# Announcements, News, and Important Information

# from Academic and Student Support Offices and Programs

# August 2020

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## **Academic Services**

## from Wes Hillyard

For fall 2020, Academic Services will provide limited in-person availability at the Lee Hall window. There will be no hard-copy forms received by the Academic Services staff and all appointments will be virtual in order to ensure social distancing compliance. *In rare cases, and with prior planning, a very limited number of in-person meetings may be held in alternative locations that allow for social distancing*.

Operating Hours: Academic Services will have in-person coverage in Lee Hall Monday through Thursday from 8am – 5pm. We will be closed from 12-1pm daily for lunch. On Fridays, there will be no in-person window coverage. As staff needs change, in-person coverage may be altered.

Phone (540-654-1010) and email (<u>advise@umw.edu</u>) will be monitored by staff Monday through Friday from 8am-5pm with the exception of 12-1pm.

#### **Advising Appointments:**

Advising appointments can be made through an EAB Navigate campaign or by calling 540-654-1010. All appointments will be virtual and conducted via phone or a Zoom meeting. Advising staff will be on campus in a very limited capacity to support the front window operation and be accessible for faculty and staff questions via telephone.

## **Tutoring and Peer Academic Consultants:**

Academic Services will continue to offer Peer Academic Consultant and Peer Tutor services for the upcoming semester. Both services will be offered virtually with meetings held via Zoom. Students will schedule an appointment via EAB and receive a confirmation email with the Zoom link attached. Both Tutors and Peer Academic Consultants complete session reports in EAB after meeting with each student.

Peer Tutors: We will provide one-on-one tutoring for popular, introductory level courses. This fall we will be offering tutoring in the following subjects: accounting, biology, chemistry, computer science, economics, French, Latin, math, political science, Spanish, and statistics. Tutoring can be a great supplemental resource to the classroom and/or professor office hours.

*Peer Academic Consultants*: PACs provide one-on-one appointments with students to help develop effective study habits. Common topics discussed include time management and organization, making use of professor office hours, note taking and textbook reading strategies, along with how to create study plans for test prep.

#### **Academic Standing Support:**

Academic Services will continue to support students who fell below a 2.0 cumulative GPA with the close of the spring 2020 semester. **Students on Academic Warning and Probation will continue to be served by their assigned academic/faculty advisor while those on suspension** 

or reinstated from suspension will be served by Brian Strecker or Susanne Tomillon.

Academic Warning: Students on Academic Warning fell below 2.0 for the first time and may only serve Academic Warning once. For Fall 2020, Brian Strecker will email students on Academic Warning an edited version of the PowerPoint used for the usual "live" Academic Warning Workshops. This will be sent to students on August 21. On Tuesday, August 25 from 3:30 P.M. to 4:30 P.M.; and on Wednesday, August 26 from 10:30 A.M. to 11:30 A.M.; Brian will be available in a Zoom meeting room, for consult with students. In addition, the student's academic/faculty advisor should reach out to each advisee on Academic Warning by the first week of class to offer an appointment and/or suggest any necessary course adjustments.

Note that the specific dates and times Brian will be available for consult will be finalized by August 21, when the edited PowerPoint presentation, will be e-mailed to all students on Academic Warning. These open Zoom sessions will, however, be conducted prior to the August 28 course add deadline. The e-mail accompanying the PowerPoint presentation will make it clear that students are required to have read the PowerPoint before attending an open Zoom session with Brian, and they will be reminded that the deadline to register for fall 16 week courses, and first session 8 week courses is 5:00 P.M. on Friday, August 28.

In addition to Brian, faculty members, active students who have successfully worked out of academic jeopardy, and perhaps peer academic consultants, may also be present in one, or both, of the open Zoom sessions.

Probation: Students on probation fell below a 2.0 after having served Academic Warning. All students on Probation have been sent an EAB campaign by Brian Strecker to meet with an advisor in Academic Services for a Probation advising meeting. Meeting notes and recovery plan information will be saved in EAB and are viewable by the student's academic/faculty advisor. The student's academic/faculty advisor should also reach out to each advisee on Probation by the first week of class to offer an appointment and/or suggest any necessary course adjustments.

