



Ten tips for faculty to help students achieve early success

Tips for Week 3

Tip 1



Take note of our institution's [policies on attendance](#). Be clear and consistent with students who may have to miss for these approved reasons. And be inclusive when you learn of absences due to holidays.

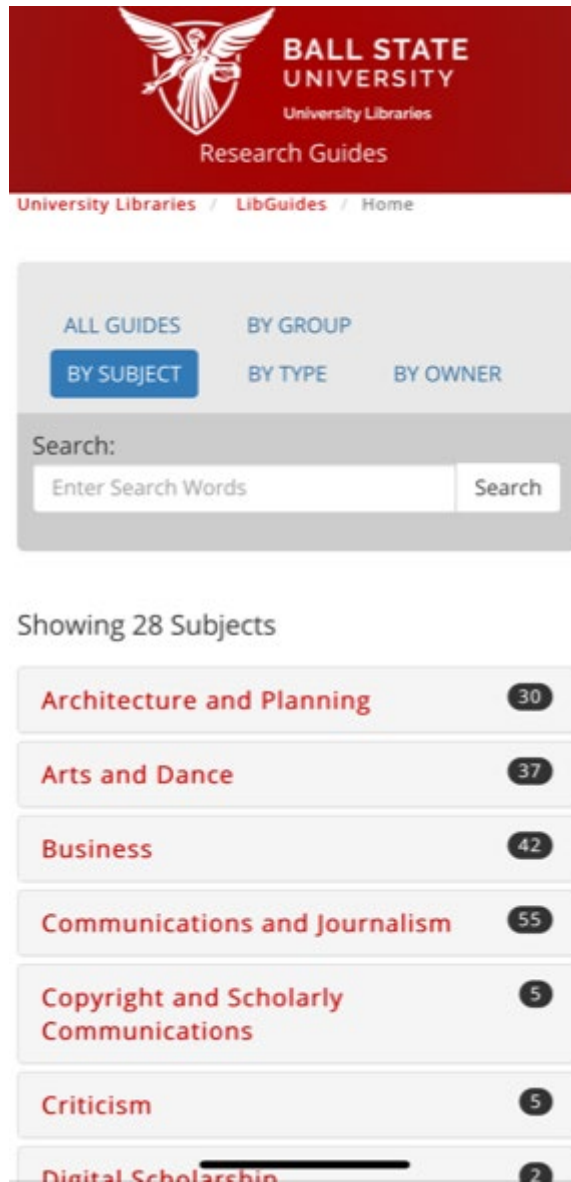
For inclusive calendar information, check out Inclusive Excellence's [webpage](#)!

Get in front of stressful times in the semester and encourage students to do so as well. Suggest making an appointment with the writing or learning center weeks in advance.

Have students make appointments at the Learning Center [HERE](#)
Have students make appointments at the Writing Center [HERE](#)

Tip 2





The screenshot shows the Ball State University Libraries Research Guides website. At the top, there is a red header with the university logo and the text "BALL STATE UNIVERSITY University Libraries Research Guides". Below the header, there is a navigation bar with "University Libraries / LibGuides / Home". The main content area features a search bar with the text "Search:" and "Enter Search Words" followed by a "Search" button. Below the search bar, there are four filter buttons: "ALL GUIDES", "BY GROUP", "BY SUBJECT" (which is highlighted), and "BY OWNER". Below the filters, there is a section titled "Showing 28 Subjects" followed by a list of subjects with their respective counts in a dark red circle:

Subject	Count
Architecture and Planning	30
Arts and Dance	37
Business	42
Communications and Journalism	55
Copyright and Scholarly Communications	5
Criticism	5
Digital Scholarship	2

Have a research paper coming up? See how the University Libraries can help students!

[The library](#) is a great resource for student and faculty research!

Tip 4

Follow up on those early assessments. Allow time in class to talk through your feedback. Post exemplar assignments from previous semesters on Canvas (don't forget to remove names) and encourage students to ask questions about how they can improve. Consider giving them 3 minutes to write a response to your feedback that includes one thing they are working on.





Tip 5

If you developed a plug and play paragraph that can be sent to every student who earns a C or lower on the first assessment, send them again to students who are newly in the C range or didn't respond the first time!

Be sure to include resources students can use to review content they struggled with on the assessment.



Tip 6

Take a minute at the beginning of class to check in and remind students of upcoming dates and your office hours.

Tip 7

Consider making an appointment for a mid semester evaluation. This is a popular service and dates fill up well in advance. Schedule your evaluation today [HERE.](#)





Tip 8

Follow up on your recommendation to students that they form study groups. Invite students to share success stories. Consider opening up a discussion board for them post times and locations of their study groups. Maybe you could even send cookies!



PLAYLISTS

Ask students for recommendations of songs to add to a class playlist. Play it before class and share the Spotify link! Circulate around the class and thank students for their contributions.

Share a win!



Has something gone well in class? Are you particularly proud of an assignment? Let your chair know! Celebrate the small things that are going well!

These tips are compiled by the Office of the Vice Provost for Academic Affairs.

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