

## Office for Academic Support

Memo on Online Learning

Updated: 03/14/2020

Now that Clark University is moving to remote instruction, we in the Office for Academic Support are aware that many of you are concerned about your ability to succeed academically with this change. Below we have outlined some important recommendations for maintaining strong academic performance through this shift, as well as resources that are available to you remotely.

### Tips for Succeeding in Online Classes

1. **Continue to treat online versions of coursework as “real” classes.**  
Even if your professors are not conducting livestreamed lectures, continue to set aside dedicated class hours to keep up on your academics. Maintaining a consistent schedule will help keep you focused and productive.
2. **Practice effective time management.**  
Though you may have some more freedom and flexibility in when you complete your work, it is important to avoid procrastination and cramming as much as possible. Set a weekly schedule and stick to it. Map out major assignments so you can complete them in small chunks instead of all at once. Consider using your Clark Outlook calendar to block time for particular tasks.
3. **Set up an organized study space.**  
Because you may not have access to your usual study spots, do your best to set up a work station wherever you are. This might be a desk, or even just your kitchen table – anywhere that you can organize your books, notebooks, etc. You may also find it helpful to keep a running to-do list and headphones nearby.
4. **Eliminate distractions (as much as possible).**  
We know these are hectic times and that being away from campus may also mean sharing a household with others. Using headphones and listening to instrumental music while you study may help you drown out some of the background noise. Setting your phone to silent and disabling push notifications may also keep you focused while you work. Even though you are working online, avoid social media and other internet distractions.
5. **Explore how you learn best.**  
If your professor has provided recorded video or audio lectures, don't be afraid to pause frequently to process and take notes. Are the provided materials mostly written? Try reading the notes aloud, and pause to recap each section in your own words.
6. **Engage and participate.**  
Communicate regularly with your professors, TAs, and classmates through online discussion forums, email, video calls, and other available platforms. Because you may not have the opportunity to engage organically in the classroom setting, you may find it helpful to set up virtual study sessions with a few of your peers. Similarly, reach out to your

professor to arrange office hours remotely. Participating actively in your own learning will help you learn more deeply and better retain information.

7. **Advocate for what you need.**

Though you may not be able to physically visit some of your favorite campus resources, Clark is committed to maintaining academic continuity even as we move course work online. Offices will continue to provide services through various forms of technology, so be sure to reach out to us so we can support you. Read more about resources you can continue to use remotely below.

**Helpful Resources:**

- **Academic Coaching through Office for Academic Support**  
Virtual meetings with Cherilyn Bonin, Director of Academic Support, will still be possible through phone or video chat. Email [cbonin@clarku.edu](mailto:cbonin@clarku.edu) or schedule a meeting directly at [www.calendly.com/cbonin](http://www.calendly.com/cbonin).
- **Peer Success Advising**  
Online learning brings new challenges around time management, organization, and study skills. Our trained peer success advisers are available to help with just that. To arrange a virtual meeting with a Peer Success Adviser, visit <https://clarku.mywconline.net>.
- **Quantitative Skills and Additional Tutoring**  
Tutoring services will also continue remotely. To schedule tutoring for Biology, Chemistry, Computer Science, Economics, Geography, Math, Psychology, or Spanish, visit <https://clarku.mywconline.net>.
- **Student Accessibility Services**  
If you are registered with Student Accessibility Services and have questions or concerns about adjusting your accommodations to better fit online course work, contact [accessibilityservices@clarku.edu](mailto:accessibilityservices@clarku.edu)
- **Writing Consultations through the Writing Center**  
Writing support will still be available to you through video chat meetings via the Writing Center's online schedule system. To arrange an online appointment with the Writing Center, choose the "Yes. Schedule Online appointment" option when creating an appointment. Then log back into the online schedule 5 minutes before the start of your appointment. Open your appointment box and click "Start or join online consultation." If you have questions, email your consultant (email address is listed in the appointment form).

**Updates about COVID-19**

For the latest information about Clark University's response to the spread of COVID-19, visit [www.clarku.edu/covid-19-information](http://www.clarku.edu/covid-19-information).