



# HOW TO COLLEGE

CENTER FOR DIVERSITY & INCLUSION

Information taken from *How to College: What to Know Before You Go* by Andrea Malkin Brenner and Lara Hope Schwartz and the American University website



**“I think I really benefited from going to college.”**



FORMER PROFESSIONAL BASKETBALL  
PLAYER & SIX TIME NBA MVP

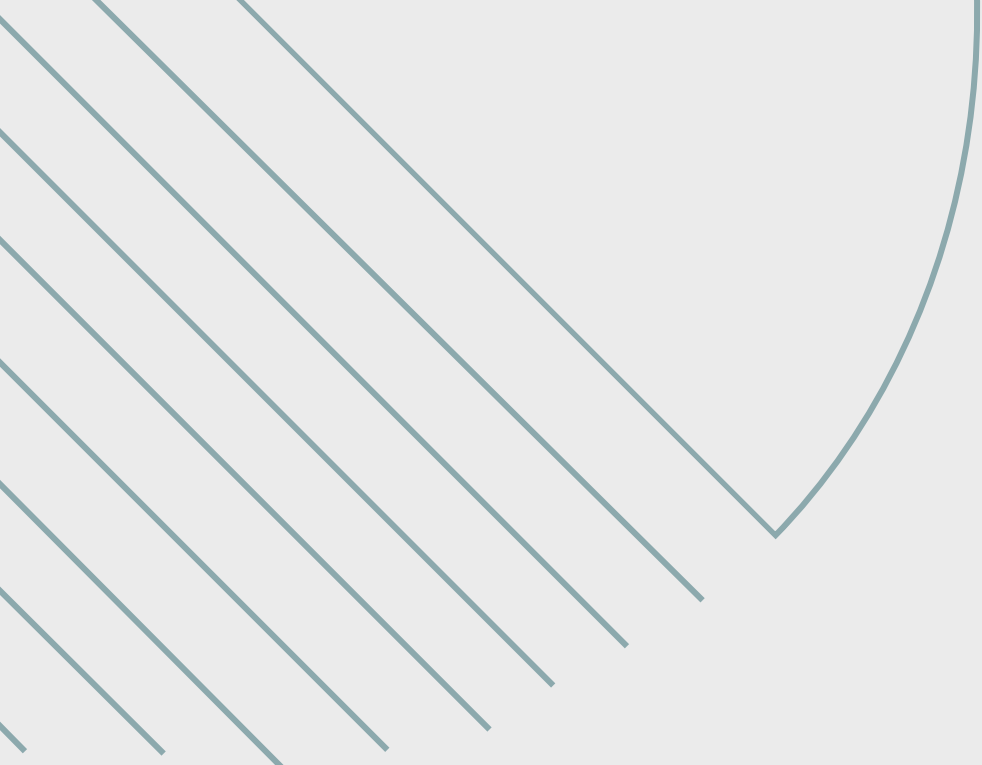
**KAREEM  
ABDUL-JABBAR**



# **YOUR IDENTITY: IS REINVENTING YOURSELF A REAL THING?**

Chapter 1

**YOUR FIRST  
SEMESTER ON  
CAMPUS IS NOT  
THE TIME TO  
WORRY ABOUT  
HOW THE NEXT  
FOUR YEARS  
WILL PLAY OUT.  
IT'S A TIME TO  
TRY NEW THINGS!**



**YOUR FIRST SEMESTER ON  
CAMPUS**

**IS NOT THE TIME TO WORRY  
ABOUT HOW THE NEXT FOUR  
YEARS WILL PLAY OUT.**

**IT'S A TIME TO TRY NEW  
THINGS!**

## **IMMERSE**

Immerse yourself in your interests and activities

## **CHALLENGE**

Challenge yourself with academic work

## **QUESTION**

Learn to confidently ask questions and express yourself clearly

## **MEET**

Endeavor to meet people you might never have encountered before

## **TRY**

Try anything and everything you've ever wondered about

## **THINK**

Keep an open mind



# INTRODUCING YOURSELF

BOND OVER SHARED  
TRANSITION TO  
COLLEGE

BE ON TIME TO  
THINGS

DON'T DOUBT  
YOURSELF

THINK ABOUT HOW  
MUCH YOU ARE  
TALKING

GIVE NEW PEERS THE  
BENEFIT OF THE  
DOUBT



GET INVOLVED &  
ATTEND AS MUCH  
PROGRAMMING AS  
YOU CAN HANDLE

ASK FOR HELP WHEN  
YOU NEED IT

TRY TO LISTEN TO  
YOUR PEERS

TRY NOT TO WORRY,  
EVEN IF YOU FEEL  
INSECURE

ASSUME THAT THERE  
WILL BE CHALLENGES  
ALONG THE WAY



Former U.S. Senator

“

"Defining myself, as opposed to being defined by others, is one of the most difficult challenges I face."

Carol Moseley-Braun

”

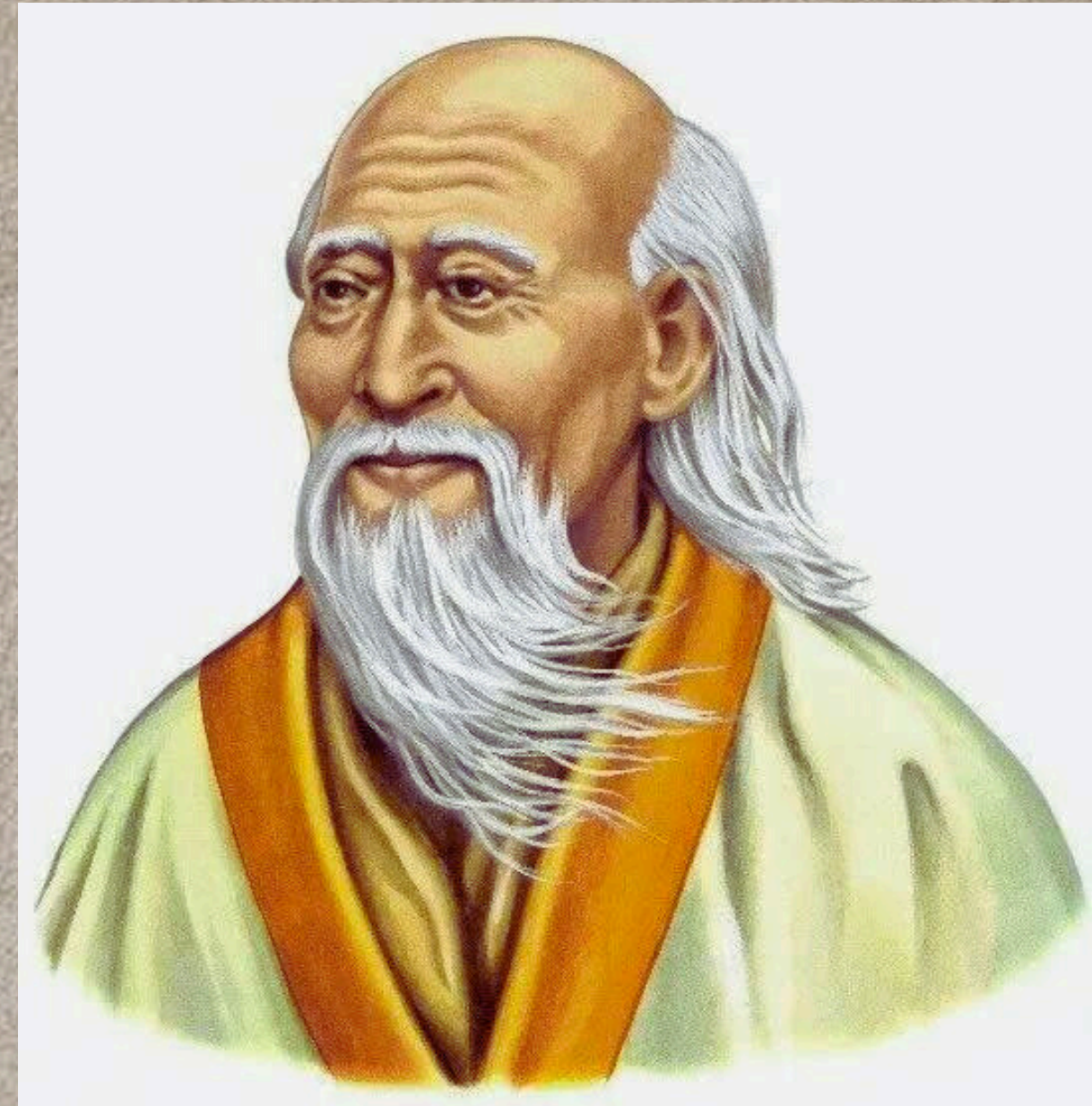


# WHO YOU ARE

	High School	College
Your identity	Usually tied to the activities you engage in	More complex & nuanced; tied to your social connections, course of study, career aspirations, how you treat others, and what your values are
Choosing Activities	Might be a strategy for college acceptance	To find a peer group, learn new skills, and enhance your lived experience
Demonstration of “success”	Standardized: GPA, test scores, hours of community service, leadership roles	Variable: Individualized and based on academic interests and career aspirations
Instructors judge you by...	What you know and what knowledge you retain	The questions you ask

**“Knowing others  
is intelligence;  
knowing yourself  
is true wisdom.”**

**Lao Tzu**



**Chinese  
Philosopher &  
Author**

# EMBRACING INDEPENDENCE

In college, taking time each day to be alone, even thirty minutes to take a walk or just sit and think, is helpful. College is a lot more work than high school, and the stakes are higher, but remembering to stop, slow down, and spend some time focusing on yourself is a necessity.

-College Student

## Some things to be comfortable doing alone:

Laundry; changing your sheets & making your bed; making a medical appointment; ironing; basic sewing; sweeping & mopping; buying tickets; reading a bus or train schedule; tipping; setting an alarm; mailing a package; reading nutrition labels; finding and using a local business; buying textbooks; reading a map

**BEING INDEPENDENT DOES *NOT* MEAN NEVER  
SEEKING HELP**



**“WHEN WE’RE  
GROWING UP THERE  
ARE ALL SORTS OF  
PEOPLE TELLING US  
WHAT TO DO WHEN  
REALLY WHAT WE NEED  
IS THE SPACE TO WORK  
IT OUT.”**

Elliot Page

Trans Actor, Producer, and Activist

# THE HOME FRONT: COMMUNICATION WITH YOUR FAMILY

Remember that it isn't all about your needs. Your family has dedicated years to raising you, and they aren't going to turn off their concern about you when you move out.

**ESTABLISH A  
COMMUNICATION ROUTINE**

**BE FLEXIBLE**

**THINK ABOUT THE UPDATES YOUR  
FAMILY WILL APPRECIATE HEARING**



**“I think you realize how much you need to have people that you love. It’s not as much about them loving you – it’s about you needing to love people.”**

**Chadwick  
Boseman**



Actor

# YOU'RE NOT AN IMPOSTER OR AN EXPERT - BE AN EXPLORER

Some students feel like **imposters** – they're intimidated by their peers and question if they are prepared enough or deserve a space at the university

Other students feel like **experts** – they express confidence that they know a lot more than their peers.

## Self Assessment:

- I worry that my classmates will know more than I do.
- I think my new classmates are going to look to me as one of the most knowledgeable people.
- I'm not comfortable raising my hand to ask a question.
- When someone else asks a question, they seem unprepared.
- I am comfortable not knowing everything about a subject.
- I find difficult questions exciting.
- I'm uncomfortable when I feel like other people know more than I do.

# HOW TO AVOID IMPOSTER SYNDROME & EXPERT TRAP

## IMPOSTER SYNDROME

- Remember your professor isn't grading you on your high school work or internships; they're looking at your performance in their class.
- Look at course prerequisites in the course catalog. If the class has no prerequisites, that means any student is considered prepared to take it.
- Remember that your college admissions office determined you were ready to be a first-year student here.

## EXPERT TRAP

- Your course syllabus will often include "learning objectives" – if you think you are already fairly accomplished, ask yourself how you could get to the next level.
- Consider the course subject matter and identify things you don't know. Write down a list of questions you will challenge yourself to answer.
- Remember that everyone else in your class was accepted to this college, too.
- Read your professor's bio on the school website. Identify some subjects about which you would like to know more, and plan to ask your professor about those subjects during office hours.







ATTORNEY AND AUTHOR WHO SERVED  
AS THE FIRST LADY OF THE UNITED  
STATES FROM 2009 TO 2017

*“For me, becoming isn’t about arriving  
somewhere or achieving a certain aim. I see  
it instead as forward motion, a means of  
evolving, a way to reach continuously  
toward a better self. The journey doesn’t  
end.”*

*Michelle Obama*

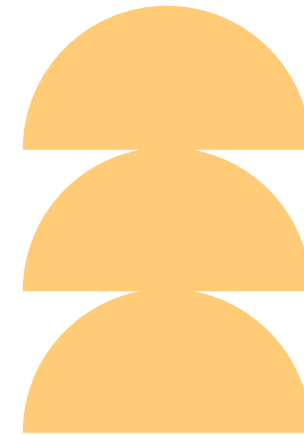
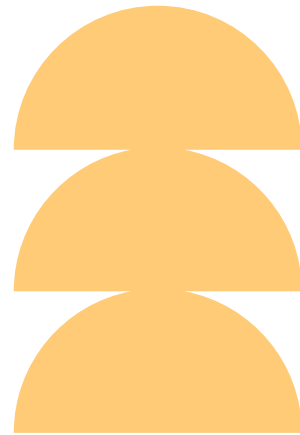
# HOW TO APPROACH YOUR CLASSES AS AN EXPLORER

Consider the reasons you are going to college, including your future career goals. You might be a very prepared first-year student, but that is only the beginning. Imagine what it will take to get from where you are to where you want to be after college. Look at every class as an opportunity to fill in the gaps between where you are and where you want to go.

Listen to your classmates and challenge yourself to consider their ideas.

It's important to go into college with more questions; push yourself to ask questions and be excited about finding the answers.

Practice saying,  
"I don't know."



# USING YOUR VOICE

## COMMON RULES

- Limitations on time, place, and manner
- Disruptions of educational process
- No threats
- No harrassment

## BEST PRACTICES

- Truthful
- Productive
- Audience-Centered
- Focused on listening civilly & productively



**WHEN WE TALK ABOUT  
SPEECH, WE SPEND MORE  
TIME TALKING ABOUT RIGHTS  
THAN RESPONSIBILITIES**



Novelist, short story writer, poet, and  
social activist, author of *The Color  
Purple*

*“No person is your  
friend who  
demands your  
silence or denies  
your right to grow.”*

**Alice Walker**



# SHARING YOUR LIVING SPACE

Chapter 2

**“Even people who are entirely strange and indifferent to one another will exchange confidences if they live together for a while, and a certain intimacy is bound to develop.”**

**J O H A N N  
W O L F G A N G V O N  
G O E T H E**



Polymath and writer, who is widely regarded as the greatest and most influential writer in the German language

# QUESTIONS TO ASK YOUR ROOMMATE

*"Do you think you'll  
have overnight guests?"*

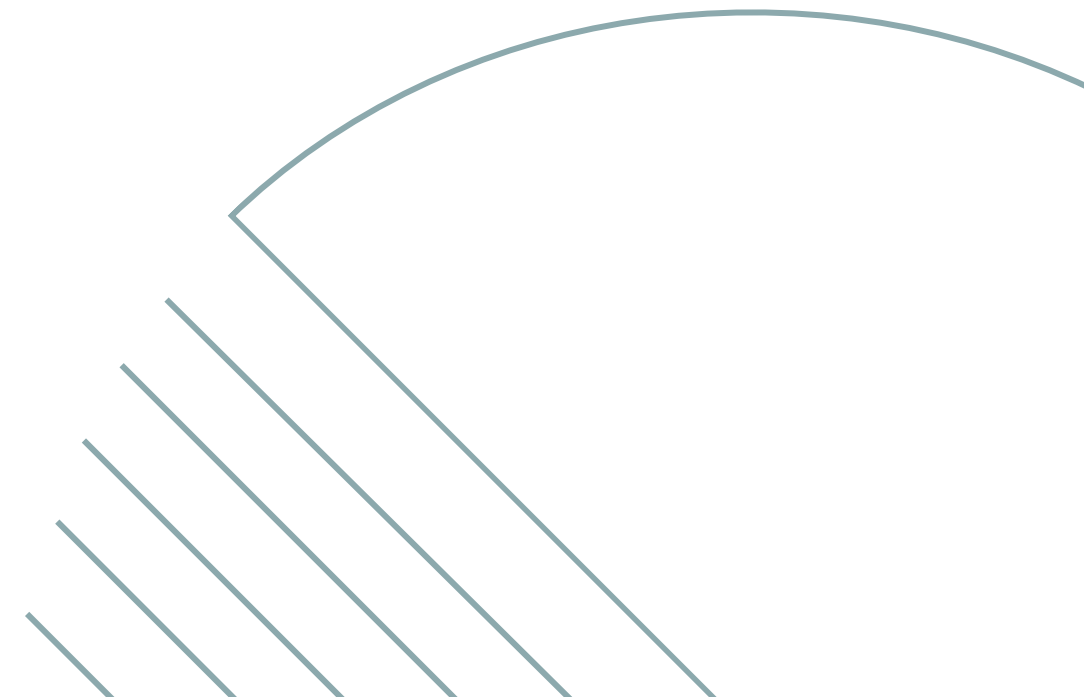
*"What are your study  
habits?"*

*"How would you  
describe your  
neatness?"*

*"What type of music  
do you listen to?"*

*"What time do you  
usually go to bed?"*

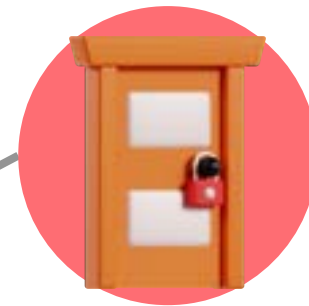
*"What is your morning  
routine?"*



# CARING FOR YOUR SHARED SPACE

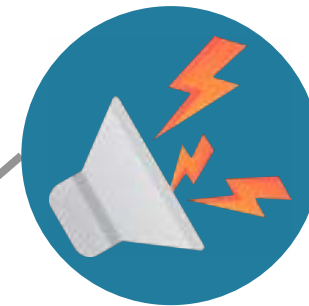
## LOCKING THE DOOR

What rules for locking your door make both of you feel secure?



## NOISE

If you will establish rules for noise (music, alarms, and talking on the phone)



## CLEANING

How often will you clean your shared space and how will you sivy up tasks?



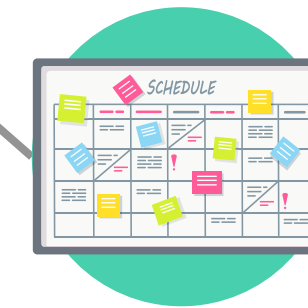
## PERSONAL ITEMS

Which personal items are off limits and which can be shared?



## VISITORS

How hosting visitors and/or overnight guests will work in your shared space



## SCHEDULES

How will you accomodate your differing schedules (wake-up time, classes, studying, social time, and sleep time/length)?





# WHAT DOES RESPECT LOOK LIKE?

## DAILY COMMUNICATION

A thoughtful gesture, a smile, or a word of encouragement on rough day goes a long way. Remember to follow up with the other person to ask how an exam or a challenging situation went.

## CONFLICT RESOLUTION

Listen more than you speak, be thoughtful and open-minded in expressing your opinions, and work on compromising as much as possible. Remember that different people have different experiences with communication about conflict.

## ACKNOWLEDGING INDIVIDUAL NEEDS

Whether your roommates or hallmates need help with something disability-related they have disclosed, have a condition that needs medication or daily management, or are just temporarily ill, try to be supportive in a manner they welcome.

## COMMON COURTESY

This includes cleaning up after yourself, making the effort to engage frequently with others, and being inclusive and welcoming in open spaces.



