hello” – let them know how you’re feeling

Success Involves Communication:

Communication In Class

- **Asking questions in class**

- Norms will vary based on the type of course
- This is true for face-to-face classes, but also true for online courses
 - Some courses will give marks for “participation” – there may be an expectation to ask questions or raise a discussion point
 - In an online course, this may occur through a discussion board or some form of online chat
 - Some courses are primarily lecture-based – questions may be welcome but are not required
- Are you someone who likes to ask a lot of questions?
 - That’s great!
 - Can observe the frequency that other students ask questions and use this as a guide
 - May want to limit yourself to a certain number of questions per class
 - May want to first ask yourself whether the topic of your question is consistent with the topic being discussed in class – if not, maybe this is a topic that is better discussed through email – rather than on the course discussion board



Success Involves Communication

Communication Outside of Class (i.e. through email)

- **Addressing your professors**
 - Your professors will tell you their preference.
 - When in doubt - follow the Hogwarts example (address them as Professor “Last Name”).
- **Addressing your TAs**
 - The role of the Teaching Assistant (the TA) – they might be the primary point of contact for most of the questions – refer to syllabus for contact procedures.
- **Email response time**
 - We’re often dealing with a lot of email, so please be forgiving if it sometimes takes a few days to respond.



Success Involves Communication

Communication Outside of Class

- **Asking questions by email**

- Identify yourself, identify the course, edit your email, number your questions

- **Visiting office hours**

- In an online course – office hours may be done through a video chat (i.e. Zoom)

Success Involves Communication

The Course Web Site

- **What is “cuLearn”?**
 - Each course will have a cuLearn site
 - The Course Syllabus (the course outline)
 - Finding grades
 - Online discussion board
 - Lots of resources for your course



The Course Syllabus (The Course Outline)

- The Most Important Document!
- Describes professor's responsibilities
- Describes your responsibilities
- Nature of the evaluation process
 - Exams & assignments
 - Dates & deadlines
- Contact info
- Class schedule
- Everything!

Strategies for Working Toward Academic Success (1 of 2)

- **Time Management**

- Use a calendar
- Plan your study time
- Plan extra time for studying
- Make a plan for accomplishing assignments



- **Taking notes in class**

- Look for info from professor regarding topics/themes on which to focus

- **Studying**

- Look for information from professor about what will be on the exam

- **Finding resources**

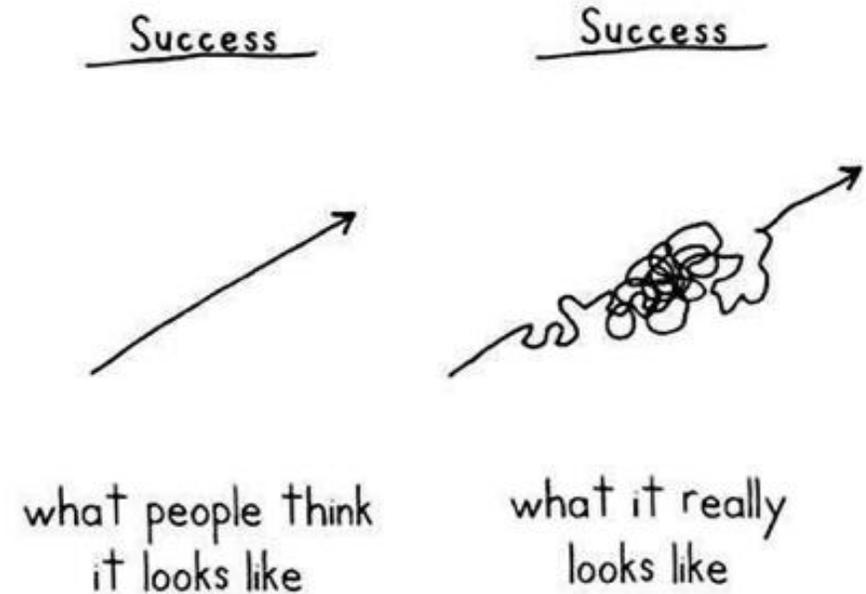
- The Centre for Student Academic Support (CSAS) will provide workshops and guidance

Strategies for Working Toward Academic Success (2 of 2)

- **Be prepared: each course will have different expectations**
 - Exams
 - From one course to the next, exams can be very different
 - The type of exam, the style of questions, the nature of the content that is tested, etc.
 - Assignments
 - Different courses will have different assignments
 - Expectations for the assignment can vary from one assignment to the next (not only between courses, but even for different assignments within the same course)
- **Look for guidance in the syllabus and on the course web site**
- **When in doubt - ask questions!**

Turning Mistakes Into Successes

- **We all make mistakes – that's ok!**
- **Learn from the mistakes**
 - Ask: What happened? How can I handle a future situation differently to change the outcome?
- **Look for an opportunity to review an exam**
- **Look for the comments/feedback on an assignment**
- **When you make a mistake – talk to your prof**



Thank you!