Suspension/Reinstated from Suspension: All students who are on First- or Second- Suspension or are Reinstated from Suspension will be assigned to Brian Strecker or Susanne Tomillon (BLS Advisor) until they return to Good Standing or Probation. While students may choose to meet with their academic/faculty advisor, they are highly encouraged to meet with Brian and Susanne to ensure there is a recovery plan in place.

#### **Transfer Students:**

At the beginning of each Fall and Spring semester the Office of Academic Services organizes the Transfer Semester Experience (TSE), as an extension of orientation and to continue theonboarding process. The TSE helps overcome the perception of many transfer students that because they have previous college work, they fully understand their new surroundings. The TSE normally consists of six to eight talks explaining different areas of the University. Recent topics have included "The History and Traditions of UMW by Dr. William Crawley," "The UMW

Theatre Season by Gregg Stull," "Study Abroad," "Tour of the Writing and Speaking Centers," and "Completing on Time." In Fall 2020, all sessions will be offered virtually. New transfer students each semester receive the schedule of sessions and are reminded frequently by email and text. Transfer students are required to attend at least three, but may attend as many as they would like. Students are excused if there is a sufficient reason, such as class, practice, work commitments, childcare commitments, or medical appointments. In those cases, students are asked to let Charles Tate know by email (ctate@umw.edu).

#### **CONTACT INFORMATION:**

General Phone Line: 540-654-1010 Email: <a href="mailto:advise@umw.edu">advise@umw.edu</a>
EAB Navigate Questions (for faculty and staff): sshortt@umw.edu

# **Center for Career & Professional Development**

from Paul Binkley

The Center for Career and Professional Development (CCPD) has moved to 100% virtual services and resources. While the CCPD office will be open during the school year, students and other visitors will be encouraged to conduct their one-on-one coaching appointments virtually and can schedule them using the Handshake online career management system. CCPD staff members will be in the office most of the work week, but no more than 3 people will be onhand at any given time. When individual student appointments are necessary, one-on-one meetings will happen in the conference room that is approximately 195 square feet.

The biggest impact this will have on students is the elimination of in-person events and coaching sessions. CCPD will not host a Job and Internship Fair this year and all employer information sessions, presentations, interviews, and workshops will be held online. Students may find it more difficult to interact with employers, alumni, and other professionals online, because of the impersonal nature of virtual communications. As with online classes, students will need to adjust the ways they engage with people online and spend more time preparing for meetings, interviews, and other activities. Employers still expect that students will behavior professionally and that they will be motivated to engage with employers regardless of the medium.

At the same time, the pandemic has increased the opportunities for students to interact with more employers from around the country and the world. Opportunities for virtual internships with companies has also increased for students. Below is a list of the resources, services, and tools available from CCPD that will help students explore and develop throughout their time at UMW.

<u>Handshake</u>: The Career Center's official job and internship database for students and alumni. Students are encouraged to complete their Handshake profiles, use the tools in the Resources section, and discover new opportunities. Employers are posting internships and jobs daily.

<u>Big Interview:</u> UMW will be launching access to this online, comprehensive interview preparation system that combines training and hands-on mock interview practices tailored to specific industries, jobs, and experience levels. Along with an extensive, online interview training curriculum, students are able to record themselves practicing interview questions. The system will give them tips on their performance, and students can share their practices sessions with anyone they want for feedback. Faculty and staff can also create "assignments" that require students to practice any kind of interview question (e.g., behavior, case, informational, etc.)

<u>Work Recruitment Program (WRP):</u> The WRP is a recruitment and referral program that connects federal and private-sector employers nationwide with highly motivated college students and recent graduates with disabilities who are eager to demonstrate their abilities in the workplace through summer and permanent jobs.

<u>Presentations to Your Class:</u> CCPD is happy to present to your class on topics such as resumes, cover letters, informational interviews, networking, using LinkedIn and more. In addition, all faculty are welcome to use videos available on the <u>CCPD YouTube channel</u>.

<u>Virtual Drop-Ins</u>: Virtual drop-ins coming soon in the new school year. Peer Career Consultants (PCCs) will be available for resume reviews, cover letter support, and advising on career-related questions. Students can also send their cover letters and resumes for review to ccpd@umw.edu.

<u>2020 Alumni Career Outcomes:</u> Every year, CCPD collects data on the career outcomes of UMW graduates. <u>Data from 2019 can be found here.</u> This is valuable information for students, faculty, staff, and alumni because it showcases the success of UMW alumni and can be used for support current students' professional development. Please help CCPD collect data for the class of 2020 by telling sharing information on alumni via email at ccpd@umw.edu.