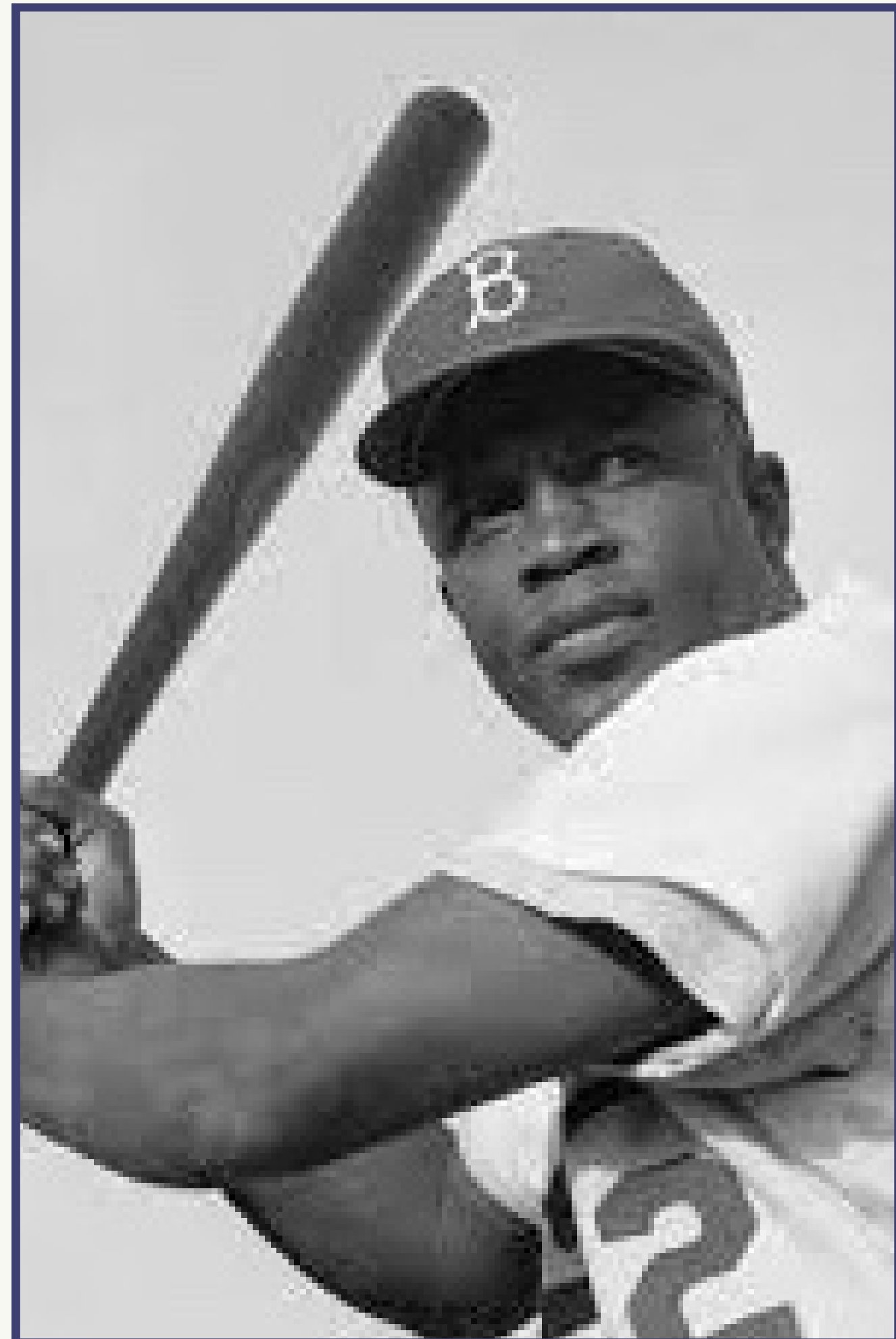
## RESPECTFUL OF DIFFERENCES

Chances are, students in your residence hall have come from varied backgrounds. Don't make assumptions about what they can/cannot afford, whether it is ordering take-out or an activity.

*“I’m not concerned with your liking or disliking me... All I ask is that you respect me as a human being.”*

Jackie Robinson

First African American to play Major League Baseball



# ROOMMATES AND MENTAL HEALTH

## WHEN TO GET HELP

**NORMATIVE  
BEHAVIORS/FEELINGS**

### STRESS

Normal emotional anxiety, pressure, tension, or worry; part of a typical college student's life.

### FEELING UNCOMFORTABLE

Normal fear of moving outside one's comfort zone; productive feeling for learning and growth

**POTENTIALLY  
DANGEROUS  
BEHAVIORS/FEELINGS**

### DISTRESS

A state of trouble, risk, or peril; an extreme emotional feeling of suffering, pain, sorrow or panic.

### FEELING UNSAFE

Physical or emotional danger or threat of impending physical or emotional danger



# RESIDENCE HALL STAFF

Both your RA & your RD will be a great resource if you are struggling with feeling overwhelmed, homesick, nervous, frustrated, or insecure academically or socially, which many first-year college students experience.

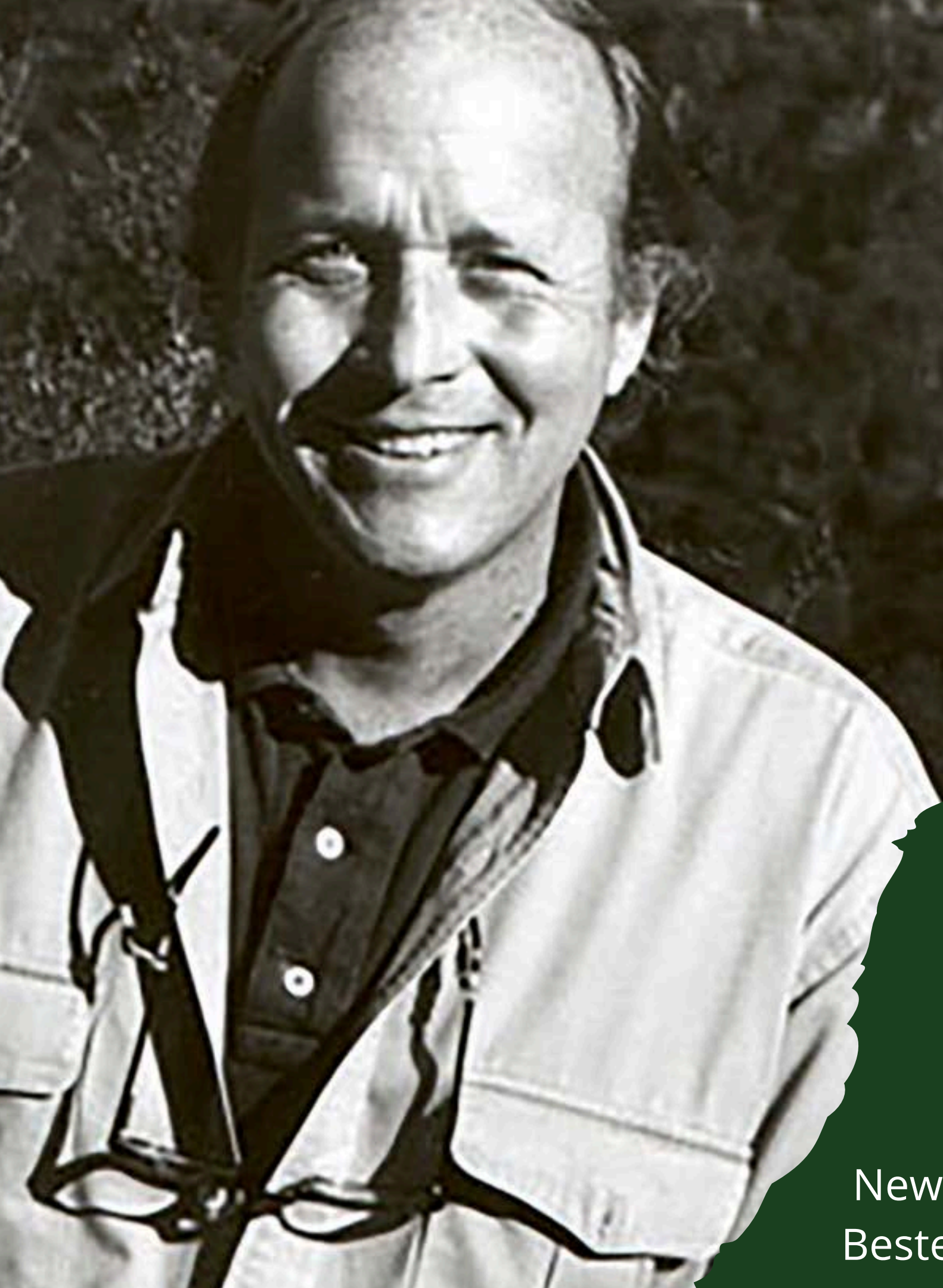
Be mindful that the unsung heroes of the residence halls are the team who make sure that your common spaces, such as lounges, kitchens, and bathrooms, are kept clean. As an adult, you should do your best to clean up after yourself every day. It's also important as a member of a community to make every effort to say hello and routinely thank these individuals for taking care of your new living space.





# GETTING TO KNOW YOUR COLLEGE PEERS

Chapter 3



"Every person  
you meet  
knows  
something you  
don't; learn  
from them."

H Jackson Brown Jr.

New York Times  
Bestselling Author

# FOUR EASY WAYS TO MEET FRIENDS DURING YOUR FIRST SEMESTER

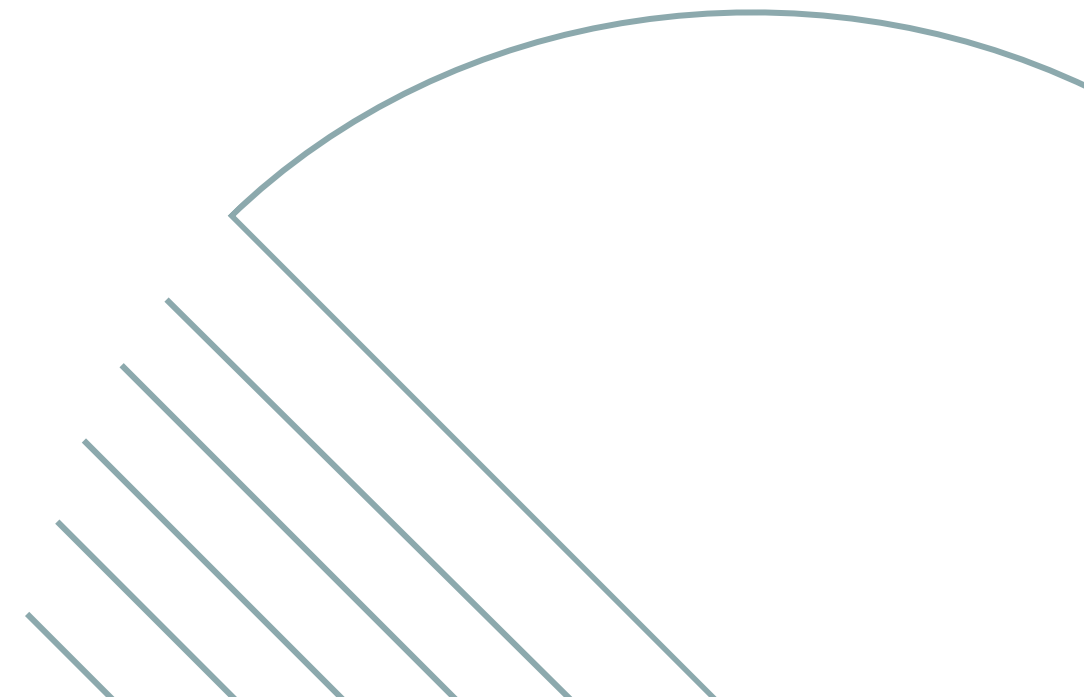


**In your residence hall:** Keep your room door open (if it's okay with your roommate) and hang out in your floor lounge or kitchen to begin meeting others

**In classes:** Introduce yourself to the people sitting next to you. It feels dorky at first, but chances are, people in some of your classes will share a major or similar academic interest.

**In clubs, organizations, and affinity groups:** These are groups that draw people with similar interests or identities. Attend meetings and events early in your first semester and be outgoing as your comfortable.

**Over food:** Everyone has to eat, and food is a great way to break down barriers. Ask someone from your residence hall or a class to a meal, a coffee, or a late-night pizza. Also, try to make an effort to chat with other students in food lines rather than looking at your phone.



# HOW TO AVOID MAKING ASSUMPTIONS ABOUT OTHERS

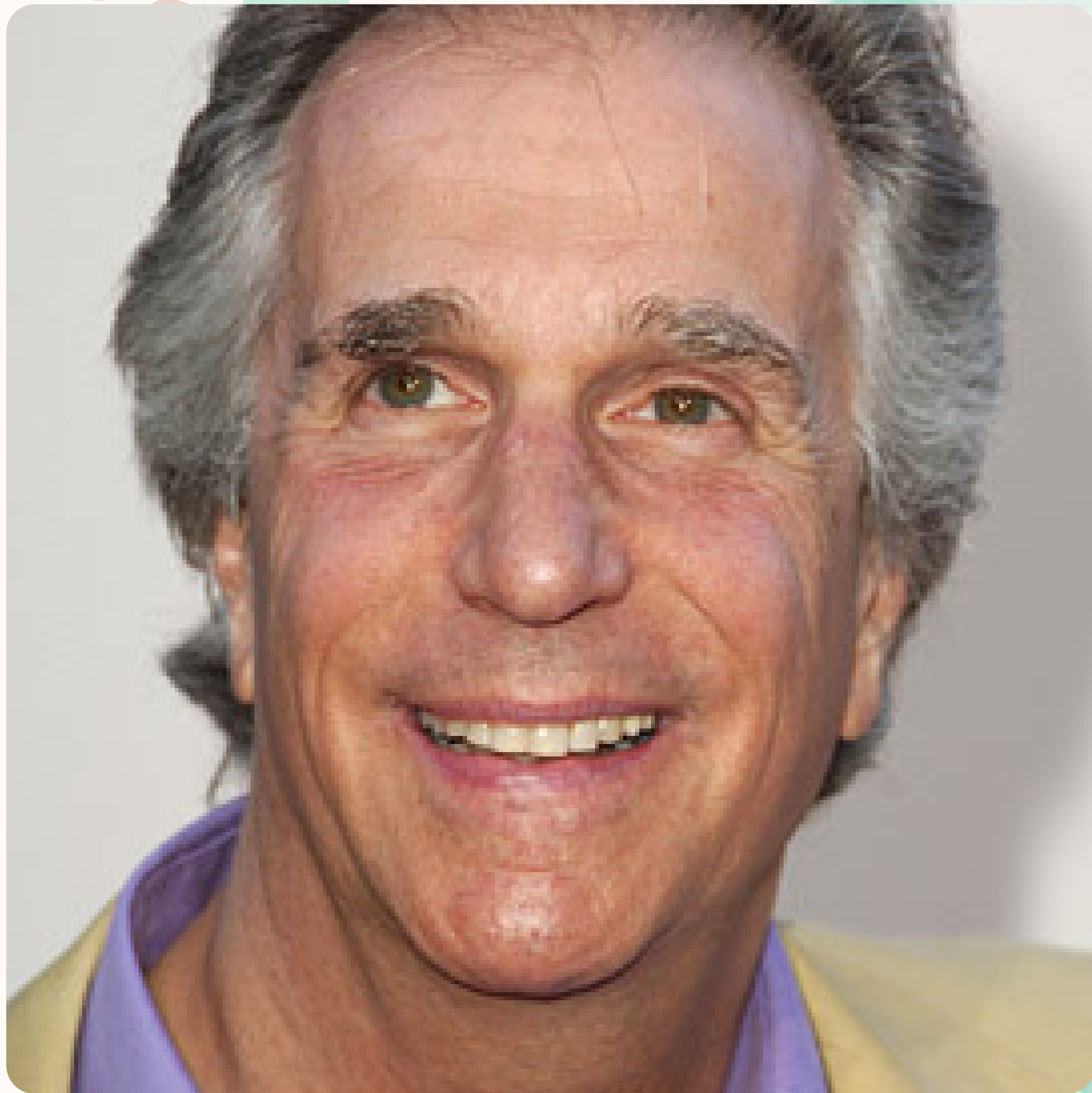
Interacting with a diverse group of peers with different life experiences is one of the most enriching parts of college. But the fact is, this part of your college experience might not always be easy or comfortable. What if you offend someone without meaning to? What if someone offends you?

This most often occurs when we don't know the other person very well and we have made assumptions about their motives – or they have made assumptions about ours.

Think back on a time when you believed that someone was mocking you or thought you were inferior in some way. Perhaps you made the assumption that someone's comment was condescending.

- Think about your first thought or reaction at the time.
- Remember how you responded (or perhaps you were so hurt by those words or gestures that you didn't respond).
- Was your reaction driven by an assumption (or prejudice) that they made about you? Was your reaction driven by an assumption (or prejudice) that you made about them?





“Assumptions are the termites of relationships.”

*Henry Winkler*

Actor, comedian, author,  
producer, and director

# WOULDN'T IT BE SIMPLER JUST TO ASK?

During a negative interaction, we tend to jump to conclusions without asking the other person to explain their words or gestures. When you feel hurt or angry about a comment or facial expression sent your way, ask for clarification. You have the right to be direct, tell the person that you were hurt or annoyed by what they said or did, and ask them to explain. Asking questions about the other person's intent reduces the chance of misunderstandings in the future. It helps the other person understand that their words or actions had a negative impact on you. This potentially awkward interaction adds to our own growth and development.





# ACADEMIC STANDARDS

## Chapter 4

**YOU ARE NOW IN THE DRIVER'S  
SEAT**

**YOUR FAMILY IS SUPPORTING YOU  
AND CHEERING YOU ON, BUT NOT  
PARTICIPATING IN YOUR ACADEMIC  
LIFE**

**YOUR PROFESSORS WILL EXPECT  
YOU TO TAKE THE INITIATIVE TO  
SEEK HELP AND MEET YOUR GOALS**

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"Educating yourself does not mean you were stupid in the first place, it means that you are intelligent enough to know that there is plenty left to learn."

Melanie Fry



Social Psychologist & Author

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# CRITICAL THINKING

Critical thinking means objective analysis and evaluation of an issue or text. Your college courses will require you to comprehend complex ideas; analyze, compare, and evaluate texts and concepts; and craft arguments in which you make objective claims you support with credible, relevant sources.



# ANALYZING & EVALUATING IDEAS & SOURCES

APPLY RULES & CONCEPTS TO SOLVE PROBLEMS

IDENTIFY TRENDS, PATTERNS, AND INCONSISTENCIES

COMBINE EXISTING IDEAS AND THEORIES TO CREATE NEW ONES



COMPARE THEORIES, TEXTS, IDEAS, OR SYSTEMS

EVALUATE, JUDGE, OR ASSESS IDEAS

RECOMMEND ORIGINAL SOLUTIONS OR ANSWERS

# ADAPTING TO HIGHER STANDARDS OF WRITING



## MOVE FROM EXPLAINING TO PURSUADING

Expository writing simply explains a set of facts. Persuasive writing makes an argument. In most cases, your college assignments will require you to state and prove an objective claim.

## MAKING OBJECTIVE (PROVABLE) CLAIMS

Persuasive writing includes opinion writing and objective or scholarly writing. In most cases, your college assignments will require you to state and prove an objective claim – not state a personal opinion. You can recognize an objective claim because it is provable. A subjective opinion is not.

## SUPPORTING CLAIMS WITH CREDIBLE EVIDENCE

Understand the difference between opinion pieces and factual or scholarly pieces. Recognize issues that could undermine your source's credibility. Use only sources that are relevant to your claims.





British Writer, Philosopher, Author  
of *Brave New World*

**“Words can be like X-rays if you use them properly--they'll go through anything. You read and you're pierced.”**

**ALDOUS HUXLEY**

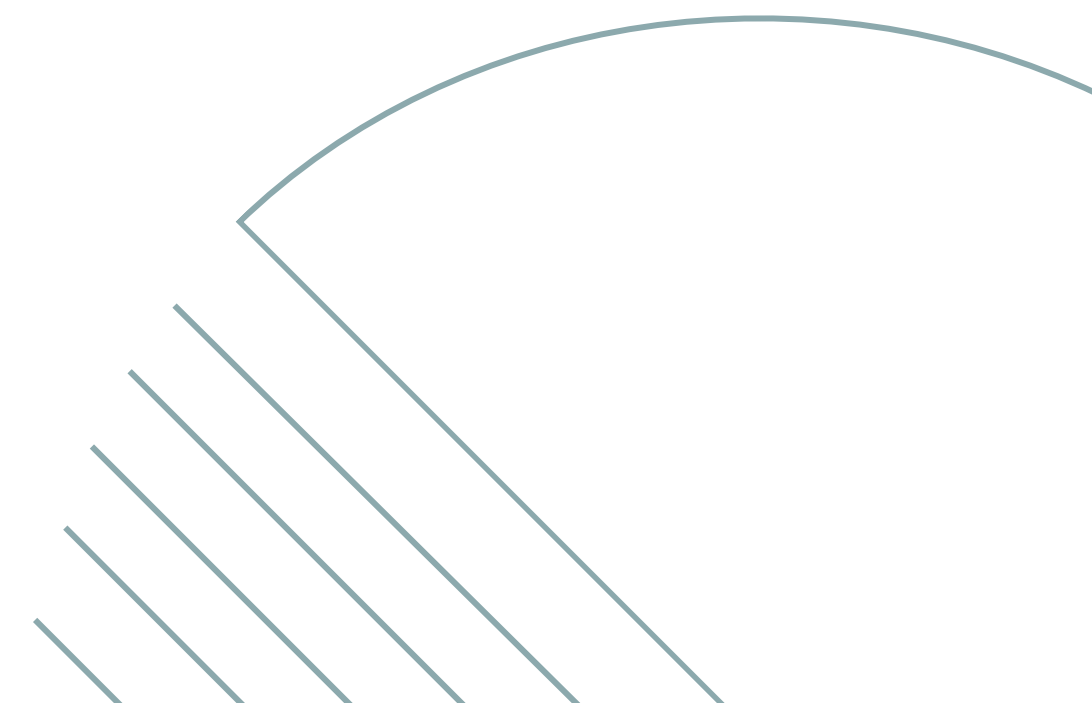


## Every professor wants you to:

- Fulfill every requirement in the assignment.
- Demonstrate that you understand the material.
- Make a provable claim and support it with objective evidence (unless you've been asked to write an op-ed or personal narrative).
- State your thesis and briefly summarize your argument at the beginning of your paper.
- Write a logical argument that a reader can follow and understand.
- Turn in something that looks like you worked hard on it and wrote a second draft.
- Honor the page limit (though some will care about this more than others).

