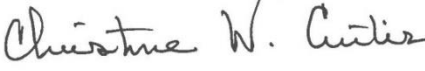


MEMORANDUM

August 28, 2020

TO: UAH Students

FROM: Christine W. Curtis 
Provost and Executive Vice President for Academic Affairs

SUBJECT: Succeeding in a Hybrid and Online Environment

With the first full week of the semester complete, I hope that you are finding meaningful ways to engage in your classes and with your instructors. Students sometimes feel uncertain and uncomfortable when transitioning from traditional in-class delivery to hybrid, remote, or fully online courses. The purpose of this communication is to provide tips and guidance on how to have a successful and rewarding experience in our new mode of operation.

Treat Hybrid, Remote, and Online Courses as “Normal” Courses

Even though you are not attending a full week of face-to-face lectures, you need to approach these courses with the same level of discipline, self-motivation, study time, and effort as you normally would. Though you can sometimes be flexible as to *when* you choose to complete your work during the week, be certain that you complete your work on time; you cannot put it off. Find a routine that works for you, be consistent, and keep up-to-date in all of your courses.

Set a Schedule and Practice Good Time Management

Regardless of course structure, one of the best things you can do is make a schedule and stick to it. At this point, you have reviewed the syllabus and made note of major assignments for each course. Mark them on a calendar you check regularly so you know the workload that is coming in the weeks ahead. Create a weekly schedule that you follow, designating certain hours each week to reading, watching lectures, completing assignments, studying, and participating in forums for each course. Commit to making your online coursework part of your weekly routine and set reminders for yourself to complete these tasks.

Create a Dedicated, Organized Workspace

Once you have mapped out your time, create a workspace that is free from distractions and dedicated to work. It is important to find what works best for you, whether that is the library, your kitchen table, on the greenway, or in your room. Finding a space that you routinely use for studying and working on your assignments will set a pattern of success. Having a dedicated workspace will also make it easier to stay organized in your studying. Knowing exactly where to find important dates, files, forms, syllabi, books, and assignments will help keep you on track towards meeting your goals.

Actively Participate

In a hybrid, remote, or online environment, engagement looks different but is still highly important for the learning process and surprisingly easy to accomplish. At times, the online learning environment may make you feel like you are learning on your own; however, this could not be further from the truth. Most online courses are built around the concept of collaboration, with instructors actively encouraging students to work together to complete assignments and discuss lessons. Check in with faculty and classmates as often as you can. Set a goal to check in on the class discussion threads every day. If you find yourself feeling overwhelmed, reach out for support from your professors, classmates, and the many resources on campus such as the Student Success Center.

More Tips for Success

For more tips on succeeding in class, check out the Student Success Center Canvas course. All of the Student Success Center Programs offer online options this semester. Visit the Student Success Center website <https://www.uah.edu/ssc> to view the PASS schedule and to book an appointment with an academic coach, content tutor, or writing tutor.

Reminders

- ✓ If you are in a hybrid or traditional course, complete Charger Healthcheck every three days <https://www.uah.edu/return-to-campus/charger-healthcheck>
- ✓ Do not come to campus if you are sick. If you experience any of the COVID-19 symptoms, contact the Dean of Students for guidance.

Library. Salmon Library hours for fall semester are:

- 7:30am - 10:30pm Monday-Thursday
- 7:30am - 8:00pm Friday
- 12:00pm - 6:00pm Saturday
- 1:00pm - 10:00pm Sunday

This schedule will change on November 20, 2020, when in-person classes are scheduled to end. There will also be exceptions for holidays (such as Labor Day). You can find the Library's complete hours at <https://libguides.uah.edu/hours>.

Cc: Darren Dawson, President
Associate Provost
Academic Deans
Associate Deans
Academic Advisors