<u>Career Coaching Appointments</u>: For more detailed questions, interview practice, strategic planning, and other questions, students can schedule a virtual appointment with a Career Coach or Faculty Fellow via <u>Handshake</u>.

<u>Internships</u>: For students currently completing academic internships, CCPD will work with students, employers, and faculty to facilitate successful completion of internships. Please email us your internship questions at <u>ccpd@umw.edu</u>. Check out information from our internship page: https://www.umw.edu/careercenter/students/internships/

<u>Career Related Videos On-Demand:</u> CCPD has useful videos and webinar recordings on many topics located on the CCPD YouTube channel.

<u>Social Media</u>: We are actively promoting our services, virtual events, virtual drop-in hours, and resources via our social media platforms – <u>Facebook</u>, <u>Instagram</u>, and <u>Twitter</u>.

<u>Industry Weeks:</u> CCPD is hosting targeted, virtual "Industry Weeks" throughout the 2020-2021 school year to connect employers, alumni, and students. During these weeks, employers will host virtual sessions covering their organization, internship and job opportunities, and answer questions. More information including a list of the Industry Weeks is located here: https://www.umw.edu/careercenter/employers/fall-2020-employer-industry-weeks/

<u>Employer Services</u>: We are continuing to offer employers the chance to connect with our students through a variety of outlets: <u>Handshake</u>, Virtual Information Sessions and Virtual Interviews.

<u>Self-Assessment</u>: Looking for ideas on where to start your search? <u>Focus 2</u> combines several self-assessments, major exploration, career suggestions, and action planning. This is a free service to UMW students.

**Quick Tips**: Need some tips on your elevator pitch, resume writing, or career exploration? Take a look at the CCPD Tool Kit.

<u>Free Skills Training Via LinkedIn Learning:</u> Employers are excited to hear students' stories of resilience, adaptability, and professional development during this time. Developing new skills development is one thing they like to see. There are several free online skills development sites including free access to <u>LinkedInLearning (formerly Lynda.com)</u> from the Central Rappahannock Regional Library.

# **Center for Community Engagement**

#### from Leslie Martin

Even as we start the semester off-campus, CCE, COAR, UMW Votes & the Eagle Resource Closet will all be up and running. The information listed below, which was sent to all teaching faculty, details much of what will be operational in the early portion of the Fall semester. This includes engagement opportunities for students with COAR, UMW Votes and the ERC.

COAR staff will be working remotely, focused on supporting engagement efforts identified below, as well as other initiatives. For example, they are pursuing creating "care packages" for people we normally serve through weekly programs. They will start planning Into the Streets, and reach out to COAR Council students and others to identify needs and support remote engagement and volunteering. They are meeting weekly to discuss new plans and strategies in response to the pandemic.

UMW Votes has been working remotely all summer — interns and volunteers have been meeting regularly with Sarah over Zoom. They will continue this work, as they repeatedly shift voter registration & mobilization plans to adapt to our changing environment. This will be a very challenging fall for this group.

Eagle Resource Closet hopes to open for online ordering and contactless pickup by the first week of class. The plan has been to fill orders and place them on shelves outside of the ERC, for pickup during 2 hour time windows, 6 of these available a week. Bags will be filled by volunteers. If volunteers are not available, or they are not allowed access to the building, the bags will be filled by Leslie. If pick up needs to not occur inside Lee, we will set up pick up times outside of the building.

CCE staff (Leslie & Sarah) will continue to work remotely, for the most part. If student staff are allowed to work on campus, one or the other of us will be in the office during some of the student staff time, to try to ensure norms are set for social distancing.

# **Center for Teaching**

#### from Victoria Russell

The Center for Teaching will continue to provide virtual support to faculty during the Fall semester. <u>Contact us</u> with any questions or schedule a consultation at your convenience using our online scheduling system.

fT Fall 2020 programming will focus on connections, care, and support. <u>Program descriptions</u> are available on the Center for Teaching website. Program dates, times, and meeting links will be forwarded through the biweekly CfT email and on the <u>Events Calendar</u>. Stay tuned for more details!