## No professor wants you to:

- Waste half your paper restating the question
- Leave them wondering what your paper is about, only to reveal your point in the final paragraph.
- Turn in something sloppy.
- Make unsupported claims.
- Use flawed sources – such as a conspiracy theory website.



**"A word after a  
word after a  
word is power."**

**Margaret Atwood**

Poet, novelist, literary critic, essayist, teacher, environmental activist,  
inventor, author of *The Handmaid's Tale*, *Life Before Man*, and *Alias Grace*,  
among many others



# PARTICIPATING IN CLASS

Even if your professor doesn't grade class participation, it's important to engage meaningfully in class discussions. Participating in class helps you learn and recall the material better, which will help you succeed in the course

**Many first-year students are anxious about speaking up in class. This is particularly true for students who:**

**CONSIDER THEMSELVES SHY**

**HOLD VIEWS THEIR CLASSMATES DON'T SHARE**

**ARE WORRIED THAT THEY KNOW LESS THAN THEIR PEERS**

**ARE NOT NATIVE ENGLISH SPEAKERS OR HAVE AN ACCENT THAT'S NOT COMMON IN THEIR STUDENT BODY**

**HAVE A SPEECH-RELATED DISABILITY**



# PARTICIPATING IN CLASS

## ENGAGING WITH THE MATERIAL AND YOUR PROFESSOR

### DO

- Listen carefully to your professor's question.
- Answer the question presented.
- Relate your answer to the assigned readings.

### DON'T

- Simply say what you had planned to say when you arrived in class, regardless of whether it's responsive to the question.
- Say, "that's not the most important question – the real question is..." Your professor asked that question for a reason.
- Talk about your own opinions without regard to what the professor has asked.

# PARTICIPATING IN CLASS

## ENGAGING IN CONVERSATION WITH YOUR PEERS

### Contributing to the Learning Community

- Being a great classmate is like being a thoughtful gift giver.
- In deciding what to offer in a class discussion, think about whether it will be productive and useful to others.
- A thoughtful question can help the learning process just as much as an answer.

### DO

- Listen carefully to what your classmates are saying.
- Listen to understand, not only to rebut.
- Respond to and build upon the most recent comment or question.
- Engage with or debate the ideas presented.
- Support your own claims with credible evidence.

### DON'T

- Ignore other students' contributions.
- Criticize your classmate(s).
- Respond with a personal opinion.

# WHY DOES ACADEMIC INTEGRITY MATTER?

## FAIRNESS

When a violation goes unreported, the student benefits from their own unethical behavior.



## VALUE OF THE DEGREE

Dishonest students devalue the grade and the degree other students earn because they have not demonstrated the same skills and knowledge but can claim the same credentials.

## HONESTY

Cheating, as well as ignoring the dishonest behavior of other students, fosters a culture of ignoring unethical behavior.

“One of the  
truest tests of  
integrity is its  
blunt refusal  
to be  
compromised”

Chinua Achebe



NIGERIAN NOVELIST, POET, AND CRITIC WHO IS  
REGARDED AS A CENTRAL FIGURE OF MODERN  
AFRICAN LITERATURE



# WHAT ARE ACADEMIC INTEGRITY VIOLATIONS

**PLAGIRIZING - INCLUDES COPYING SOMETHING FROM THE INTERNET WITHOUT ACKNOWLEDGEMENT**

**SIGNING SOMEONE ELSE'S NAME ON AN ATTENDANCE SHEET**

**CHEATING ON HOMEWORK, TESTS, EXAMS OR PROBLEM SETS**

**RECEIVING INFORMATION ABOUT A TEST FROM SOMEONE WHO TOOK IT PREVIOUSLY**

**HELPING OTHERS CHEAT, OR FAILING TO REPORT OTHERS WHO CHEAT**

**MAKING FALSE CLAIMS IN ORDER TO TAKE A TEST AT A DIFFERENT TIME**

**SUBMITTING WORK YOU COMPLETED FOR ONE COURSE TO MEET REQUIREMENTS IN ANOTHER COURSE WITHOUT PRIOR PERMISSION FROM YOUR PROFESSOR**

**INTIMIDATING SOMEONE TO PREVENT THEM FROM REPORTING AN ACADEMIC VIOLATION.**

**INAPPROPRIATE COLLABORATION ON AN ASSIGNMENT OR TEST**

**FABRICATING DATA**

# WHAT HAPPENS WHEN STUDENTS VIOLATE THE ACADEMIC INTEGRITY CODE OR HONOR CODE?



Every college handles these violations differently, ranging from a written warning to failure on an assignment to failure in a class to dismissal from the university.

Read the details of your school's academic integrity code. AU's can be viewed here: <https://www.american.edu/academics/integrity/code.cfm>

Take a look at how academic integrity code violations are handled on your campus



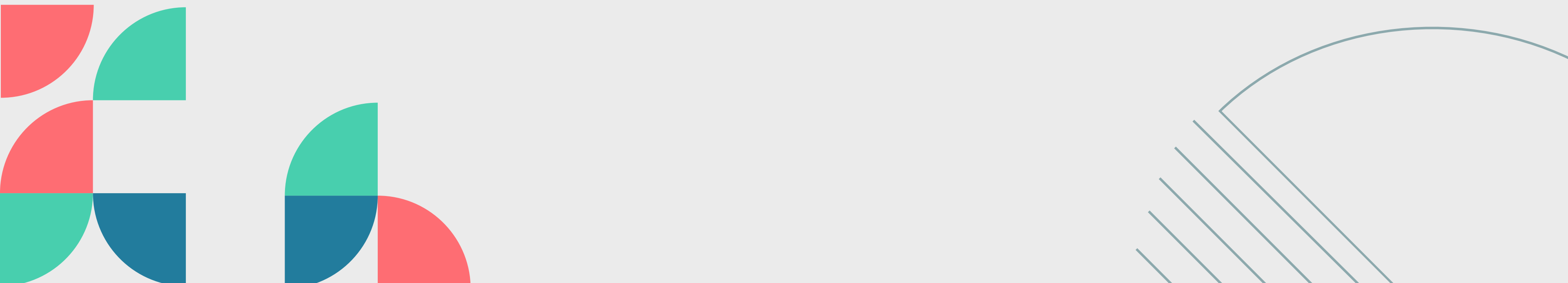
# PROFESSIONALISM IN COLLEGE ACADEMICS

Chapter 5



# WHEN YOU'RE THERE

You will most likely need to ask your professors to serve as references for jobs and internships. When your prospective employer call your professor, they will ask whether you were reliable and professional – not just how well you not just how well you write or what grade you earned. From day one, work as if you are auditioning for that reference phone call or recommendation letter.



# REMEMBER!

Frame your experiences in academics through the lens of professionalism. The most successful students approach college academics as if every class were a job. Think about the things that would be problematic in a job.

FREQUENT LATENESS

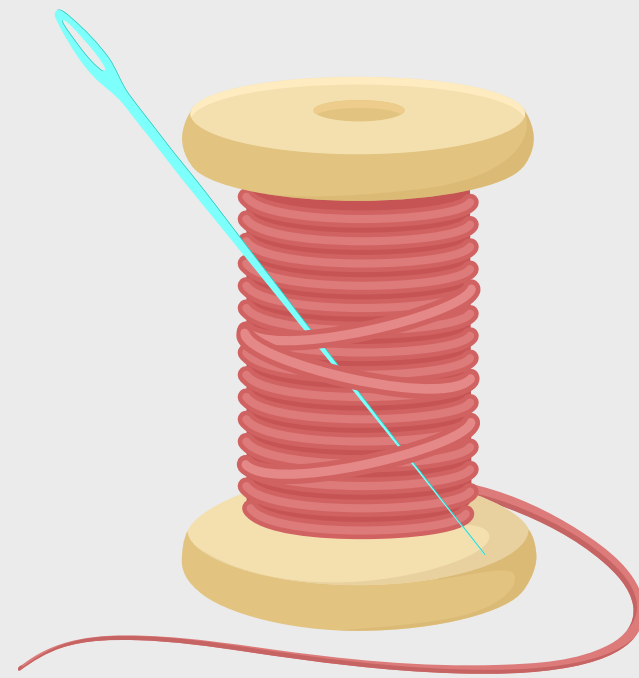
NOT COMPLETEING  
TASKS ON TIME



BEING DISRESPECTFUL  
TO YOUR  
COWORKERS, YOUR  
BOSS, OR YOUR  
CUSTOMERS

DEPENDING ON  
OTHERS TO COMPLETE  
YOUR  
RESPONSIBILITIES

# THE COMMON THREAD

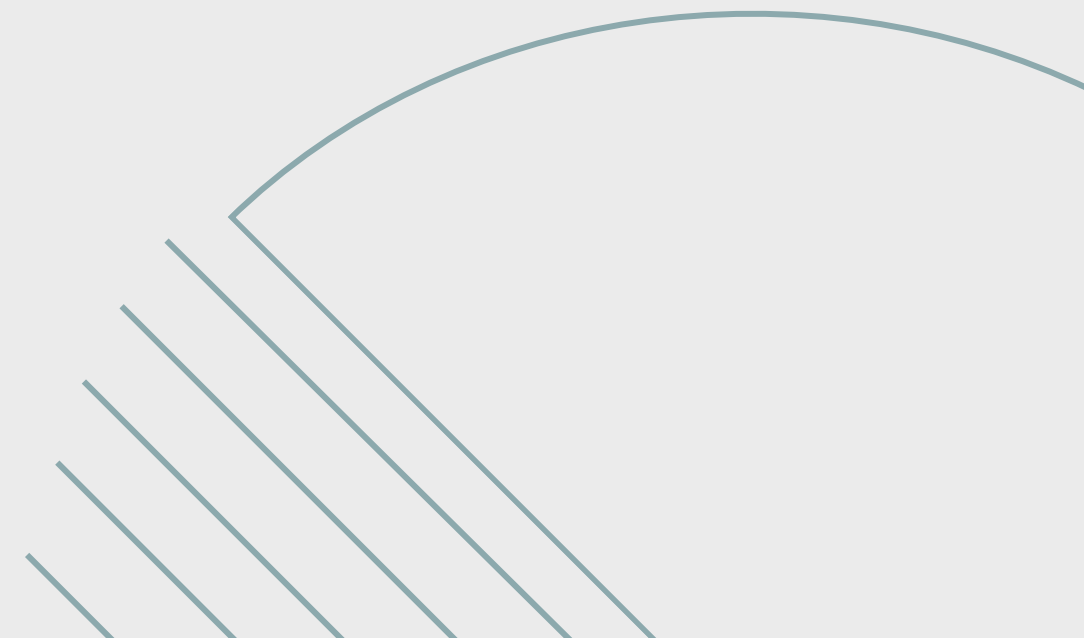


**Before people even see how well you perform a task, you need to show them you're doing it when it's needed and required.**

# TIME MANAGEMENT

In college courses, punctuality and reliability are just as important as they are at a job. Even though you have a great deal of freedom to decide how to spend your time, you need to treat your class meetings as if they were shifts at your job or internship. Be there. Be on time. Be ready. Be presentable.

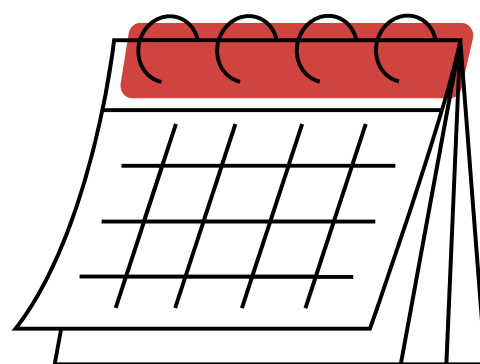
This not only includes class attendance (even if your professor doesn't take attendance), but also completing your written assignments on time and preparing adequately for quizzes, presentations, and exams.



## YOUR ACADEMIC SCHEDULE

To responsibly prepare for your college course load, you'll also need to take the long view. There will be some weeks when writing a paper or studying for a midterm occupies most of your academic time. Other weeks might be more balanced. Because your professors design their courses independently, you might have papers due and exams on the same day.

It is helpful to plan ahead and create a calendar that lays out your whole semester. You can do this by 1. selecting a primary calendar system, which you would do over the summer; and 2. creating an assessment calendar that shows the dates of every graded exercise – quizzes, papers, presentations, and exams.



## CREATING YOUR ACADEMIC CALENDAR

- Choose a calendar format that you can find and edit easily and that you will be able to print and display in your room.
- Find your school's academic calendar and save a copy for yourself.
- Start populating your calendar with dates from the school's academic calendar, including the first and last days of classes, exam study period, and any days of to start.
- If you have time and your syllabi are available online, you might start creating an academic assessment calendar, referenced above.
- If you will be observing any religious holidays that conflict with classes meeting, make a note to email your professors as soon as possible.



*Memoirist, poet, and civil  
rights activist*



“My mother said I must always be intolerant of ignorance but understanding of illiteracy. That some people, unable to go to school, were more educated and more intelligent than college professors.”

*Maya Angelou*



# COMMUNICATING LIKE A PROFESSIONAL

College Faculty had commented that many first-year students are challenged in how to properly communicate like professionals. A challenge comes from the readiness in communicating at a higher level in which their faculty expect them to.

Breaking it down further, you need to know this fundamental truth,

Students often ask Faculty for information that has already been communicated, such as times of office hours and assignment due dates. Before sending an email to ask, check your resources (your syllabus) and your class notes to see if the answer is there. It also doesn't hurt to ask a fellow classmate before constructing an email.

- It is often encouraged to get at least one phone number of a classmate that you can confer with.



# WRITING A PROFESSIONAL EMAIL

Learning to write an email is a crucial skill to hone before college, and one you can take with you in the world outside your campus. A courteous and thoughtfully constructed request is much more likely to receive the kind of response you want. You will frequently email your campus faculty, TAs, staff, and others once you are on campus. So, now is the time to learn how to do it effectively.

Make sure to use your assigned university email address and not your personal one.

## Begin with the following layout:

Salutation (Person's Title) (Last Name)

Introductory line that recognizes something pleasant

Reminder how they know you.

the real reason for your email

Polite restatement of your request

Sign off

Your name



# EXAMPLE

Hello Ms. Merriweather,

I hope this email finds you well this Monday. My name is Darcy, and I am in your AUx STEP Section, and I wanted to connect with you following our last session. I am in the process of seeking some writing accommodations as I struggle with writing and wanted to see if I can have an extension for the upcoming paper that is due on March 20th. This extension would support me having a writing center tutor review my paper to make sure that I properly communicated my thoughts and fulfilled the requirements that you indicated on the syllabus.

If you could let me know at your earliest convenience if this request is possible, I would greatly appreciate it.

Thank you and have a lovely rest of your week.

Sincerely,  
Darcy Elizabeth Bennet

# COMMUNICATING IN PERSON

When you meet with your Faculty or Staff member come prepared to full engage. That means bring a pen and paper to take notes or create a loose script that highlight the points you want to make to keep yourself focused and on track.



## ✓ DO'S

- Come on time to any scheduled meetings
- Bring paper and pen for notes
- Bring the assignment or reading about which you have a question on
- If you have a form for them to sign, print it out yourself and bring it with you.

## ✗ DON'TS

- Eat or drink during the meeting without asking first
- Take notes on your phone (it can appear that you are not paying attention)
- Stop by unannounced outside office hours

# NAVIGATING THE TECHNOLOGY GAP

You have grown in the age of technology. You can improve your academic performance by using technology wisely and independently. You can also frustrate faculty by missing deadlines by using it poorly. Here are some important reminders as it pertains to technology.



## DO'S

- Learn to use the online portal that your school uses for courses (CANVAS). Your Faculty is likely to post the course syllabus, supplemental readings, and announcements there.
- Bookmark the technology website (OIT/Helpdesk) webpages on your browser and program their contact information into your smartphone for quick access.
- Make use of proofreading and antiplagiarism programs for papers and assignments
- Check your university email daily.

## DON'T

- Reach out to your Faculty or Staff through social media or professional networking sites
- Ask your Faculty to serve as tech support. It is up to you to submit your assignments on time.
- Rely solely on proofreading programs, which don't always catch mistakes such as misuse of their, they're, and there.

# REMEMBER!

Practice makes perfect and there will be times that you will make mistakes. Faculty and Staff are here to help you grow and provide experiences to expand your knowledge and give you helpful suggestions and tips.

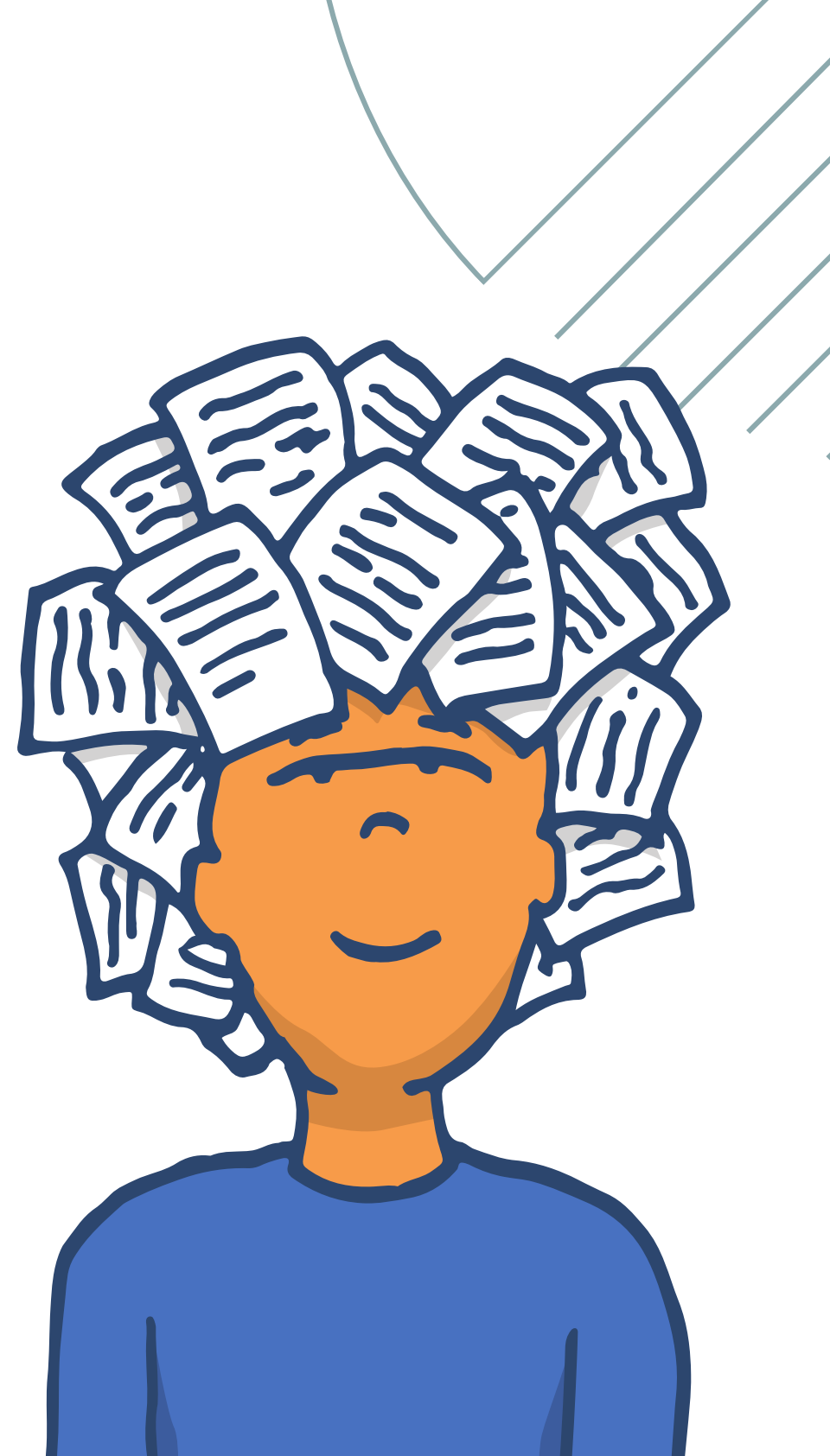
**INSTALL THE ONLINE COURSE PORTAL APP ON YOUR PHONE.**

**CONNECT YOUR UNIVERSITY EMAIL ACCOUNT TO YOUR PHONE.**

**CONSIDER INSTALLING A SHARED DOCUMENT APP SUCH AS GOOGLE DOCS WHERE YOU CAN STORE ALL OF YOUR COURSE SYLLABUS FOR QUICK REFERENCE.**

Your habits as a student – being on time, showing respect for your faculty and staff’s time and position, communicating clearly and appropriately, and using technology independently and properly – will serve you in college and in life.

