First Week of Class Ideas:

Focus: Building a community of practice, engaging students to commit to come to class and do their work

- **Student Profile Sheet** - Have your students fill out a profile sheet including phone number and emergency contact. Record your interventions and individual contacts on the back of the page. (i.e.: conference, tutoring, e-mail, etc.)

- **First day** – program the instructor's campus phone number (or telephone contact number) and campus emergency phone number into students' phones. Then, have students turn their phones off.

- **In the computer lab or with a hand out** -
  1. Have students forward Lone Star College e-mail to the students' personal addresses. Have the students sign up for the Campus Closure Notices so they have the option of getting messages on their cell-phones as text messages. Remember our experience with Hurricane Ike!
  2. Have students send the instructor an e-mail message through LSC-Online and campus e-mail, and add the instructor's name and e-mail address to their address books.
  3. Have students create a PowerPoint page that includes a photo and a brief paragraph about themselves. Publish it to the class on your LSC-Online class site. You make one too!

- **Retention letters or postcards** – Send a snail mail letter of encouragement. Option: use a form letter/note with a personalized *Post It* note. Administrative support with addressing and mailing these may be needed, so clear this with your dean. Good options: Before class starts, mid-semester, Week 12.

- **First days** – Use active learning strategies to connect students to the course content and build community. Make the students learn, remember, and use each other’s names and your name. Make fun work for you!

Other ideas:

Focus: Learning and assessment

- Use the Angel grade book in LSC-Online so that grades are available 24/7. (It is a snap to print for end-of-semester check out.)
- Print progress reports to students at Week 3, Midterm and W-Day (Post some grades taken early in the semester.) Option: students create their own reports.

- Periodic self-evaluation of progress toward goals can be a journal, daily assignment, or One-Minute Paper.

- Assign students to create their own study guides for quizzes and tests. Enlist students who made the best grades on the first assessment to tell their peers how they prepared, studied, managed their time, and managed their test anxiety.

- Post an assignment link on your LSC-Online page for turnitin.com so that students do not have to have a separate access code com to submit their papers. Turnitin.com saves all the papers that have been submitted into the database and cross references the essays that our students submit with those papers that have been previously submitted in other classes. Whenever a student's paper matches up with a paper submitted to another instructor in another school, you have the option of e-mailing the instructor for permission to view their student's paper. Get your account from your DOM.

- Contact the librarians to schedule a library tour, research or project help.

- Create an assignment to conference with instructor, tutor, or counselor – optional signature and reflection or related assignment required for a grade.

- Keep students posted regarding campus speakers, student forums, student symposiums, and other campus opportunities. Consider attending events that are scheduled during class time as a class. Follow up with a related assignment.

- Hold class outdoors or to other available places on campus.

- Tackle a service project related to your discipline as a class.

- Incorporate information about potential careers, certificates, and degrees in your discipline.

- Shortly before registration for the next semester begins, talk about what courses in your discipline that students need to take next toward a certificate or degree. (Degree attainment is a huge focus at LSCS.) Explain the differences between face-to-face, online, hybrid, fast-track or other options.

- Attend a local or downtown event related to your discipline as a class. Most Houston cultural venues, UH, and other institutions have student discounts with free instructor tickets.

- Create an exciting end-of-semester project or event, something that will keep people going the final three weeks. (Example: YouTube.com essays/projects)
When making the decision about your next Math/English course, make an informed decision by reading the information below. Pre-registration starts on 11/08/2010. Classes fill up quickly, so pre-register as soon as possible. Note: If you pre-register, but withdraw or make a grade of IP or F in your current Math/English class, it is your responsibility to drop the class you pre-registered for and re-take your current course.

**Fast-Track Courses, Summer Classes, Mini-Mesters, Second Starts, 8 - week classes, etc.**

- Your instructor has a certain amount of material that must be covered, therefore any class that meets less than 16-weeks will have to be somewhat accelerated. Please be conscious of the following when signing up for these classes:
  - A student in these classes must be capable of learning Math/English at an accelerated pace. We do not recommend that students who failed their previous Math/English course register for these courses.
  - A student in these classes must have the type of personal obligations (other courses, work, etc.) that will not interfere with attendance or the ability to complete homework assignments.
  - A student in these classes must have between 4 and 10 hours per week to spend studying and doing homework.

**Online classes**

- Many students take online courses because they think they require less time than a face-to-face course. This is not true. Please remember that if you are in an online course, not only do you have homework (this can take 6 hours or more per week), exams, and quizzes, but you must also teach yourself the content. While an instructor might fit this into a 2-hour class meeting, you might take a bit longer. NOTE: You will also need to make time to take proctored exams. While you do not have to take them on the campus of LSC-CyFair, you will have to take them at a location close to you that proctors exams (usually other colleges or libraries). Having said that, an online course is perfect for a student who can learn independently.

**Hybrid Classes**

- Hybrid classes are a combination of faculty-led instruction and independent online work. These classes are perfect for the student who can primarily work and learn independently, but would occasionally benefit from face-to-face instruction.

**16-Week Classes - One day only Classes**

- Class once a week may sound nice, but learning Math/English in one day usually translates into covering 1/2 of a chapter each class period. When making the decision to take a class that meets once per week, please realize that you will be learning a LOT of information each class period. You will also have a lot of studying to do throughout the week.

**16-Week Classes - Morning vs. Afternoon/Evening Classes AND MWF vs TTH**

- When do you perform best? Early morning? After 10 a.m.? 5-ish? Understanding Math/English takes concentration and focus. If you are still groggy at 9 a.m., why sign up for a class at that time? Do you want to learn a little bit of information each class period (MWF class) or a lot (MW or TTH class)? Do you have a tendency to forget information over a long break (Thursday - Tuesday)? Think about how you are as a learner, and then make a schedule that optimizes your abilities.

- **Questions?** If you have any questions about which Math/English class is right for you, talk to your instructor, or email pamelyn.reed@lonestar.edu or anna.v.schmidt@lonestar.edu.