The Center will return to sharing event schedules and teaching news through its biweekly email. If you wish to receive the *Center for Teaching Update* every other Friday morning, please email Victoria (vrussel3@umw.edu) to be placed on the distribution list. If you received the email update (pre-pandemic) last year, you are still on the list. You may remove yourself from the distribution list at any time.

Thank you to everyone who joined us this summer for ReFocus Online. We learn best in community and it was wonderful to see so many connections and conversations focused on teaching and learning at UMW. We look forward to working with everyone this year!

# **Disability Resources**

#### from Jessica Machado

ODR remains open to provide virtual support to our community. Students can schedule with ODR in the same manner they are accustomed (through their ODR Accommodate portal) and a specialist will follow up with Zoom meeting details. The best way for faculty/staff/students to reach an ODR specialist at the current time is by emailing <a href="mailto:odr@umw.edu">odr@umw.edu</a>. We are glad to follow up and schedule a meeting as needed.

- ODR's Faculty Video (5 minutes) provides some helpful guidance about ODR and supporting students with disabilities as a guide for new faculty or refresher for returning faculty.
- ODR's <u>Access for All</u> accessible open educational resource is also available as a support for UMW instructional faculty.
- As you know, Alison Grimes left us earlier this summer. Our new Associate Director is Alex Ecklund who will be starting on August 25. Please join us in welcoming him!

## **First-Year Seminar**

from April Wynn

We have moved over 30 students to remote FSEM sections and a few to face-to- face. We have accommodated all requests and they have all been processed. We have moved 3 additional FSEM sections to online format. Orientation session for FY students is in the planning stages and will happen on Tuesday to prepare students for the remote start. I will be communicating these directly to the FSEM faculty (email and workshop).

## **Honors Program**

from Kelli Slunt and Mara Scanlon

Under the current recommendations for risk mitigation, the Honors Commons in Lee Hall will remain closed to students. We will re-evaluate opening the space in early October. Until September 14, 2020, Mara Scanlon and Kelli Slunt will work remotely or from their offices in the respective academic buildings. Information on our office hours, which will be held virtually using Zoom or by appointment, is being distributed to Honors students in various ways.

The Honors Program staff plans to engage the Honors scholars virtually throughout the Fall semester in many ways:

- Community as Text online program to become acquainted with our new scholars and provide students with a co-curricular opportunity
- Virtual advising meetings with all graduating Honors scholars in the first few weeks of the semester to review outstanding Honors Program requirements
- Weekly emails with program announcements and communication
- Online programming throughout the semester including weekly meditation, drop-in group sessions with the Honors Faculty, virtual social events, and professionalization programming
- Honors advising

We are pleased to welcome 110 first-year and 1 transfer Honors Scholars to UMW, bringing the total number of active Honors Scholars enrolled at UMW in the fall to 371 (data as of August

11, 2020). We want to recognize the 58 students who successfully completed University Honors during the 2019-2020 Academic year. UMW Honors Scholars have diverse academic interests and seek to take classes from each department and college at UMW. We are actively seeking proposals for Honors-designated courses, and both Mara and Kelli are happy to assist with the process. Details on the course proposals are available on the Honors Program website. Deadlines for proposals for HN designations are:

- Spring 2021 semester September 4
- Summer 2021 term November 6
- Fall 2021 semester January 29

## Registrar

#### from Rita Dunston

For fall 2020, the Registrar's Office (R.O.) will provide limited in-person availability at the Lee Hall window. In attempt to ensure social distancing mandates and minimize the spread of COVID, the R.O. is accepting all forms electronically. In rare cases, forms will be accepted in person.

Operating Hours: R.O. will have in-person coverage in Lee Hall Monday through Thursday from 8am – 5pm. The Student Services Center will be closed daily 12:00-1:00 for lunch. On Fridays, there will be no in-person window coverage as entire Registrar's Staff will work remotely.

Phone (540-654-1063) and email (<u>registrar@umw.edu</u>) will be monitored by staff Monday through Friday from 8am-5pm

#### Communication

Registrar's Staff utilizes Microsoft Teams daily and accessible on their office phones. The preferred mode of communicate is email. Should an appointment is needed, they will be scheduled virtually, via phone or Zoom.