Remember to maintain your professionalism even when you are tired and stressed. If an when you are having a tough time, you will be glad you demonstrated that you’re professional and responsible from the beginning. Being prepared for every class is essential to demonstrating that you can take your education seriously.





AMERICAN SALESMAN AND  
BESTSELLING AUTHOR OF THE  
GREATEST SALESMAN IN THE  
WORLD.

*“Always do your best.  
What you plant now,  
you will harvest  
later.”*

*Og Mandino*





# READ AND STUDY WITH PURPOSE

Chapter 6





Many of your faculty will assign reading for the first class. Read the syllabus as soon as it is available and make time to read before classes start. Your faculty could call on you and you want to be prepared!

First, you need to make sure you can do the reading. At the beginning of each week, check your syllabus and emails from the faculty. Make sure you have access to the readings. Are they in a textbook? Online? On reserve in the library? It's your responsibility to get access to whatever is assigned. Also check how long the readings are and adjust your study schedule accordingly.

# TAKE NOTES, DON'T REWRITE

Studies have shown that taking notes (by hand) helps students comprehend what they have read. But how? And how much is too much?

1. Read an entire section of an article or chapter before writing extensive notes. You want to take in a full concept and its explanation before interrupting yourself to write. After that, write down the main point.
2. Don't underline or highlight everything in the book, especially as you read. You won't know the most important points until you finish.
3. Sticky notes are a great way to mark the spots that seem important or items you like to review without interrupting the flow of your reading.
  - a. They're great way to make sure you can find a textual source to use in support of any points you make in class or in a written assignment.
4. After you complete each reading, take a moment to write or type up the main idea and plan to bring your notes to class.
5. Write down your questions, not only what you know and understand.
  - a. Asking questions is a great way to contribute to class discussion, and shows you are thinking critically about what you are studying.
6. Challenge yourself to think deeply about the readings through the "I noticed, and I wondered" approach.
  - a. This is a way to connect what you learned in a broader sense of the content you have read.



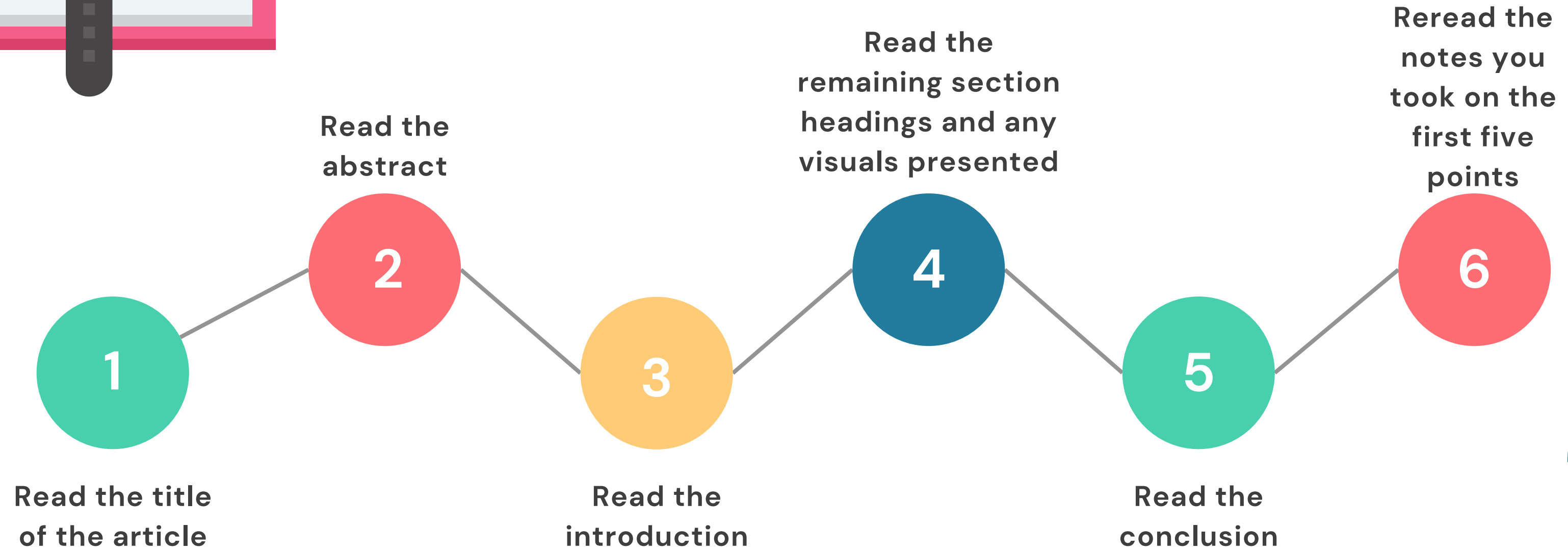
# ACADEMIC JOURNALS

There will be times in which you will need to read an academic journal. Now, there is no need to fear, and we will give you some tips to traverse this experience for the first time.

Academic Journals (also referred to Scholarly Journal Articles or Peer-Reviewed Articles) are published in almost every academic field. Academic journals can take many forms: they can present original research, clinical case studies, trials; provide critical analysis of existing work in the field; review concepts, prevalent ideas, and theories, or offer review of books. Whatever form they take you can believe that they are credible and authoritative sources of knowledge in a particular academic field.

Every once in a while, you will be expected to read through the entire study assigned to you. However, most of the time, you will need to read just enough to understand the gist of the study or report on the major finding of the author(s). Therefore, learning the proper way to skim and process the highly specialized information will be invaluable to you. This can be achieved in six easy steps that we will review.

# SIX EASY STEPS TO SKIMMING



# BUILDING EFFECTIVE STUDY HABITS

College presents new challenges. Your living arrangements, workload, and schedules are different. And there is no one telling you to study – it's on you.

The most important thing to know about studying in college is that you should be working at a consistent pace, keeping up with your readings for every class rather than cramming before a test or when preparing to write a paper. Students who read effectively and consistently don't need all-nighters to succeed because they are only reviewing material for a test – not learning it for the first time.





WRITER AND CIVIL  
RIGHTS ACTIVIST

**"THOSE WHO SAY IT  
CAN'T BE DONE ARE  
USUALLY INTERRUPTED  
BY OTHERS DOING IT."**

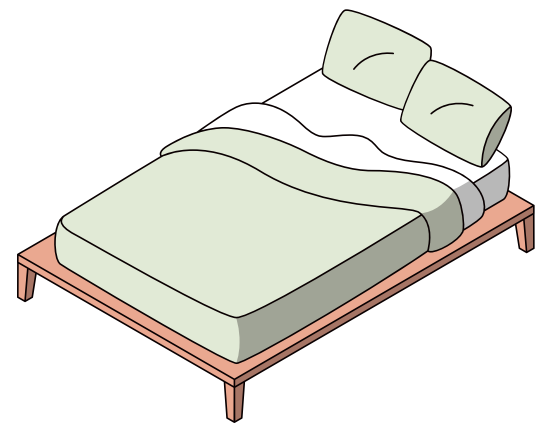
JAMES BALDWIN

# LOCATION MATTERS

Remember that you are sharing a space with someone else in your residence hall. Residence Halls can be quite loud and distracting, particularly in the late afternoons and evenings, when most people aren't in classes.

Most college students express that they do not study well in their rooms as they do in the library. When possible, make a plan to create a specific study location where you can focus.

**TRY TO AVOID THE FOLLOWING PLACES....**



**YOUR BED**



**CROWDED/  
NOISY  
PLACES**



**WHERE  
FRIENDS  
ARE  
HANGING**



# LOCATION MATTERS

Find one or more ideal study spaces. a great study area consists of the following:

**IS ON A SAFE ROUTE TO YOUR RESIDENCE HALL IF YOU'LL BE STUDYING AT NIGHT**

**HAS FEW DISTRACTIONS**



**IS COMFORTABLE**

**IS NEAR YOUR CLASSROOMS, IF YOU PLAN TO STUDY BETWEEN CLASSES**

Put this to the test in real time.

Time yourself while you do the reading for one class. Next time you study in your room, time yourself again. How long did it take you to read the same number of pages?  
How does your recall of the material compare?

# GET OFF THE GRID

Busy people, college students included, often take pride in being able to multitask. The fact is, multitasking might be necessary in some circumstances, but it really doesn't work when you are studying. This is even truer in college than in high school because you have more readings to do and the readings you will have will be more complex.

Set your phone timer to 30 minutes and put the phone in your pocket or out of reach with the notifications and sounds turned off. Read something challenging until the time is up. Consider your reactions when you heard a text come in or the phone ringing. Was it difficult not to check the text? Did you find yourself distracted from the reading because you wondered who was looking for you?



# READING 101



You'll get more out of the time you spend reading if you start your reading with a sense of what you're supposed to be learning. Sometimes that's easy: if your reading is in a textbook, the chapters titles and table of contents give you a sense of what the main points are. However, the challenge consists of why certain readings, outside your textbook, are assigned and how they fit into the greater focus of the class.

## TIPS FOR STUDYING EFFECTIVELY:

**READ THE SYLLABUS CLOSELY**

**PAY ATTENTION TO THE TYPES OF QUESTIONS THE PROFESSOR ASKS IN CLASS**

**TALK TO YOUR PROFESSORS IF YOU'RE CONFUSED OR HAVE QUESTIONS**

**WORK WITH YOUR FELLOW CLASSMATES**



# TAKE BREAKS

College is hard, and it's supposed to be. Working consistently isn't the right way to succeed. You have to take breaks – not only to eat, sleep, and look after yourself, but to give your mind a chance to absorb everything you've read. Plan your study time in blocks with significant daily downtime. If you're using your time wisely and not letting distractions extend your daily reading hours, you will be able to rest.



# TAKE IT UP A NOTCH FOR TEXTS & EXAMS

If you have been reading consistently, engaging in class discussion, and paying attention to the kinds of questions your faculty is asking you have no reason to panic before your first test.

When preparing for a text, apply the same principles you use for your daily reading, but that time, study your own notes. Some faculty post their class notes and presentations online or you can request them. This resource can serve as an extra level of content and support to prepare that exam.

By reading and studying with purpose you will learn the material presented in your courses. The next challenge is to demonstrate what you know, and your higher order thinking skills is by writing.

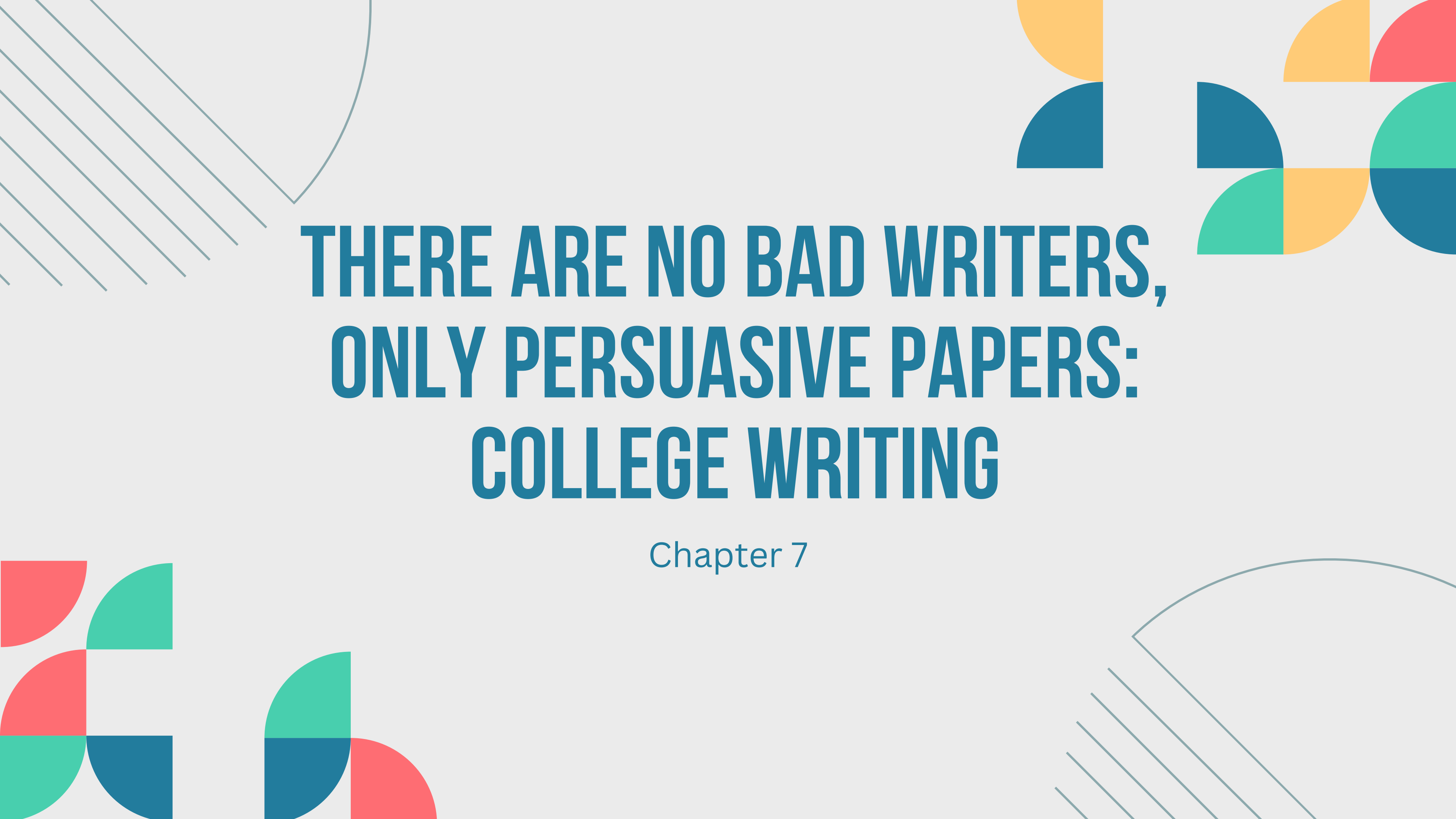


“The price of success is hard work, dedication to the job at hand, and the determination that whether we win or lose, we have applied the best of ourselves to the task at hand.”

VINCE  
LOMBARDI



Football coach and executive in the National Football League



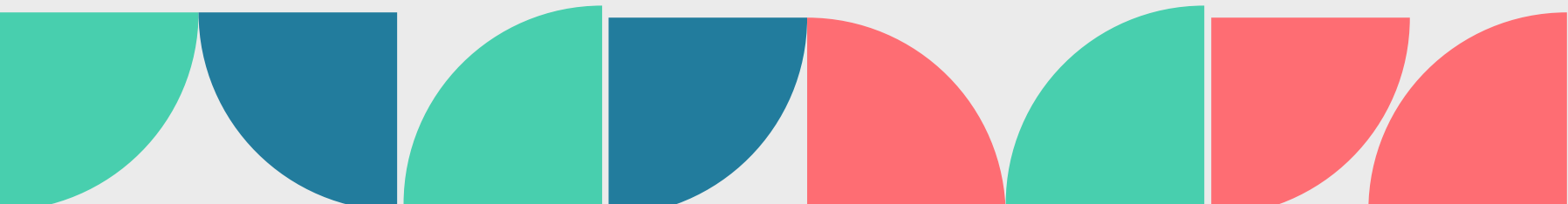
# THERE ARE NO BAD WRITERS, ONLY PERSUASIVE PAPERS: COLLEGE WRITING

Chapter 7

# A PAPER IS A PERSUASION MACHINE

You will be asked to write a persuasive paper: you make a claim and then persuade your reader by constructing a logical argument supported by credible evidence. To do that, you need to think of your paper as a machine – not just a stationary object of a certain size.

Throughout every stage of your prewriting, writing, and editing, judge your work by whether it's doing its job.





**“YOU SEE, IN MY VIEW A WRITER IS A WRITER NOT BECAUSE SHE WRITES WELL AND EASILY, BECAUSE SHE HAS AMAZING TALENT, BECAUSE EVERYTHING SHE DOES IS GOLDEN. IN MY VIEW A WRITER IS A WRITER BECAUSE EVEN WHEN THERE IS NO HOPE, EVEN WHEN NOTHING YOU DO SHOWS ANY SIGN OF PROMISE, YOU KEEP WRITING ANYWAY.”**

---

**JUNOT DÍAZ**

Dominican-American Pulitzer Prize Winning Author,  
known for *The Brief Wonderful Life of Oscar Wao* among  
many others



# PREWRITING

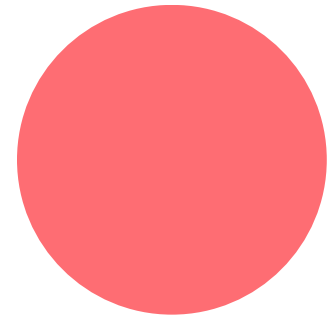
A paper has an introduction, body, and conclusion. But when it comes to writing a paper, you don't start with the introduction (in fact, many students write that last). Before you start writing your assignment, select and plan it.

1. Make sure you understand the assignment.
2. Look at your reading notes, class notes, and your independent research, if applicable.
  - a. Find materials that address the question.
  - b. Jot down some ideas of how to answer the question. If you have time, step away and let them percolate.
3. Nail down your one-sentence answer (thesis)
4. Articulate your points you will make to support your thesis.
5. Put your thesis and supporting points in a document and put spaces between them.
  - a. Don't start writing sentences and paragraphs. You can use bullet points. -- This is the beginning of your outline.
6. Use your reading notes and class notes to identify evidence that will support every one of your claims.
7. Now you're ready to start writing the text.



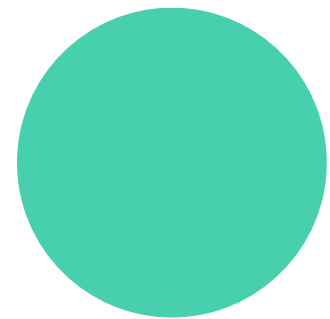
# WRITING THE FIRST DRAFT

Now it's time to take the parts of your persuasion machine -- the outline with evidence -- and turn it into something that get you from point A (the questions) to point B (your audience believes your answer).



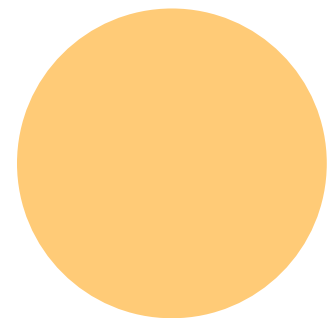
## LANGUAGE

- Do not focus on making each sentence beautiful.
- If you find yourself stumbling over word choice, simply do this -- (need word here)



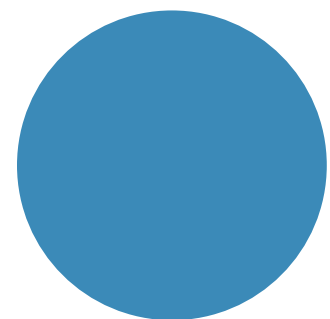
## COMPARE YOUR OUTLINE TO THE ASSIGNMENT PROMPT.

