

# How To Be Successful in Your Course!

## Minimum Requirements for Completing A Course

- Student ATTENDANCE is required at all class sessions in an effort to achieve successful completion of a course.
  - Earning your certificate - Each program has a different number of courses required to complete in order to ultimately earn a completion certificate. Certificates are not received upon every course completed; only after a full program is completed.
  - Attendance - Each course may have different attendance requirements, dependent on the program and national or state education department requirements. Students need to pay close attention to the attendance policy stated in the course syllabus and should gain clarity on any questions on the first day of class.
  - Absence – Maintaining communication with an instructor is very important. Informing an instructor of anticipated absences or lateness is appreciated and can allow time for the instructor to help the student catch up on missed work. Missed class sessions cannot be made up. Lateness accumulates to absences.
- Student PARTICIPATION is required at all class sessions.
  - What is participation? Student participation is behaving in an engaging, interactive manner with the instructor and, at times, with fellow students. Asking and answering questions during class time is also a part of class participation. Student class participation is expected to be professional and considerate of others at all times. Students may refer to the *Student Code of Conduct* for more details.
  - The course syllabus will indicate how much of a student's participation counts towards their final grade.
  - In virtual courses, meeting online, student participation includes having cameras on during class time.
  - If your class has on campus lab sessions, be prepared to arrive in uniform or with any required materials.
- Student Code of Conduct requirements – These are behavior and responsibility requirements enforced of all students at all times. It is important to acknowledge and be familiar with all conduct requirements.
  - <http://cewdkbcc.com/about/student-code-of-conduct/>
- Course Learning Requirements:
  - Along with attending the class dates required, an instructor may conduct quizzes or exams and assign homework or assignments/projects. The grading calculation, or rubric, for all of these is also outlined in the course syllabus students receive by the first day of class.
- Take initiative! Ask for support early when needed- (any difficulties, understanding information, questions about completing assignments, exam study tips, etc.)

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## In Person & Remote Student Learning Expectations

- Complete homework and assignments by due dates. Be aware of due dates. Keeping a calendar of important dates can be helpful.
- Come prepared for each class.
  - If online, turn your camera on and mute your microphone unless permitted to unmute. Student's camera must be kept on throughout the class session with the student's face visible to the instructor and other classmates. Consider proper camera angle in advance so that the camera shares a your face clearly and identifies you as the student (not the ceiling, wall, your nose/forehead).
    - If you must turn your camera off for a short time, have a picture of yourself present so that the instructor and classmates can know who is talking.
  - Have textbooks or other materials handy to access during the lecture.
  - Be ready to take notes.
- Be on time. Being present for class at the class start time is important so you are not marked late. Lateness accumulates to absences.
- If attending classes online, choose your background carefully when you're on camera. Sit in a place with minimal distractions for yourself or around you which can be distracting to fellow students and the instructor (noise, TVs, ringing phones, pets, poor lighting, family members).

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## In-Person and Remote Learning Expectations (cont'd)

- Some courses require the use of platforms such as Blackboard or Google Classroom as well as specific software (i.e.: Medical Billing, QuickBooks, TurboTax) to access during the course. If this applies to you, your instructor will inform you of all platform and software requirements on the first day of class.
  - Test your Blackboard log-in credentials in advance to assure that you have successfully logged it. Be familiar with navigating this platform.
  - Orient yourself with the methods the instructor will require for assignments or homework to be submitted or uploaded.
  - Download any software required.
  - Speak with your instructor if you have any difficulty or need to ask questions.
- If attending classes online, connect to Wi-Fi in advance.
- If attending classes online, mute mic when not speaking.
- If attending classes online, avoid frequent movement. Stay on camera with minimal movement (i.e.: walking around, doing housework) as possible, as if you are sitting in a classroom on campus.
- If attending classes online, be mindful of attire. Dress as if you were in a real classroom.
- Stay focused, participate, ask questions and be prepared to answer questions.

# How To Be Successful in Your Course!

## Be Organized & Be Prepared

- Set a goal to complete the course.
  - Check in on your goal to see how you're doing; measure your deadlines. If you're behind on your goal, identify why and what you need. If you're not sure, speak with your instructor.
- Make note of (post on fridge or bulletin board) due dates of assignments.
- Download or print workbooks and other supplemental materials important to your course (i.e.: syllabus, handouts).
- Plan time to do your homework, work on assignments, study for upcoming exams.
- Review class materials regularly (i.e.: end of each week or a specific day).

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## Be Organized & Be Prepared (cont'd)

- Develop a study plan.
  - Identify when to study and complete assignments (Use a calendar).
  - Identify where to study (avoid interruptions or distractions).
  - Set aside adequate time to work on assignments and homework or any other requirements in preparation for class time.
  - Remember to spell check all of your written work before submitting it to the instructor.
- Be positive and be active! Participate in class discussions and ask questions.
- Maintain communication with your instructor, as needed.
  - Have your instructor's contact information handy and monitor your email inbox to read assignment feedback or other correspondences in a timely fashion, especially if they require a response.
- Connect with a friend (or 2) in the class for any missed notes.
- Accept feedback, as it will help you do better and be a better student overall.

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## Be Organized & Be Prepared (cont'd)

- Be mentally engaged.
  - Ask yourself questions as you read material to ensure that you understand what you're reading.
  - This is not the time to multi-task. Be present!
  - Reread or re-watch videos to make sure that you did not miss anything.
  - Take and review notes.
- Seek opportunities to practice your skills.
- We all make mistakes. Own your mistakes; correct them and learn from them. Speak with your instructor to better understand how you can do better.