#### **Forms/Documents**

All forms are PDF fillable and accessible on the Registrar's Website. Forms should be forwarded to <a href="mailto:registrar@umw.edu">registrar@umw.edu</a> or to designated staff in the R.O. Due to increase volume of emails, please allow 24-48 hours for a response. All Registar's Forms are accessible <a href="mailto:here">here</a>.

#### **Required Signatures**

The R.O. is currently working on a workflow to automate required signatures. While some forms will be available by the start of the semesters others will not. Therefore, the R.O. will accept emails approvals in lieu of required signatures. Students can include an approval/support email from the instructor/advisor or their designee for the R.O. to process any requests.

### **Instructor Initiated Drops**

Synchronous courses: If the student fails to come to the first class meeting or does not attend the first class meeting after adding the class, please contact the R.O.so that we can drop and notify the student so they don't face academic or financial liability for the course.

Asynchronous courses: If a student does not log into the course during the first three days of the start of the semester or term, please notify the R.O.

#### **Senior Checksheets**

Students and advisors will be notified prior to the start of the semester with detailed instructions for accessing and reviewing the Auditor's Notes and frozen degree evaluation. There will be no paper senior checksheets distributed.

# Rappahannock Scholars Program

from Gayle Mitchell

All students will start remotely with the rest of the UMW students. Depending on the circumstances with accessibility to the internet and food and shelter, some may be living on campus or outside of their homes. We hope to return to the office in a limited capacity once inperson instruction resumes.

We are welcoming five new freshmen into the program this fall. Due to the unusual nature of this year, we predict that these students will need even more support fitting in, making friends, and understanding concepts new to them like office hours. All of our scholars may have limited access to the internet which could adversely affect their performance in class. I would encourage faculty to reach out to student advisers as soon as they believe there may be an issue with attendance or performance. A delay of even a week could be detrimental to the student.

# **Speaking Center**

From Adrienne Brovero

#### **Class Visits**

For the foreseeable future, class visits will be <u>conducted online</u>. To replicate content normally provided during class visits, SPKC consultants have prepared video tutorials on various Speaking Center content. <u>These will be used in lieu of the typical class visits.</u> The content is available as a 94-minute SPKC Tutorial Playlist (which can be assigned and/or watched in shorter increments). If desired, faculty may request a "live" online visit by a SPKC consultant for a Q&A session after students have viewed the Playlist materials, or for specific topics.

#### **SPKC Tutorial Playlist**

https://www.youtube.com/channel/UCQHMwWY5WvZlVe75MmqVtTg/playlists

#### 10 videos, 94 minutes total

- Instructors can assign some or all the videos.
- Topics covered:
- Introduction to the Speaking Center
- Communication Apprehension
- Class Discussion
- Presentation Basics
- Group Presentations
- Tips for Making Response Videos
- Visual Aids
- Presentation Basics 2
- Virtual Presentation & Recording
- What Not to Do When You Have to Present Online

#### How to Schedule a Class Visit

Email Adrienne Brovero, abrovero@umw.edu

At minimum, please include:

- Course number and name of the class
- Enrollment size of class, any potentially pertinent demographic info about class (e.g. frosh because FSEM, primarily majors, seniors, etc.)
- Description of speaking assignments for the class
- Visit options requested –
- Basic visit is a Question and Answer session regarding Tutorial Playlist
- Presentation/tips that are tailored to a specific project or assignment
- Other If there is something else you have in mind, we might be able to accommodate, so let us know!
- We will confirm the request and once the class visit is assigned to a consultant, they will be in touch regarding details for the class visit.

#### **Student Consultations**

#### **Scheduling an Appointment**

- https://academics.umw.edu/speaking/speaking-center/schedule-an-appointment/
- <u>All appointments will be online</u>, via Zoom. There will be no in-person appointments for the foreseeable future.
- Students can schedule individual and/or group appointments.
- Students can specify length and type of appointment (practice, development, etc.).
- Appointment Hours:
- Monday-Thursday 9:30-6:00
- Friday 9:30-3:00.
- Students should plan ahead when scheduling appointments. Appointments made through EAB need to be scheduled <u>at least 24 hours</u> in advance.