Does your outline have all of the elements of a complete answer?



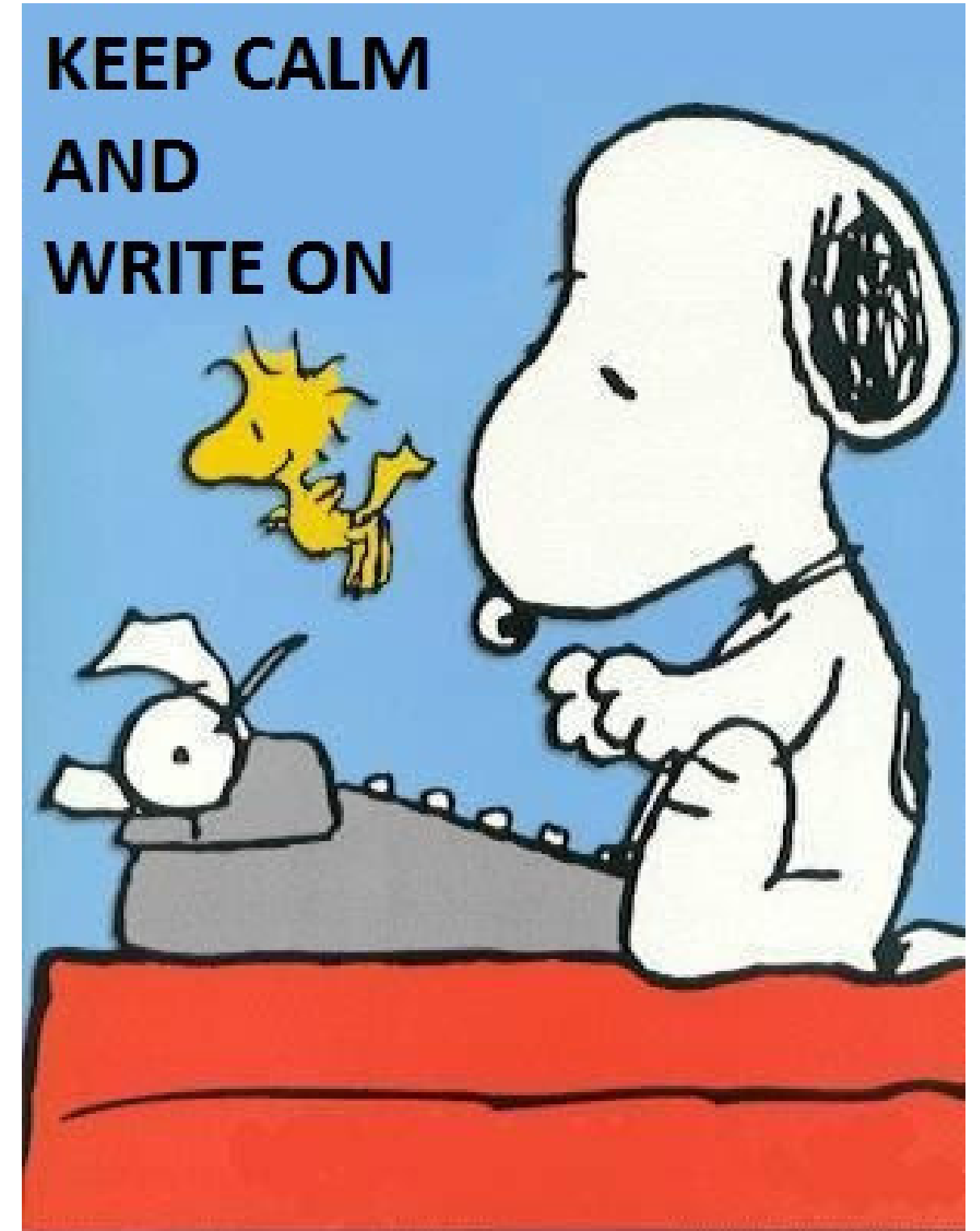
## FILL IN YOUR OUTLINE

Do this by turning each point into a paragraph that states and supports it with evidence.



## LOOK OVER YOUR DRAFT

Make sure it's complete



# EDITING

In the editing process, you'll read and adjust your paper three times. Don't worry -- if your process for prewriting was through, this editing piece will not be a tough process to navigate.

**In your first read through, you need to make sure that your paper does what it was supposed to do.**

## REQUIREMENTS

Make sure your paper fulfills the requirements of the assignment

## EVIDENCE

Make sure your paper contains explicit evidence to support every claim.

## THESIS

Make sure your paper contains an explicit, provable thesis at the beginning

## PARAGRAPHS

Make sure your paper organizes points into distinct paragraphs each of which includes:

- Claim
- Evidence
- Transition or signpost



# SECOND READ THROUGH

Unsupported claims are paper killers. In the second review you want to pay close attention to the following:



## SIGNPOSTS

Make sure you have signposts that alert your reader to why a paragraph or section exists and transitions connecting text to prior points, your thesis, and/or your supporting arguments.

## "SO WHAT?"

Check whether each section and paragraph answer the questions "so what".

## SUPPORT

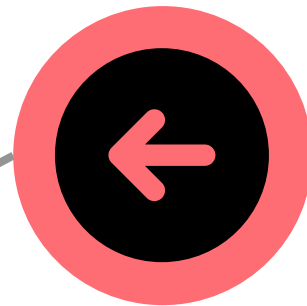
Double-check that you have provided adequate support for every claim:

- Are the sources credible?
- Do the sources support the points for which you've citing them?
- Have you written conclusory or editorial statements for which no objective support would be sufficient?

# PAINT IT, POLISH IT, PUT IT ON THE ROAD: THIRD READ-THROUGH

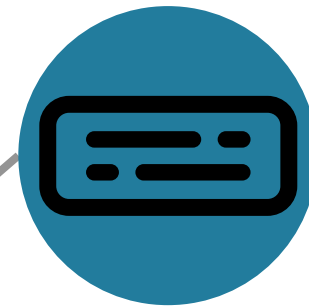
## Backwards wording

... like yoda... DON'T DO IT



## Prepositional Phrase

Vary your sentence structure length. It can be difficult to write short sentences regarding complex material -- However it is essential.



## Proofread

Your reader should not get the impression that you wrote only one draft and did not check your work.



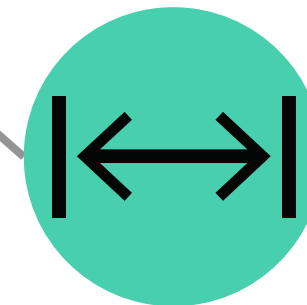
## Passive Voice

DON'T USE IT!!!



## Adverbs

... are the enemy. They add nothing to a point and sometimes reflect a gap in the sentence.



## Vary sentence structure & length

Vary your sentence structure length. It can be difficult to write short sentences regarding complex material -- However it is essential.

# TAKING YOUR SECOND PAPER TO THE NEXT LEVEL

When your faculty grades your first paper look at the feedback over the grade and truly take in the feedback that has been provided to you.

Consider the types of assignments you've been asked to write.

- *Do they contain original research?*
- *Were you asked to make an original argument?*
- *How much experience do you have written a persuasive paper.*



Consider the feedback you've received on papers over the years.

- *What do your faculty say you need to improve?*
- *Have you been told you need to write more clearly?*



Set a goal for your writing and plan to use your school's resources to help you meet it.



That being said, you don't have to tackle your college academics alone.

“The ability of writers to imagine what is not the self, to familiarize the strange and mystify the familiar, is the test of their power.”

*Toni Morrison*



Pulitzer Prize Winning Author & Editor





# KNOW YOUR NETWORK: ACADEMIC SUPPORT

Chapter 8



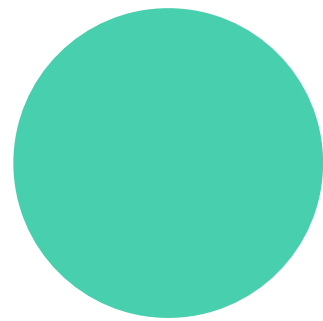
**“EDUCATION IS THE  
PASSPORT TO THE  
FUTURE, FOR  
TOMORROW BELONGS  
TO THOSE WHO PREPARE  
FOR IT TODAY.”**

**MALCOLM X**

**MUSLIM MINISTER & CIVIL RIGHTS ACTIVIST**

# AU LIBRARY

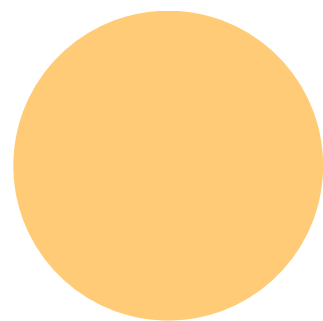
Your university library system is one of the most useful resources on campus. There you will find professionals with extensive experience both in research and teaching research, technology resources, online access to academic and research articles spanning every topic, and people who are ready to support you in your mastering library use.



## AU LIBRARY PORTAL

The AU Library Portal can be found here:

<https://www.american.edu/library/>



## SOME THINGS TO DO FOR PRACTICE

- Check out the online tutorials on the library website. Choose and take tutorial on a skill you will need.
- Use the library research portal to find an academic journal article on a topic you plan to study.



# PROFESSORS AND TEACHING ASSISTANTS

It is important to develop a professional, productive relationship with your college professors. As a start, you should be aware that your professors are the first line of support in your academic work. You don't need to have a problem in class to look to your professors and TAs as a resource. You can look to them for guidance on how to succeed in your classes from day one. Attending office hours is the first step.



**“The beautiful thing about learning is that no one can take it from you.”**  
**B.B. King**



**BLUES GUITARIST, SINGER, SONGWRITER,  
& RECORD PRODUCER**

# AU ACADEMIC SUPPORT RESOURCES

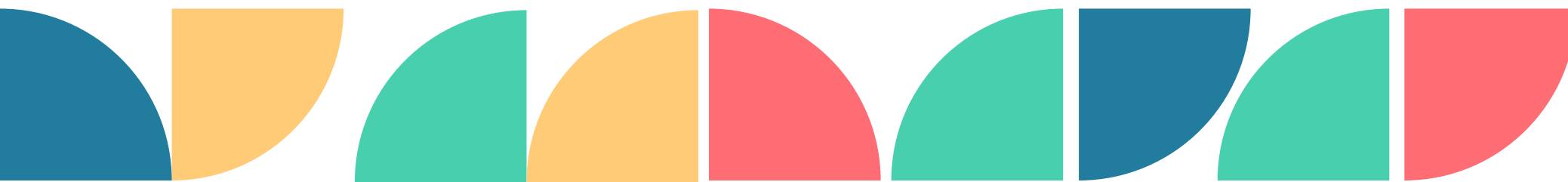


## ACADEMIC COACHING

- In one-on-one meetings, learners work with academic coaches to identify and enhance academic strategies. Sessions are interactive and learners can expect to leave with a strategic action plan.
- <https://www.american.edu/provost/academic-access/academic-coaching.cfm>

## TUTORING

- The Peer-Assisted Student Support (PASS) Program provides FREE, one-on-one, individualized tutoring to all enrolled undergraduate and graduate students at American University. Tutors will help students learn course concepts and methods of analysis by providing opportunities for hands-on practice.
- <https://www.american.edu/provost/academic-access/tutoring.cfm>



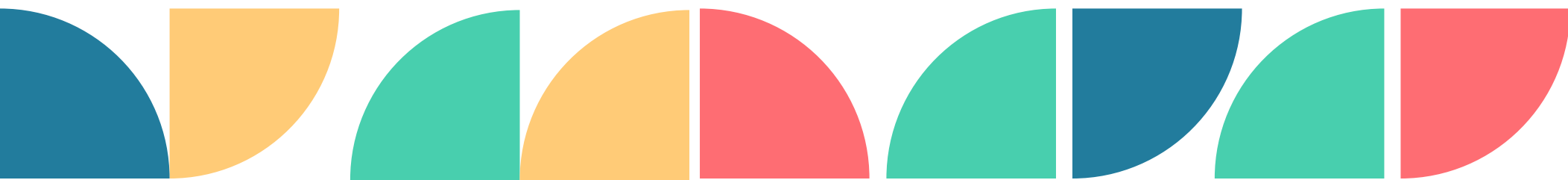
# AU ACADEMIC SUPPORT RESOURCES

## THE WRITING CENTER

- The Writing Center at American University offers free, peer-based writing support for all currently enrolled undergraduate and graduate students. In 45-minute consultations, writing consultants meet with students to provide insight and feedback on your writing in order to improve the work at hand as well as strengthen your own writing and editing abilities.
- <https://www.american.edu/provost/academic-access/writing-center/>

## SUPPLEMENTAL INSTRUCTION

- Starting in Fall 2007, the Supplemental Instruction (SI) Program was implemented at American University. It is a non-remedial approach to learning that supports students toward academic success by integrating "what to learn" with "how to learn." Supplemental instruction consists of FREE, weekly group tutoring sessions driven by students' needs. SI sessions are facilitated by trained SI Leaders who utilize collaborative activities to ensure peer-to-peer learning in small groups. Supplemental instruction supports historically difficult courses in consultation with academic staff and is managed and evaluated by the Student Academic Services team.
- <https://www.american.edu/provost/academic-access/supplemental-instruction-homepage.cfm>



# ACADEMIC ADVISING

Planning your course load in college can be tricky. Your curriculum may include core requirements, courses required for your major, electives, and possibly labs, internships for credit, study abroad. Academic Advisors work with you to plan your education, set your schedule, and more.

At AU, you will consult with the academic advising staff about the following:

- Course registration
- Declaring or changing your major
- Fulfilling major requirements
- Fulfilling core curriculum requirements
- Arranging to have placement or IB credits applied to your core or major requirements.
- Planning to study abroad
- Dealing with academic probation, incomplete courses, or leaves of absence.
- Utilizing and coordinating your other academic support resources.

Increasingly, and this is at AU we have a dedicated advising office for first-year students. Many have academic advisers in each school division beyond your first-year.



# DISABILITY SUPPORT & ACCESS

As a student, you have a right to equal access to your education regardless of disability, and your college has dedicated support services to help bridge this gap.

- Closed captioning for videos and films assigned in classes.
- A Non distracting environment in which to take exams.
- Excused absences and extra support for disability-related leave
- Adaptive technology such as screen readers or amplification devices
- Supplemental tutoring
- Use of laptop for note taking or exams

At college, your professors are legally required to honor your disability accommodation but will not be on a team that develops them. Instead, you will work your work with your school's disability support staff to put accommodations in place, and then be responsible for informing your professor of what they are.

**AU Academic Disability Support:**  
<https://www.american.edu/provost/academic-access/documentation-and-eligibility.cfm>



## The Three-Step Process

- 1** Complete and return the [Student Accommodations Questionnaire \(SAQ\)](#).
- 2** Submit documentation of your disability. See guidelines below. (Documentation may be uploaded as part of Step 1.)
- 3** You will be assigned a Disability Access Advisor who will review your documentation and contact you at your AU student email when it is time to schedule your intake appointment or additional materials are needed. Documentation review typically takes 1-2 weeks; however, review may be longer during high volume times, such as the summer months. For fall admits, typically review of accommodations begins after the spring semester has concluded.

# TECHNOLOGY RESOURCES

When you head to college, you're not only moving to a new town and studying in a new building; you're changing your online "homes," too.

- University email account, which you should receive shortly after you enroll.
- Web academics portals such as CANVAS and others, where your professor will post syllabi, course readings, and assignments.
- Wifi networks
- Online portals for payroll, financial aid, course registration, meal plan balances, tuition payments.
- Accounts for printing
- Library research accounts

Know before you go

- How do you sign into your university email and the academic information portal?
- What is the contact information for technology support?
- Does the university have online tutorials for their academic technology?

**AU Technology Support Desk:** <https://www.american.edu/oit/tech-support-desk.cfm>



# SEEKING HELP

Knowing where to go for help makes a big difference to your success. In fact, knowing your university has all of these resources for you should boost your confidence as you start your college career. Knowing when to seek support for your academics is important, too.

Our advice is to make use of the resources your school has even when you don't feel you're struggling, and regularly consider whether you could be doing better and should seek additional support.

**Consider these questions on a regular basis:**

## READING

Do you find it difficult to complete the readings before every class? Do you understand them?

## CLASS PARTICIPATION

Does it feel like class discussion is over your head? Do you feel anxious that if you're called on, you won't know the answer?

## BALANCING OBLIGATIONS

Are you finding it difficult to balance your many obligations in tandem with your classwork?

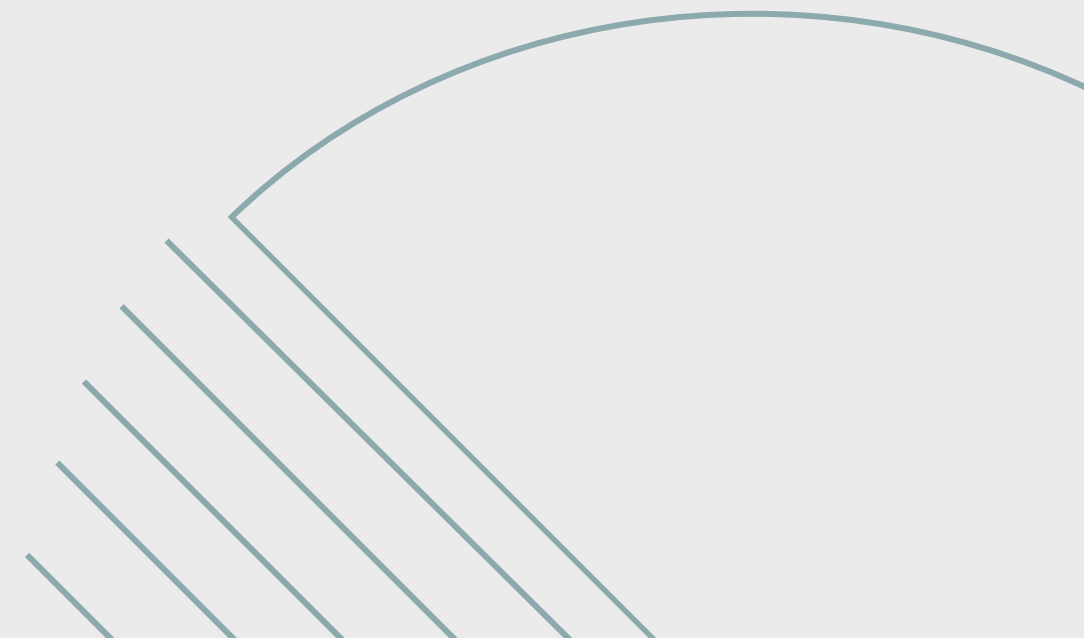
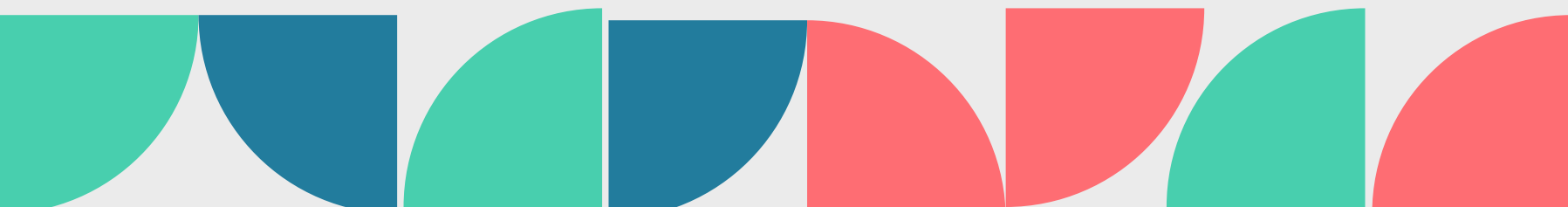


# SEEKING HELP

You will probably find that you need different resources depending on your course load. You're more likely you need extensive support from the library when you have research papers.

Start each semester with the assumption that you will make it use of the resources AU as available.

However, the most important resource you have is you. To be the best professional and student you can be, you may need to look after yourself. Your health and wellness – physical, mental, and spiritual -- are critical to your success and happiness.