#### **Accessing Reports from Student Visits to the Speaking Center**

If verification is necessary, faculty can access reports from student visits –
 http://academics.umw.edu/speaking/files/2020/03/Student-Appointment-Reports-in-EAB.pdf

#### **General Resources**

- You might want to post these on your course's Canvas site:
- Using Zoom to Give & Record Online Presentations –
   http://academics.umw.edu/speaking/files/2020/04/Zoom-and-Online-Presentation-Handout-Spring-2020-.pdf
- How to upload videos to YouTube https://youtu.be/72xYLYYKCg4
- How to upload video to YouTube from a smartphone https://youtu.be/Hjh nQ32UVQ

#### **Faculty-oriented Resources**

- How to post a YouTube link to Canvas –
   https://www.youtube.com/watch?v=HOaUHSCjabQ&feature=emb\_title
- Moving oral communication assignments online –
   https://www.youtube.com/watch?v=xMQ2 QwaFwk&feature=emb title

#### Questions

- Speaking Center Director Adrienne Brovero, abrovero@umw.edu
- Academic Support Centers Assistant Heather Guhl, hguhl@umw.edu

# **Student Transition Program**

From Justin Wilkes

The amended STP summer experience took place **Monday, August 17<sup>th</sup>** from 9:00-4:00pm (the summer experience was cancelled in summer 2020). This amended plan provided the benefit for the incoming STP cohort to begin developing community and partake in various seminars and teambuilding activities that will provide an opportunity to begin acclimating to college life at UMW. Additionally, the STP experience will continue into the fall semester through resources such as college-success courses (i.e., EDUC. 101, peer mentorship, and personalized academic coaching.

Two sections of EDUC. 101 have been transitioned to hybrid and the final section fully online to accommodate various students' needs. Two peer counselors have been assigned to each of the three sections to assist with the facilitation of activities and to create another layer of support for their peer mentees. With the assistance of Gayle Mitchell (Director of RSP), we will collaborate to monitor and support student progress and manage pre- registration advisement for the spring 2021 semester.

# **Writing Center**

#### From Gwen Hale

The Writing Center intends to operate as it always has, except all student appointments will be online. Students will be able to choose whether they prefer Zoom and/ or Google Docs. Students can make appointments, as always, through EAB. <a href="https://academics.umw.edu/writing-fredericksburg/schedule-an-appointment/">https://academics.umw.edu/writing-fredericksburg/schedule-an-appointment/</a>

We opted for online as there was no safe way to have sessions in the Writing Center while maintaining six feet distance and looking over an essay.

We will continue to have **chat** as well so students can go to the Writing Center web page and ask a quick question: <a href="https://academics.umw.edu/writing-fredericksburg/printed-resources-and-links/">https://academics.umw.edu/writing-fredericksburg/printed-resources-and-links/</a>

The Writing Center will **begin taking appointments the second week** of classes. However, Gwen Hale (ghale@umw.edu) can assist students who are in desperate need of assistance before then.

Students can make as many appointments as they want. We will **continue to send emails to professors** to let them know students attended a session with a consultant.

#### Hours will continue to be the same:

Monday through Thursday: 10am-9pm

Friday: 10am-3pm Saturday: 3pm-6pm Sunday: 6pm-9pm

As for **class visits,** those will still be the same, and Gwen will visit remotely through Zoom if you want to have someone to answer questions. Or, we have a video a student consultant made that introduces the Writing Center to other students. (It is the same information Gwen gives in her talk but through a student).

For **workshops**, these will be in video format online. Students can access these at any time via the webpage. If faculty would like to offer extra credit for viewing these, we recommend having students either write a meaningful comment below the video that demonstrates they have watched it or write a short summary for their professor. These videos can be found at:

https://www.youtube.com/watch?v=L95T4C3fDfw

https://www.youtube.com/watch?v=X8veNMTqop0

https://www.youtube.com/watch?v=ylbGvsrs\_w0

https://www.youtube.com/watch?v=R6gBvMv8Y9s

Other resources are available at: <a href="https://academics.umw.edu/writing-fredericksburg/printed-resources-and-links/">https://academics.umw.edu/writing-fredericksburg/printed-resources-and-links/</a>

The Writing and Speaking Center Suite will be locked with only those with key card access being able to get in. Heather Guhl, the administrative assistant, will be working at the front desk. This limited access is to lessen the number of students congregating in these smaller areas and to mitigate the chance of spreading the virus.

For questions, contact Gwen at ghale@umw.edu or Heather Guhl at hguhl@umw.edu.