**Actress and producer known for  
portraying Detective Olivia  
Benson on Law & Order: Special  
Victims Unit**

**“HEALING  
TAKES TIME,  
AND ASKING  
FOR HELP IS A  
COURAGEOUS  
STEP.”**

**Mariska Hargitay**



# EAT, SLEEP, PRAY, PLAY, WELLNESS

Chapter 9

# UTILIZE AU'S STUDENT HEALTH CENTER

## SERVICES PROVIDED

ROUTINE  
APPOINTMENTS

LGBTQ+ HEALTH  
SERVICES

PSYCHIATRIC CARE

GYN HEALTH  
SERVICES



Location: McCabe Hall

In-Person or Telehealth Appointment options  
available

Learn more & make an appoint at  
<https://www.american.edu/student-affairs/healthcenter/index.cfm>

Details on services offered at <https://www.american.edu/student-affairs/healthcenter/services-provided.cfm>

# UTILIZE AU'S CENTER FOR WELL- BEING

## SERVICES PROVIDED

INDIVIDUAL & GROUP  
PSYCHOTHERAPY

VICTIM/SURVIVOR  
ADVOCACY SERVICES

CRISIS INTERVENTION

ALCOHOL & DRUG  
EDUCATION

**& MORE!!!**



Location: Mary Graydon Center, Room 214

More information can be found at  
<https://www.american.edu/student-affairs/counseling/>



# EATING HEALTHY IN COLLEGE



## You Should:

- Stock up on staples for your college room that include healthy foods with a long shelf life, such as nut butter, dried fruit, popcorn, and granola.
- Locate a large local grocery store near campus to stock your minifridge when you arrive.
- Plan to buy fruit that stays fresh for weeks, such as apples and oranges

## You Shouldn't:

- Bring a bunch of high-preservative, high-calorie junk foods and candy to college; if it's in your room, you're more likely to eat it.
- Plan all your weekly shopping at a local gourmet market or even at the on-campus market, as you will be overcharged.
- Buy more fast-spoiling foods (like berries or bananas) than you will eat.

## More Tips

- Make a concerted effort to actually eat meals, not just snacks
- Regularly take a piece of fruit when leaving the campus dining hall
- Pay special attention to which foods & drinks work well for your body, and which don't
- Check out AU's gym facilities or look for intermural or athletic activities you might be interested in
- If you have to snack late at night, try to pick a healthier option when possible



# GETTING ENOUGH SLEEP

## SLEEP ROUTINE

Develop a sleep routine so that you don't wear yourself out. It's important to get a consistent amount of sleep to function properly throughout the week of work ahead. You don't want to oversleep, miss your class, or miss something important, so a consistent sleep schedule will allow you to wake up easier and feeling refreshed.

## TECHNOLOGY & SLEEP

The blue light from electronics tricks your brain into thinking it's daytime, which makes it hard to fall asleep. Sleep experts recommend shutting down your technology at least 30 minutes before you go to bed. Add this habit to your routine.



**While late nights may be unavoidable during finals, it is important to remember that a solid night of sleep will help you stay healthy.**

## NAPPING

Practice napping properly – yes, there is actually a proper way to take a nap so that you reap the benefits from the recharge. It's suggested that if you do take a short nap, you limit it to 20 or 30 minutes and do so before 4pm to avoid the groggy feeling that occurs when you're awakened during a sleep cycle. If you're taking a longer nap, try not to go beyond 90 minutes (the average person's sleep cycle).

## COMMUNICATE WITH YOUR ROOMMATE

It's possible your roommate will keep different hours than you.. Communicate with your roommate about what you need to get a good night's sleep, and listen to what they need to get a good night's sleep.

# TIME MANAGEMENT

Fill out the chart considering a “typical” week for you, recording your activities for every one of the 168 hours in that given week. Assign a category to each block of time, choosing from the list below:

- Grooming (washing/getting ready)
- Eating
- Sleeping
- Social media
- Cleaning
- Relaxing alone
- Socializing (outside of meals)
- Practicing skill(s)
- Attending a class
- Studying
- Exercising
- Religious/spiritual observance
- Co-curricular activities
- Volunteering
- Paid work



Next, calculate the total number of hours you spent on activities within each category. After your chart is complete, consider:

- How did you spend the majority of your time?
- Did any of your category totals surprise you?
- Can you identify your time wasters?
- Are you able to re-prioritize any of the categories?

## The 168 Assignment

Chart located on pages 130 – 131 of *How to College* but below is an example:

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:00 AM	Up for Work/ Breakfast	Up for work / Breakfast	Up for work/ breakfast	Up for Work / Breakfast	Sleep	Sleep	Sleep
7:00 AM	Work	Work	Work	Work	Sleep	Sleep	Sleep
8:00 AM	Work	Work	Work	Work	Work/ Breakfast	Sleep	Sleep
9:00 AM	Work	Work	Work	Work	Work	Family Time/ Breakfast	Sleep
10:00 AM	Work	Work	Work	Work	Work	Family Time	Breakfast
11:00 AM	Work	Work	Work	Work	Work	Family Time	Family time
12:00 PM	Work/ Lunch	Work/ Lunch	Work/ lunch	Work/ lunch	Work/ Lunch	Lunch	Family time
1:00 PM	Babysit/ Study	Babysit/ study	Babysit/study	Babysit/ study	Work	Study	Family time
2:00 PM	Babysit / Study	Babysit/ study	Babysit/study	Babysit/ study	Work	Study	Lunch
3:00 PM	Babysit / Study	Babysit/ study	Babysit/ study	Babysit/study	Work	Study	Hobby
4:00 PM	Babysit / Study	Babysit/ Dinner	Babysit/ study	Babysit/Dinner	Study	Laundry	Hobby
5:00 PM	Babysit/ Dinner	Babysit	Dinner	Drive to school (Bio 11)	Study	Laundry	Hobby
6:00 PM	Babysit	Drive to Class (Bio. 11)	Study	Class	Study	Laundry	Hobby
7:00 PM	Drive to Class (Math 131)	Class (Bio 11)	Drive to class (Math 131)	Class	Hobby	Friend Time	Free Time
8:00 PM	Class (Math 131)	Drive from Class (Bio 11)	Class	Class	Hobby	Friend Time	Study

Fig 1

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
9:00 PM	Class (Match 131)	Study	Class	Class	Free Time	Friend Time	Study
10:00 PM	Drive From Class (Math 131)	Sleep	(Drive from Class)	Drive from Class	Free time	Friend Time	Sleep
11:00 PM	Study	Sleep	Study	Sleep	Free Time	Friend Time	Sleep
12:00 AM	Study	Sleep	Sleep	Sleep	Free Time	Friend Time	Sleep
1-6 AM	Study/ Sleep	Sleep	Sleep	Sleep	Sleep	Friend Time/ Sleep/ Eat	Sleep

# MEETING YOUR SPIRITUAL NEEDS IN COLLEGE

## ON CAMPUS RESOURCES

College chaplains have unique experience and training to serve the spiritual & personal wellness needs of college students and young adults. They combine both expertise with spiritual development and the student experience. In other words, they not only help you while you're in college, they know how to help you with college.

## OFF CAMPUS RESOURCES

Some students choose to join a religious or spiritual community off campus in the neighboring community that might better meet their needs. Remember to check that organization for age requirements and ride share options to and from campus.

## OFF CAMPUS SUPPORT GROUP

Your campus counseling center will be a great community, and your local Mental Health America affiliate (<http://www.mentalhealthamerica.net/find-affiliate>) is an excellent resource to assist you in finding support groups in your area.

Spirituality is an overlooked part of wellness, and there is data to support that students who enter college with a set routine that meets their spiritual needs thrive in their new environment.



**On Campus Resource: Kay Spiritual Life Center**

**Near campus: Arabic Baptist Church, National United Methodist Church, National Presbyterian Church, St. Ann Catholic Church, Wisconsin Avenue Baptist Church, St. Columbas Episcopal Church, Isla**



# HEALTH 101: ACCESS TO CARE IN SCHOOL

Chapter 10

**"Whatever you  
do, always  
give 100%.  
Unless you're  
donating  
blood."**

**Bill Murray**

Actor & Comedian

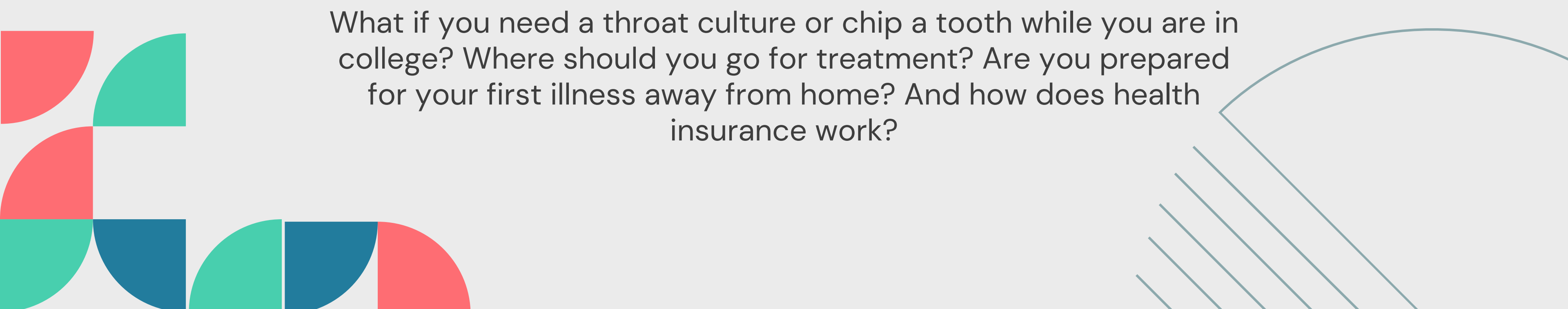




# PREPARING TO MANAGE YOUR HEALTH AWAY FROM HOME

It is recommended that you take a full healthcare inventory before you come to college; see your medical/dental providers and set up a plan for treatment and prescriptions so that you are prepared for your own self-care when you are away from home.

What if you need a throat culture or chip a tooth while you are in college? Where should you go for treatment? Are you prepared for your first illness away from home? And how does health insurance work?



# PACKING YOUR HEALTHCARE KIT

If you did not come with a kit already, we recommend putting one together ASAP. You don't want to have to go to the store to buy certain items when you actually feel sick.

Your kit should include:

- Acetaminophen
- Adhesive bandages
- Band-aids
- Allergy medicine
- Antacid tablets
- Antibiotic ointment
- Antihistamine
- Antinausea medication
- Cold sore medication
- Cortisone cream
- Cough drops/cough medicine
- Decongestant
- Digital thermometer
- Ibuprofen
- Saline nasal spray

Can include comforts:

- Heating pad (electric or microwavable)
- Honey
- Ice pack (for minifridge freezer)
- Instant or canned soup
- Tea
- Warm blanket

## Pro-tips for over the counter medication

**MAKE SURE YOU AREN'T ALLERGIC TO ANY OF THE MEDS**

**MAKE SURE THE MEDS INTERACT WITH THE PRESCRIPTIONS YOU ARE ALREADY TAKING**

**CAREFULLY READ THE DOSAGE OF EACH MED AND FOLLOW INSTRUCTIONS**

**MAKE SURE THE MEDS HAVEN'T EXPIRED**





# DEALING WITH SICKNESS AWAY FROM HOME



When you get sick at school, communicate: reach out and let your roommate, friends, or RA know. They can bring you meals and drinks and medications for you, etc.

Do your best to drink fluids such as water, juice, and electrolytes to counteract dehydration from a fever, and avoid alcohol and caffeinated beverages. Sleep as much as you can

## When it's more than a cold:

- A fever of 102F or higher
- Pain in the abdomen that will not go away
- A persistent cough, chest pain, or trouble breathing
- A very sore throat
- Pain in your ears or sinuses
- A persistent fever
- Stiff neck
- Severe headache
- A flat, pink, red or purple rash
- Nausea and vomiting
- Sensitivity to light
- Swollen lymph nodes (glands) in the neck
- Extreme tiredness
- Pain or any other symptoms that worry you or last longer than you think they should

If you experience any of these symptoms, make sure to go to the student health center, a physician, a clinic, or the emergency room as soon as possible

# REDUCE YOUR CHANCES OF GETTING SICK

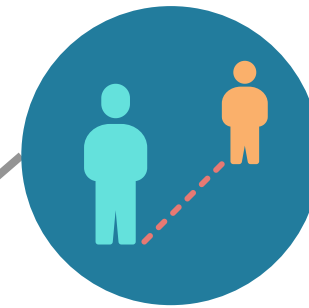
## DISINFECT

Clean the surfaces in your living space with disinfectant regularly.



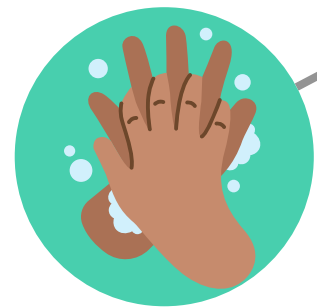
## DISTANCE

Keep your distance when your roommates and friends get sick, and stay away from objects they touch.



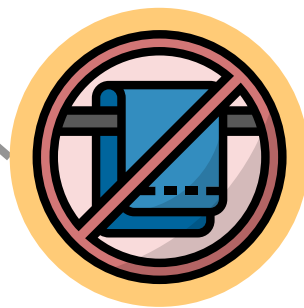
## WATER BOTTLE

Wash your water bottle at least once a week with very hot water and soap if dishwasher is not available.



## WASH HANDS

Wash them regularly with warm water and soap for at least 20 seconds. Use hand sanitizer when hand-washing is not an option.



## SHARING

Do not share drinks, food, makeup, or towels with others.



## TOOTHBRUSH

Replace your toothbrush every semester and replace it or wash it thoroughly if you have been sick.



# ACADEMICS WHILE YOU'RE SICK

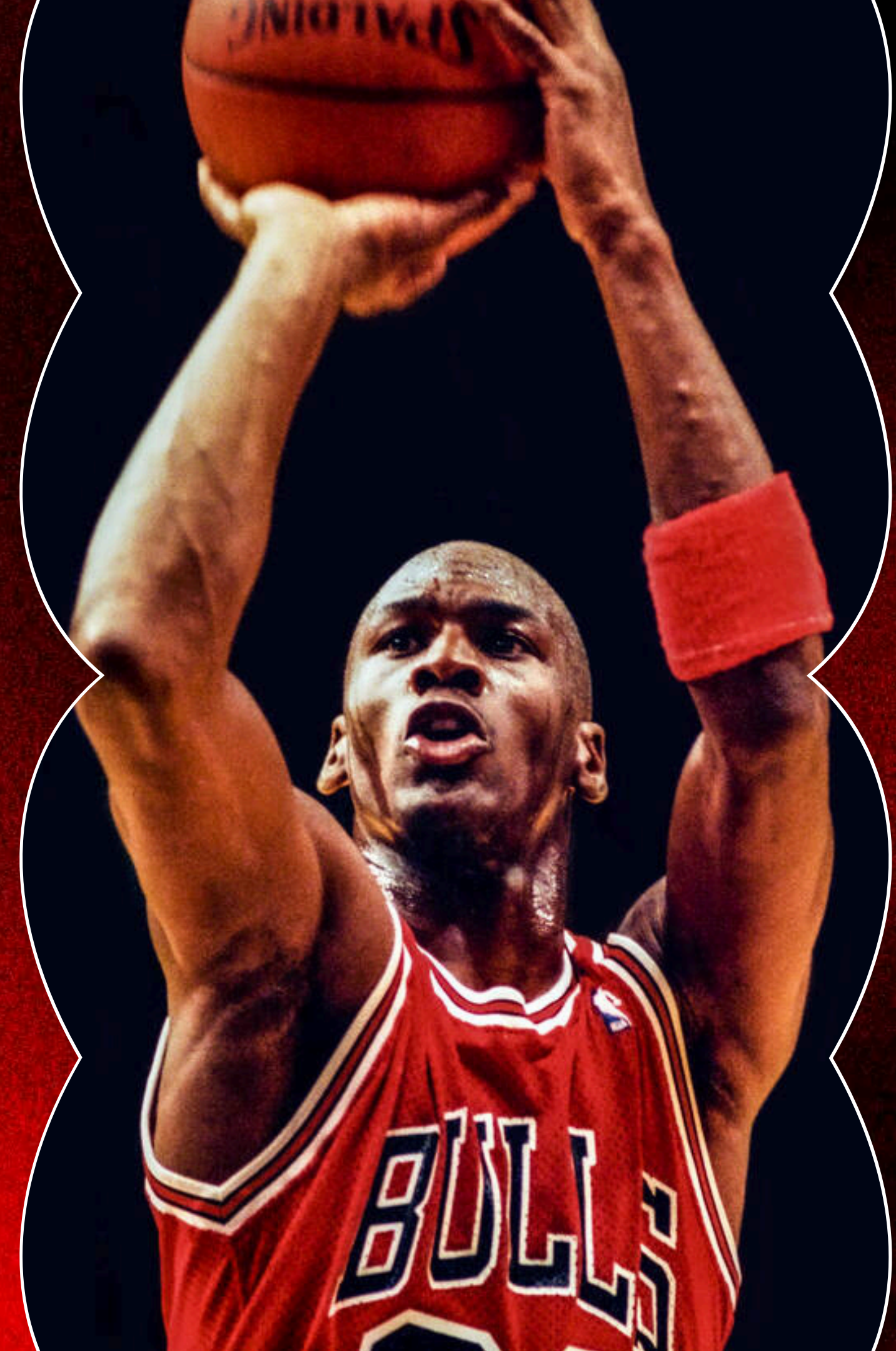
It's up to you to make the decision if you are too sick to attend class or complete an assignment on time. As a college student, you should do everything you can to avoid missing class, but sometimes, your body tells you to slow down, and you must listen to it. You also want to respect the health of your classmates and professor.

Make sure you communicate with your professors and TAs if you are sick. You should also familiarize yourself with the rules each professor sets for required notification when missing a class due to an illness or medical appointment, so check your syllabi, and ask the professor before the semester starts if the information isn't on the syllabus. Make sure to keep up with your readings, get notes from a friend in class, and focus on getting yourself better.

**“I’VE FAILED OVER  
AND OVER AGAIN  
IN MY LIFE. AND  
THAT IS WHY I  
SUCCEED.”**

**MICHAEL JORDAN**

**PROFESSIONAL BASKETBALL PLAYER &  
BUSINESSMAN**



# MENTAL HEALTH COUNSELING IN COLLEGE

## INDIVIDUAL & GROUP THERAPY

The Well-Being Center can provide up to 6–8 sessions of weekly individual therapy per academic year. Many students find that their concerns can be addressed in these sessions. However, the Well-Being Center is a general practice outpatient clinic and may refer a student off-campus for the most appropriate care to best meet their needs. The first step is to attend an Initial Consultation. You can schedule an Initial Consultation by calling 202-885-3500 or by visiting MGC 214.

## SINGLE SESSION APPOINTMENT

Single Session Appointments are for individuals who are interested in receiving professional support about a specific non-crisis concern but do not want a full course of therapy. These one-time sessions can be useful for those who are looking for community referrals, want to problem-solve a specific problem, or want to learn a few skills. Please note, same-day appointments are not available.



## CRISIS SUPPORT

You can always reach a qualified clinician 24/7 via ProtoCall. This service is available regardless of your location, and is available after hours (including nights, weekends, holiday breaks and during weather closings). You can reach a licensed clinician via ProtoCall at 202-885-7979.

## REFERRALS

Off-campus referrals can be a great option. They are often recommended to students who may require intensive, extensive, or specialized services. To obtain referral information you can schedule an appointment for an Initial Consultation or schedule a Single Session Appointment.

# HEALTH COVERAGE & INSURANCE

Most people don't buy healthcare – such as annual checkups, test, and treatments for illness or injuries – directly. Instead, they use health insurance to cover fees for these and other types of healthcare. Their insurance plan pays healthcare providers most of the cost of care.

## PRIVATE HEALTH INSURANCE



Most Americans who are insured have plans with private insurance companies.

- **Employer Provided:** The majority of Americans use the health insurance plans provided by their (or family member's) employer. The employee contributes half or more of the fees (called "premiums") for this insurance
- **Exchanges:** People can also buy private health insurance without going through an employer. Some do this through state or federal healthcare marketplaces, or "exchanges." These are government-run services that help people shop for and enroll in health insurance plans. Many people who buy their insurance this way are eligible for financial assistance with their premiums. Learn more at [www.healthcare.gov](http://www.healthcare.gov).



# HEALTH COVERAGE & INSURANCE

## GOVERNMENT HEALTH PLANS



There are many kinds of government health plans, including Medicaid, which provides healthcare for many low-income people and people with disabilities; Medicare, which covers people over sixty-five and some younger people with disabilities; the Children's Health Insurance Program; and plans for veterans, military service members and their families (some government insurance programs have options that use private companies).

# HEALTH COVERAGE & INSURANCE

## AU HEALTH PLAN

### The Rates for the 2023-2024 Policy Year

	Annual	Fall*	Spring/Summer	Summer
Student	\$2,302	\$962	\$1,340	\$579
Spouse/Partner+	\$2,302	\$962	\$1,340	\$579
Each Child+	\$2,302	\$413	\$1,340	\$579
All Children+	\$4,356	\$913	\$2,530	\$1,098

\* Fall Only coverage is only available to students in one-semester programs at the university. Students who graduate in December may contact the AU Central in December and once we verify your graduation, we will provide a refund. You must contact the university before December 31st to receive a refund.

\*Spring waivers are only accessible to incoming students that have been admitted to the spring semester

+ Spouse/Partner and dependent coverage must be paid directly to Aetna once the student's enrollment is complete and cannot be broken into installment payments.

American University offers health insurance through the school. American University requires all full-time students, all students who live in AU housing, and all international students with F-1 and J-1 visas to carry personal health insurance. Students in these required categories are automatically enrolled in the AU student health insurance plan offered by Aetna. The 2023-2024 annual premium of \$2,302 is automatically assessed to your student account. The coverage period is from August 1, 2023 through July 31, 2024.

If you are covered under another comparable health insurance plan, you can waive the university-sponsored student health insurance plan by submitting a waiver. Information on the waiver is available [here](#).

Student Health Insurance will be provided by our provider, Aetna, for the 2023-2024 policy year.



# HOW INSURANCE WORKS



## COPAYS

When you visit a doctor, even one who participates in your insurance, you might be charged a fee called a copay. Find out in advance what the copay is for the school health plan. Note: the copay for a checkup might be different than for a visit to a specialist, such as an orthopedist or psychiatrist.

# HOW INSURANCE WORKS



## PARTICIPATING PROVIDERS

Not all healthcare providers accept every kind of insurance. Your health insurance plan's website will have names of providers, including specialists, in your area who accept your insurance. Check the list before making an appointment. If a doctor recommends you see a specialist, check the website and find out whether the recommended physicians participate in your plan.



# HOW INSURANCE WORKS

## OUT-OF-NETWORK PROVIDERS



If you see a doctor outside your insurance network, most insurance plans will pay some portion of that doctor's fees. You might find that you have to visit a doctor who does not accept your school's coverage, for example; find out how much of the cost of seeing an out-of-network provider your school plan will pay. Then talk to your parents or guardians about how they want you to pay for it. Will you have access to a credit card for this purpose?



# HOW INSURANCE WORKS



## PRESCRIPTION COVERAGE

Many insurance plans cover prescription medications.

- Many plans will have prescription copays, much like for medical appointments. Find out your prescription copay for each prescription medication you take.
- Often, insurance will cover the cost of “generic” drugs but not brand-name drugs. An example of a brand-name drug that many students use is Advil, a pain reliever that doesn’t require a prescription. The generic name for this drug is Ibuprofen. Many prescription drugs have generic versions, too. Before you leave for college, find out whether the school’s health insurance covers the cost of brand-name drugs or only generic alternatives, and whether your doctor approves of your using the generic version (most of the time, they do).
- Some plans require you to use a mail-order pharmacy service for long-term prescriptions. You will need to find out whether this is the case with your prescription plan.

# HOW INSURANCE WORKS



## RESPONSIBLE PARTY FOR NONCOVERED EXPENSES

When you fill out forms at a new doctor's office, they will ask you to identify the party who is responsible for any expenses that are not covered by insurance. You will need to clarify with your parents or guardians who that person will be. If different individuals share the responsibility for your expenses, make sure you know who is responsible for the expenses your plan does not cover, including copays.

# HEALTH COVERAGE & INSURANCE

## INSURANCE INFO YOU WILL NEED

Learn about your insurance plan and add the following essential information to your smartphone (and browser, if applicable)

There are smartphone apps designed to help you manage information about your healthcare, including insurance, prescriptions, provider contacts, health history, and current symptoms. Some insurers provide or recommend such an app. Ask your insurer about them. Some colleges and universities also offer or recommend health apps. Your college health center or insurance plan will know more. Other apps are available through the App Store and Google Play. You might want to research these apps and decide whether to use one.

**INSURANCE PLAN NAME &  
PHONE NUMBER**

**ID # & PHOTO OF YOUR  
INSURANCE CARD**

**INSURANCE WEBSITE**

**WHETHER OR NOT THE PLAN  
COVERS PRESCRIPTIONS**

“Follow  
your fear.”

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Tina Fey



Actress, comedian, writer &  
producer, known for *SNL*,  
*Mean Girls*, and *30 Rock*



# STAYING PROTECTED IN COLLEGE

Chapter 11



# STAYING SAFE WHEN YOU'RE WALKING

## ✓ DO'S

- Use the buddy system or call your campus safety escort service.
- Stick to routes which are familiar, even if they take a little longer.
- Walk with confidence, even if you are unsure exactly where you are going.

## ✗ DON'TS

- Walk alone on campus at night or in an unfamiliar area if you can help it.
- Try new paths after dark, even if they are shortcuts.
- Show confusion, even if you are lost.



**Student safety is a priority for every college, and you can rest assured that most campuses are very safe environments.**



# CAMPUS SAFETY

## SAFETY ALERTS



### AU Alerts

AU Alerts communicates warnings and instructions during critical incidents such as natural disasters, fires, gas leaks, and active shooter situations. Alerts are delivered via text message, e-mail, social media, indoor Alertus beacons, Alertus computer software, and outdoor speakers. AU students, faculty, and staff are subscribed automatically to AU Alerts. **To verify your subscription and update and manage your AU Alerts contact information, log-in with your AU credentials at <http://www.getrave.com/login/american> or go to the AU Emergency Preparedness website [www.american.edu/emergency](http://www.american.edu/emergency)**

### Rave Gaurdian App

Rave Guardian, available for free on the Apple App Store and Google Play, transforms your Android or iPhone into a personal safety device. It provides a mobile panic button that sends your location and identifying information to AU Police. A safety timer notifies your selected family or friends when it is not deactivated. Anonymous crime tips or photographs can be sent to AU Police via the app. Your custom profile notifies AU Police of your emergency contacts, vehicles, pets, and medical information. Download the iPhone or Android version and log-in with your AU credentials.

# CAMPUS SAFETY

## SAFETY COMMUNICATIONS

### Rave Gaurdian App

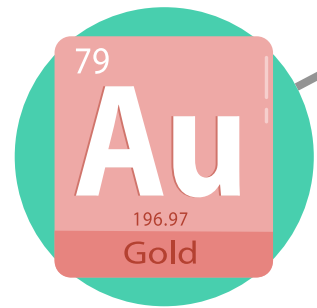
Rave Guardian, available for free on the Apple App Store and Google Play, transforms your Android or iPhone into a personal safety device. It provides a mobile panic button that sends your location and identifying information to AU Police. A safety timer notifies your selected family or friends when it is not deactivated. Anonymous crime tips or photographs can be sent to AU Police via the app. Your custom profile notifies AU Police of your emergency contacts, vehicles, pets, and medical information.

### Twitter/X

Follow AU Police [@AmericanUPolice](https://twitter.com/AmericanUPolice) and AU Alerts [@AUAlerts](https://twitter.com/AUAlerts)  
Follow the D.C. Metropolitan Police, [www.twitter.com/DCPoliceDept](https://www.twitter.com/DCPoliceDept).

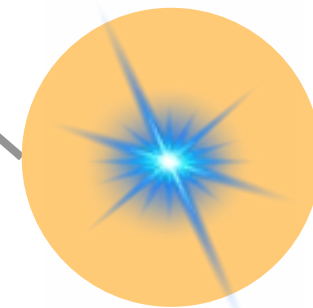
### City Alerts

Sign up for emergency alerts issued by the District of Columbia, including the Metropolitan Police, at [www.HSEMA.DC.Gov](http://www.HSEMA.DC.Gov).



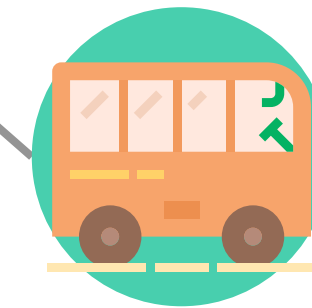
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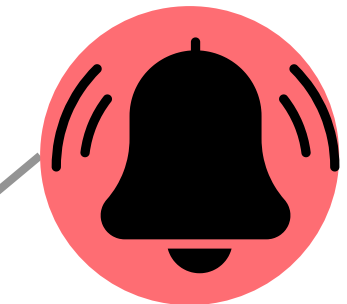
### Blue Light Emergency Telephones

Located across campus, blue light emergency telephones call AU Police when activated.



### Shuttle Buses

All AU shuttle buses have been equipped with AU Police radios that allow for emergency communication to the Police Communications Center.



# CAMPUS SAFETY

## SELF DEFENSE

### SELF DEFENSE CLASSES

Community members can participate in free self-defense classes in either gender-specific and neutral formats or full and short course options. No past experience is required.

### SAFE RIDES

The Safe Ride to Campus program provides students with a taxi ride back to campus, billed to your student account. Call (202) 885-2527 to request the service.



### SAFETY ESCORT

AU Police Officers provide walking and vehicular escorts to and from campus property for all community members. Call (202) 885-2527 to request an escort.

### PHYSICAL SECURITY

Access control, alarm monitoring, and video surveillance provide additional security on campus through 24/7 monitoring. The physical security systems on campus continue to be expanded and upgraded.

**“I am not afraid of storms, for I am learning how to sail my ship.”**

Louisa May Alcott

Novelist, short story writer, poet,  
author of *Little Women*



# CAMPUS SAFETY

## KEEPING YOUR POSSESSIONS SAFE

### DO'S

- Lock your door, even if you will be gone for a few minutes
- Ask someone you know and trust to watch your laptop or take it with you
- Put electronics in a drawer and lock up valuables such as passports and jewelry



**SAFETY  
FIRST**

### DONT'S

- Leave your residence hall room empty and unlocked
- Leave your laptop out in the library if you need to step away from studying
- Leave valuables out in the open in your residence hall room

# MAINTAIN PRIVACY ON SOCIAL MEDIA

Social media is a great platform for connecting with friends and family worldwide or sharing updates about your life. However, with everything you post, stay aware of who else could be viewing your profile. Campus safety experts suggest that you avoid geotagging your photos, which reveals your location to strangers, and that you don't publicly announce when you're home alone or that you're leaving your residence hall alone.

## Best Practices

- Turn off geotagging
- Make your social media accounts private
- Use your GPS to find popular, highly trafficked routes to get around your new city.



# SEXUAL ASSAULT ON COLLEGE CAMPUSES

Sexual assault, also called sexual violence or sexual abuse, is any type of sexual activity or contact that happens without your consent. It can include contact activities, such as rape or unwanted touching, and non-contact activities, such as someone exposing themselves to you or for forcing you to look at sexual images. The most important thing to know is that if you believe you were assaulted, it is not your fault.

**REMEMBER, anyone of any gender can be sexually assaulted.**





# SEXUAL ASSAULT RESOURCES AT AU

## CONFIDENTIAL RESOURCES

If you or someone you know has experienced sex- or gender- based discrimination, sexual violence, dating or domestic violence, or stalking the below resources are available to you. It is important to know that some resources will differ if the incident occurred several weeks or months ago. For example, certain medical services or evidence collection exams are more effective immediately following an incident. Choosing to utilize any of the below resources is an individual decision and a resource that best serves you may not be the resource another person would choose to utilize. You may use as many of the following resources as you need.

FOR INFORMATION ABOUT CONTACTING LAW  
ENFORCEMENT, SEEKING MEDICAL ATTENTION, OR  
REPORTING THE ASSAULT TO THE UNIVERSITY, PLEASE VISIT  
<https://www.american.edu/equity-titleix/help.cfm>  
or  
<https://www.american.edu/equity-titleix/support.cfm>

- **Victim Advocacy Services** | 202-885-3500 | or book an appointment at the link
- **Psychological Center** | 202-885-3500
- **Student Health Center** | 202-885-3380 | shc@american.edu
- **Chaplain in Kay Spiritual Life Center** | 202-885-3336 | kslc@american.edu
- **RAINN Hotline** - National Sexual Assault Hotline is free, confidential, and 24/7
- **1 in 6** - helps men who have had an unwanted sexual experience, live chat and free anonymous online support group available
- **DC Rape Crisis Center** - the nation's oldest rape crisis center includes a 24/7 crisis hotline (202-333-7273) and individual and group counseling in both English and Spanish
- **Faculty and Staff Assistance Program** - confidential support for employees
- **Behavioral Health Services (staff & employees)** | 800-327-2251





**"YOU ARE  
POWERFUL.  
MORE THAN YOU  
EVEN KNOW. DO  
NOT GIVE YOUR  
POWER AWAY."**

**IZOGIE TO NAWI**

THE AGOJIE FROM THE WOMAN KING  
FILM



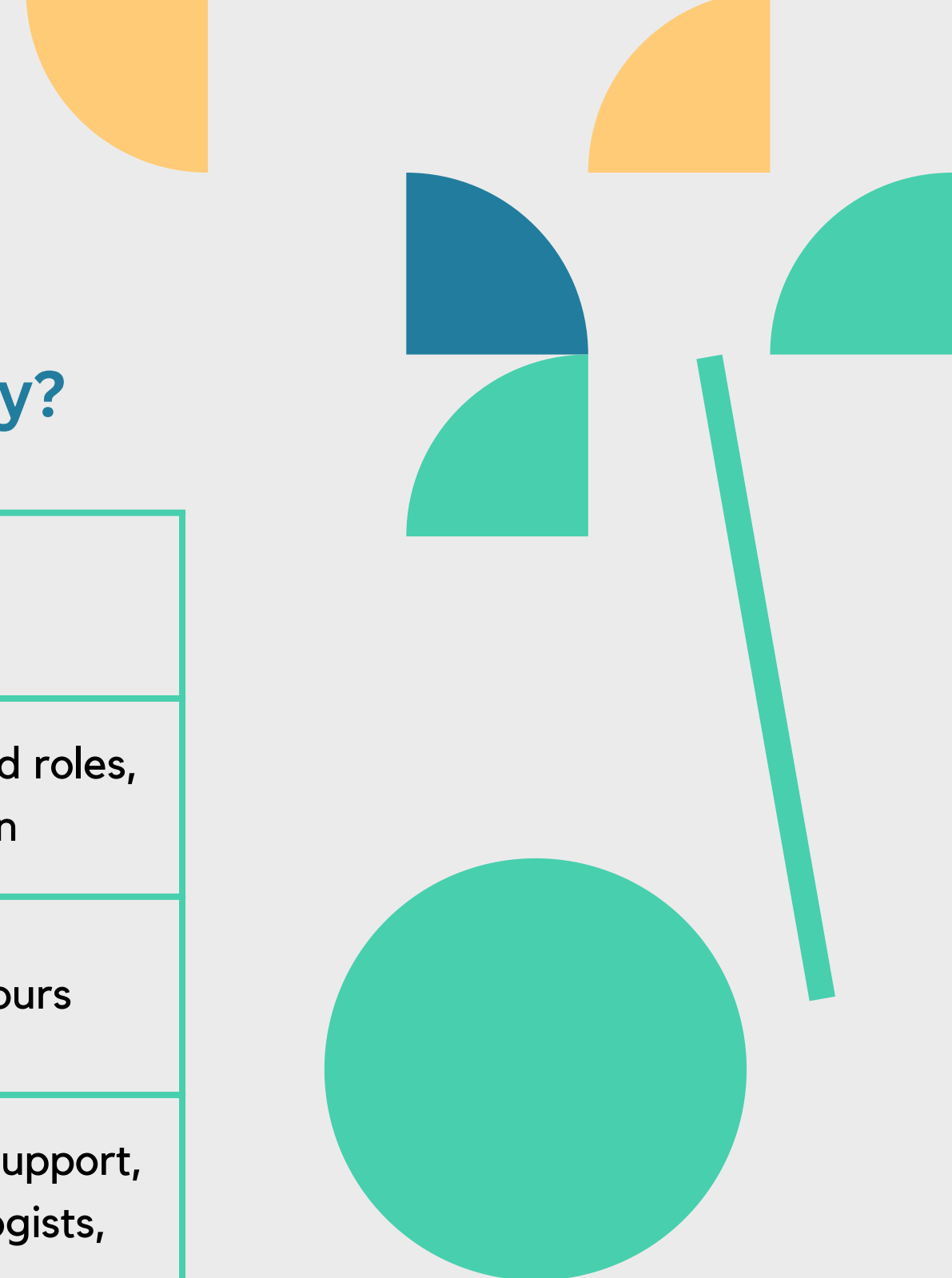
# STAFF & ADMINISTRATORS

Chapter 12

# STAFF & ADMINISTRATORS

What is the difference between staff and faculty?

<b>Faculty</b>	<b>Staff</b>
teaches, conducts research, supports students	serves in their assigned, specialized roles, employees of an organization
irregular hours; usually have mandatory office hours	usually hold regular business hours
range of positions: full professor, associate professor, assistant professor, lecturers, researchers, and fellows	range of positions: administrative support, deans, service workers, psychologists, school president
usually holds doctorate or master's	varied academic levels and avademic specialties





## THE ADMINISTRATION



### JONATHAN ALGERS

**College President as of July 2024**

- Fundraises
- Raises profile of school
- Recommends changes in personnel & policies
- Supposed to meet with faculty, staff, and students to address concerns

<https://www.american.edu/president/>

### VICKY WILKINS

**Acting Provost & Chief  
Academic Officer as of 2024**

- Creation and implementation of academic priorities
- Allocation of resources to the priorities
- Collabs with president to set priorities

<https://www.american.edu/provost/>

# THE ADMINISTRATION



## JUSTIN BERNSTINE

### Interim Dean of Students as of 2024

- Plans and directs university activities
- Serves as a point of info and referral for students
- Supposed to respond to student needs
- Handles discipline-related procedures

<https://www.american.edu/student-affairs/dos/>



## ACADEMIC DEANS:

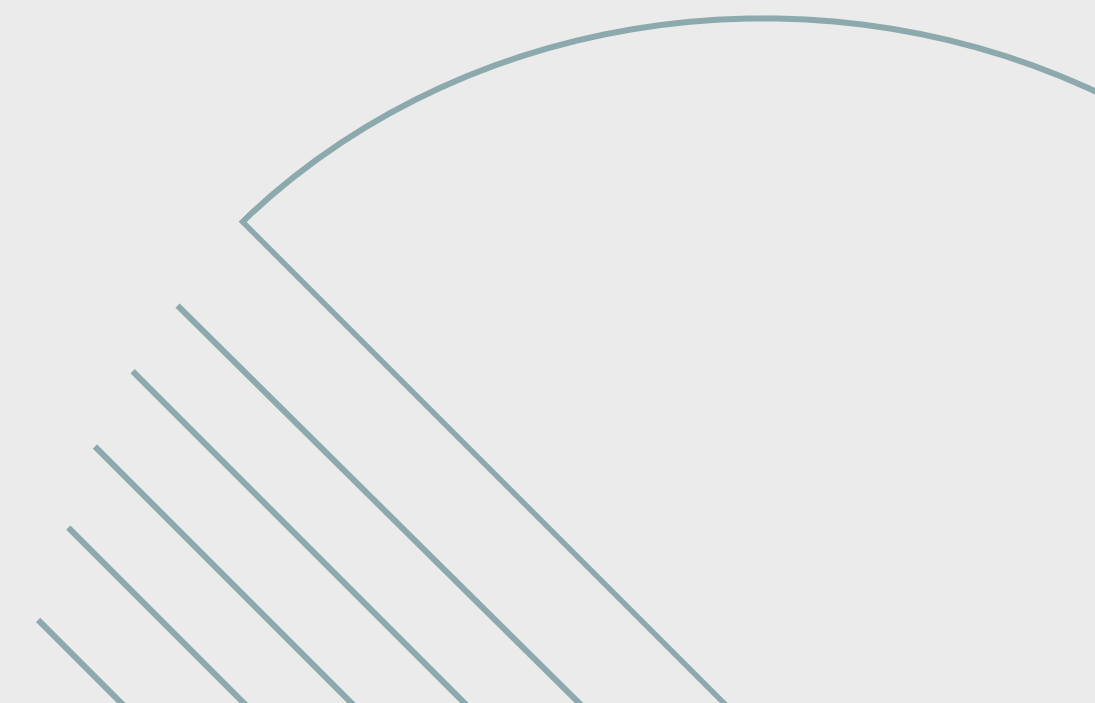
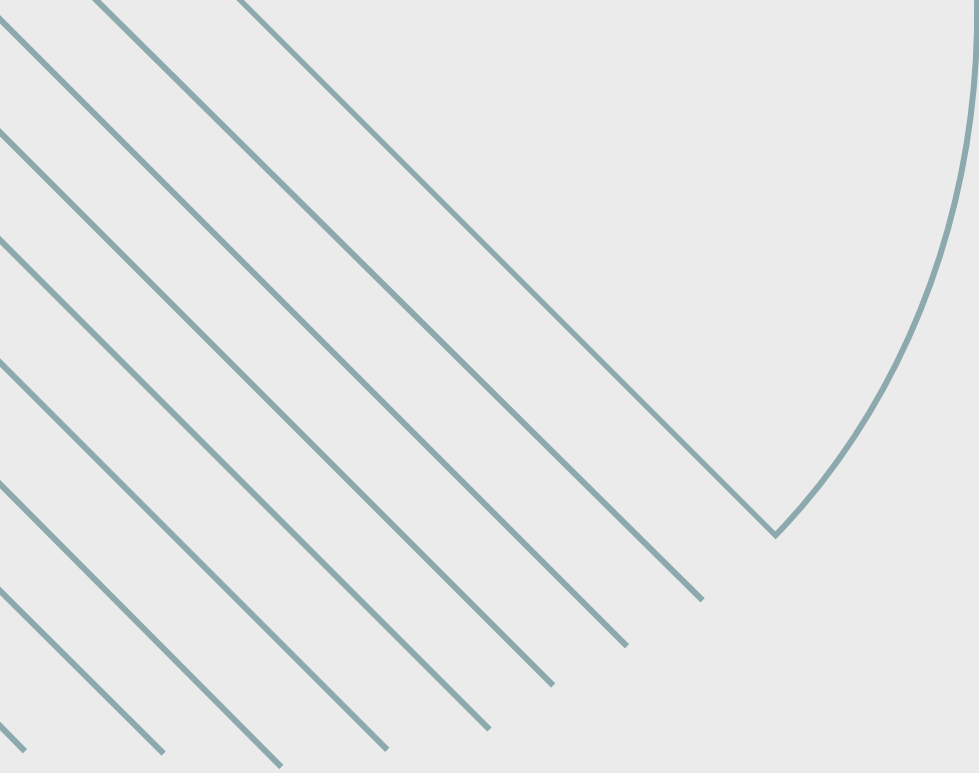
AU has a number of Academic Deans. A full list of deans and their bios can be found here:

<https://www.american.edu/provost/deans-academic-council.cfm>

- Governs their individual school
- Serves as chief representative of their school to the rest of the university
- Manages budget of their school
- Coordinates curriculum development
- Evaluates department chairs, directors, faculty, & staff in teaching, research
- Provides recommendations to provost

# PROFESSORS

Chapter 13





“Let us remember:  
One book, one pen,  
one child, and one  
teacher can change  
the world.”

MALALA YOUSAFZAI

*Education Activist and the world's youngest Nobel Prize laureate, the second Pakistani and the first Pashtun to receive a Nobel Prize.*





# WHO ARE PROFESSORS?

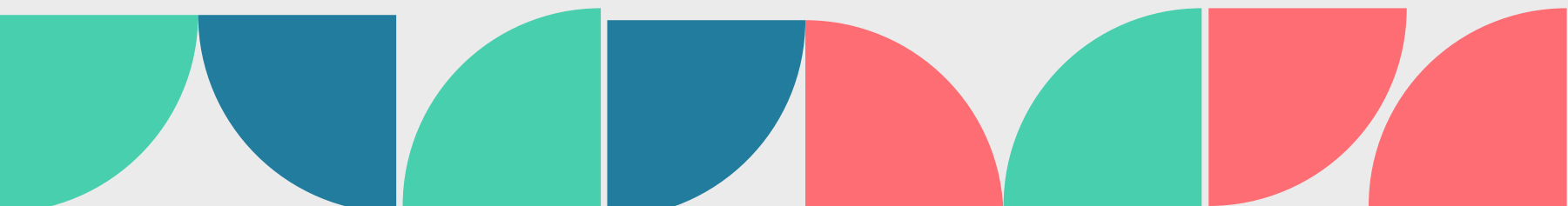
According to the National Center for Education Statistics, there were 1.6 million faculty at degree-granting postsecondary institutions in 2015. About half these professors are full-time and half are part-time (or adjunct) faculty. If your professors teaches part-time, you should be aware that they are only on campus certain days of the week, and plan accordingly.

Like your high school teachers, your professors are ten to fifty (or more) years older than you. The differences between your generation and your professor's generations are most apparent in your relationships with technology, information, and communication.

While you might communicate with your friends mostly by text, your professors will expect you to check your school email at least daily and will typically not give you their cell numbers. You should not plan to get instant responses from them; email responses will take longer

**"Whether it be participating in class or visiting a professor's office hours, don't be afraid to use your voice. In most discussion-based classes, professors don't care if you agree with their opinions or not; rather, they want you to form your own opinion/argument and articulate it well."**

**-College Student**



# PROFESSORS

## EDUCATION & TRAINING



HIGH SCHOOL TEACHER	COLLEGE PROFESSOR
Primarily focuses on teaching	Might conduct research in addition to teaching
Studied to become a teacher	<ul style="list-style-type: none"><li>• Studied to become a subject-matter expert</li><li>• Might have taken one course about teaching as a part of their doctoral program</li></ul>
Often required to teach a school-approved curriculum (or one geared toward a test such as the AP)	Often designs her or his courses from scratch (particularly advanced course; but you might find
Likely to come from the region or even the city where the school is and where you grew up	Most likely did not come from the city or state where your university is located (many even hail from other countries)
Usually has earned a master's degree, often in education	Usually has earned a doctorate in the field, or another advanced degree such as a law degree

# WHAT DO PROFESSORS THINK AND DOES IT MATTER?



The purpose of higher education is to train students to ask and answer tough questions and to solve challenging problems – from complex mathematical equations to the question of whether to raise the minimum wage.

## What if you disagree with your professor?

College professors want to hear your thoughts, even if those thoughts differ from their own; the ability to think critically is what college is all about.

However, present your disagreements with respect and have the evidence to back them up.

## Questions:

Asking questions is one of the hallmarks of critical thinking. Great students ask professors to recommend readings that go deeper into a topic or present alternative theories.

## PRO-TIP

We see lots of smart students every year. The ones who show initiative, take responsibility, and are honest, reliable, and trustworthy build the best relationships with their professors.

# YOUR RELATIONSHIP WITH YOUR PROFESSORS

Your relationship with each of your professors is also new; it's a relationship between two adults. Your professor is an authority figure, but unlike a parent or a high school teacher, he or she is not a caregiver or parental figure.

## GETTING ACQUAINTED

You will find out who your professors are when you register for classes. Take the time to learn something about them by visiting their profile page on the university website. Look for...

**WHAT KIND OF RESEARCH DO THEY CONDUCT?**

**HAVE THEY WORKED IN GOVERNMENT, THE PRIVATE SECTORS, NONPROFITS, OR AT OTHER UNIVERSITIES**

**DO THEY CHAIR ANY CLUBS OR HAVE INVOLVEMENT WITH OTHER ON-CAMPUS ACTIVITIES?**



# A WORD OF CAUTION ABOUT PROFESSOR RATING SITES



We recommend that you take reviews on these sites with a grain of salt. Unlike your university's own evaluation system, these pages often don't verify that the posters are even students; very few people post ratings, and students who are dissatisfied with the course (or their grades) are more likely to post than satisfied students, which can skew the results. They don't show how the majority of even a representative sample of a professor's students think of them



# COMMUNICATING WITH PROFESSORS

**Rule #1: It's on the syllabus.**

**Rule #2: Seriously – it's on the syllabus.**

It's important to develop a professional, productive relationship with your college professors. As a start, you should be aware that your professors are the first line of support in your academic work. You don't need to have a problem in class to look to your professors and TAs as a resource. You can look to them for guidance on how to succeed in your classes from day one.

<u>High School Teacher</u>	<u>College Professor</u>
Might communicate with your parents or gaurdians in conferences or when problems arise	Because of a law called the Family Education Rights and Privacy Act (FERPA), professor's cannot communicate with your parents about your class performance. If serious problems arive, they might discuss issues with the college administration
Will likely reach out to you if you are not doing the reading or performing up to your ability	Is more likely to expect you to seek help or guidance on your own
<i>Acts in loco parentis</i> , which means in the place of parents, during the school day	Expects you to take care of yourself as an adult
Sets up meetings with you before school, after school, during lunch, or during their free periods to answer questions and provide academic help	Offers scheduled weekly office hours and might hold hours by appointment
Expects you to call them Mr./Mrs./Ms. XX or by a first name, depending upon your school	Should be called Professor XX (or Dr. XX, if they hold a PhD) unless they indicate otherwise





# TIME & PROFESSORS

For every hour your professors spend in the classroom, they spend many more hours preparing for class sessions, grading assignments, conducting research, holding office hours, serving on university committees, and advising students. Your professor is there to help, but you can't expect to get instant responses to emails or a same-day appointment for a meeting.

Professors appreciate when you show respect for their time. That means finding readily available information on your own and contacting your professor for expert help.

## Go to your professors and TA's for:

- Clarification about course readings and concept or assignment prompts
- Feedback on papers and advice on how to improve course performance
- Suggestions for further reading
- Deeper conversation about course concepts
- What you missed during excused absences (but do the readings first)
- Advice about further study in the discipline

## They are *not* here to tell you:

- What's on the syllabus
- Where their offices are
- How to fix a technology issues
- What's in the reading if you haven't done it
- What you missed the day you had an unexcused absence, were late to class, or didn't do the reading

# A NOTE ON TEACHING ASSISTANTS

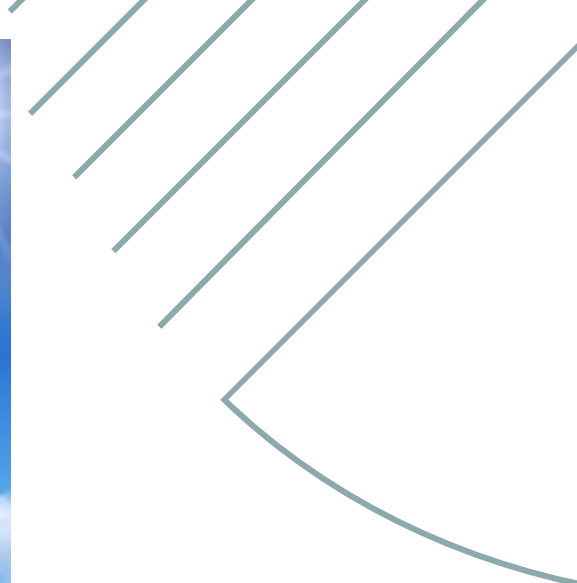
In addition to your professors, your college courses might have a teaching assistant (TA) or a peer leader. TAs are usually graduate students who are pursuing a masters degree or PhD. They are often authorized to grade papers and exams, and generally hold their own office hours. In a large lecture course, there might be more than one TA. They can provide many of the same types of help as your professor. Your professor and TA will generally let you know whether there are some things (such as requests for extension on papers) that only the professor can handle.

Because TAs aren't professors and usually don't yet have their PhD's, you won't call them Professor XX or Dr. XX. Your individual graduate TAs will usually let you know how they want to be addressed – often by their first names.



Now that you know more about professors and the people who help them teach your courses, remember to cultivate productive relationships with them. They are a resource for you in college, and if you lay the groundwork now, they can become mentors for many years after as you navigate your future career.

When you develop a solid network of supportive professors and others, great academic skills, and pursue your studies and jobs with professionalism, doors should open to you.





# MONEY TALK

Chapters 14-16

# MONEY TALK

- Paying for college
- Financial literacy
- Budgeting

**This part is boring but  
VERY important**

*I wish someone had explained all this to me  
when I went to college! - CDI Staffer*



# PAYING FOR COLLEGE

## Resources:

Financial Aid Counselor for first years - Ashbury 200

FAFSA: Free Application for Federal Student Aid, finds affordable, federal student loan options

What is the difference between **loans**, **scholarships** & **grants**?

**Loans** - borrowed money that you have to pay back

**Scholarships** - based on merit, you don't have to pay back

**Grants** - need and merit based, you don't have to pay back

The image shows a screenshot of the FAFSA 'Personal Information for Student' form. At the top, there is a dark blue header with the text 'Personal Information for Student'. Below this, a navigation bar contains several tabs: 'Student Demographics' (which is selected and has a checkmark), 'School Selection', 'Dependency Status', 'Parent Demographics', 'Financial Information', 'Sign & Submit', and 'Confirmation'. The main content area is titled 'STUDENT INFORMATION' and features a blue information box that reads: 'Because the FAFSA belongs to the student, "you" and "your" always (unless otherwise noted) refer to the student.' Below this, there are several input fields: 'Your last name', 'Your first name', 'Your middle initial', 'Your Social Security Number', and 'Your date of birth' (with a placeholder 'mm/dd/yyyy'). Each field has a question mark icon to its right. At the bottom right of the form, there are two buttons: 'PREVIOUS' and 'NEXT'.

# PAYING FOR COLLEGE

District of Columbia

June 25, 2024

For priority consideration, submit your FAFSA form by June 25, 2024.

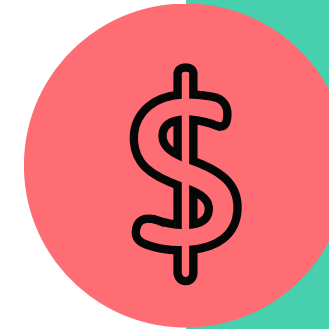
## DC Tuition Assistance Grant

To receive priority consideration, complete the DC OneApp and submit supporting documents by July 1, 2024.

## All Other Aid

Check with the financial aid office at the college or career school you plan to attend. Additional forms may be required.

**You must fill out your FAFSA every academic year. It's recommended that you fill out your FAFSA as soon as fall exams end. The deadline for aid in the fall semester is June**



**FAFSA WEBSITE**



**AU SCHOLARSHIP  
MERIT AWARDS**

# FINANCIAL LITERACY

This will be a bit dense, so stick with us

IMPORTANT LIFE SKILLS:

CREDIT  
HISTORY/SCORE

BANKING

TAXES





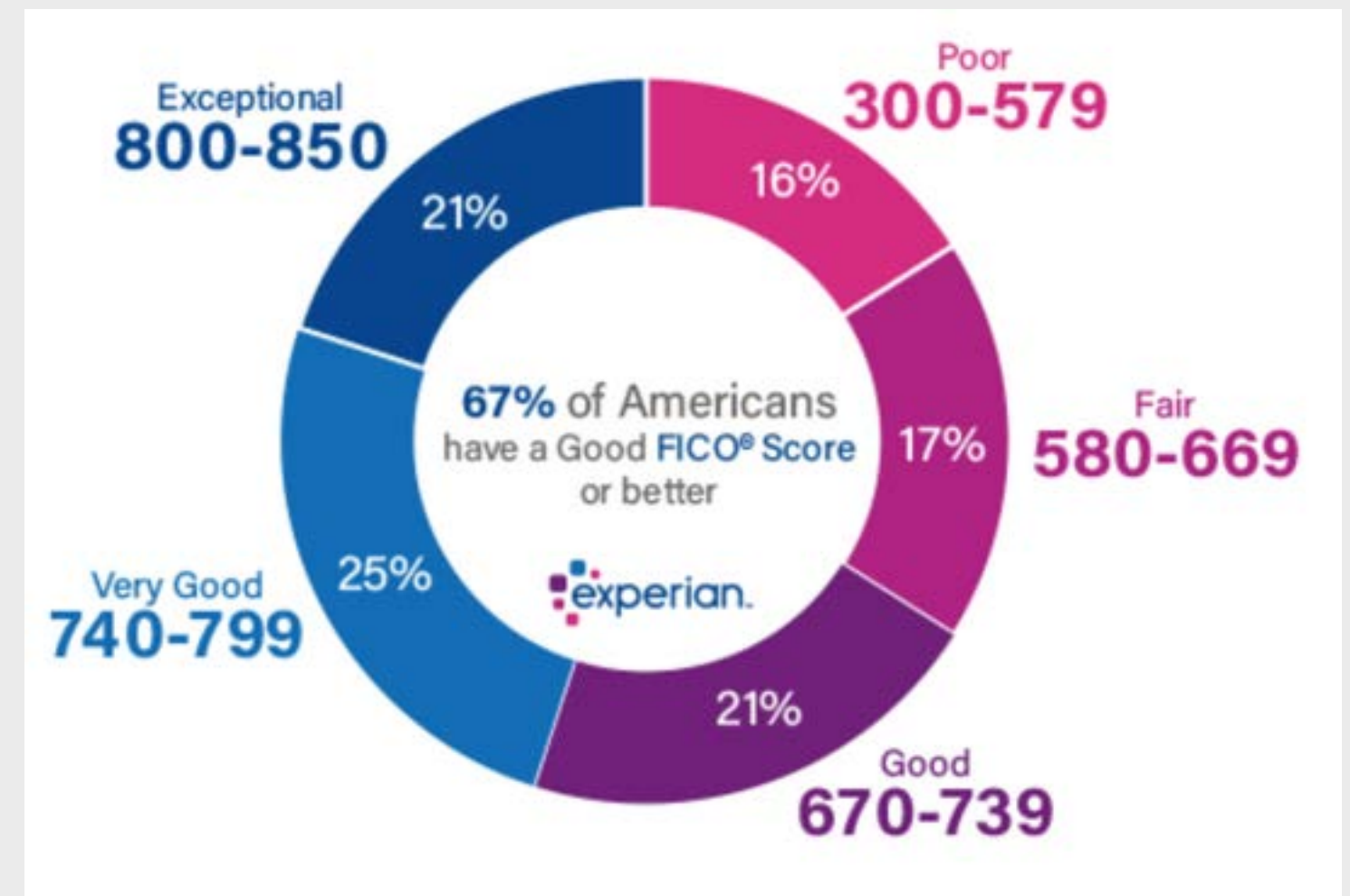
# FINANCIAL LITERACY

## What are credit scores and credit history?

Credit history is a track record of your ability to take on debt and paying debts and bills off.

Credit scores range from 300-850, the higher the better!

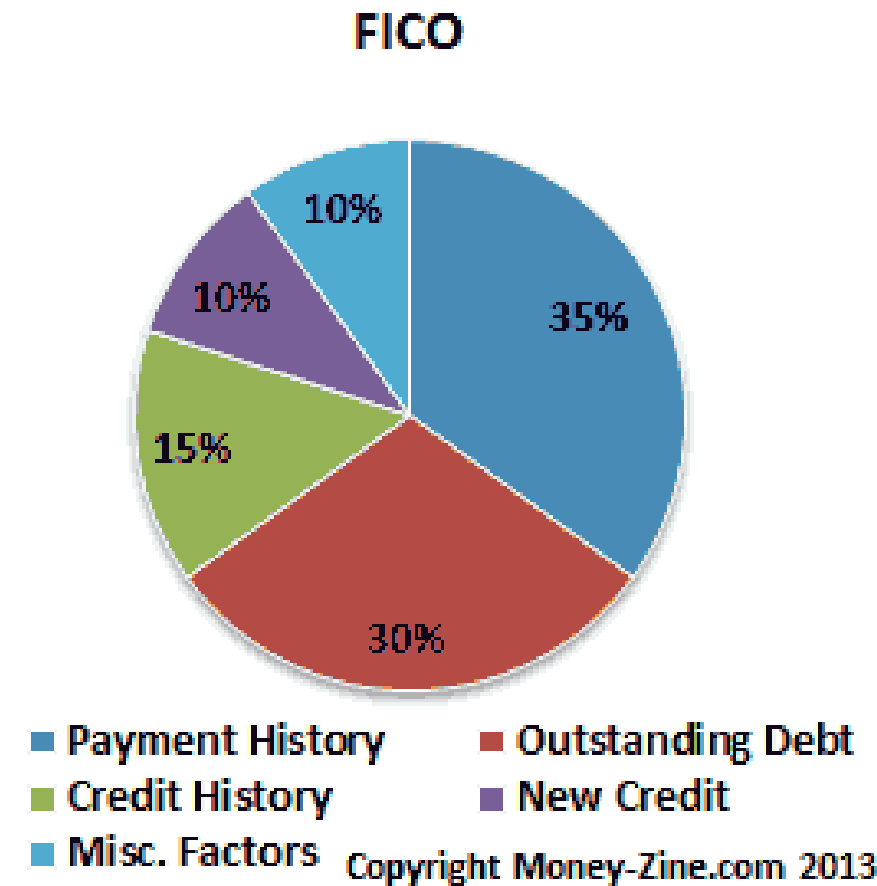
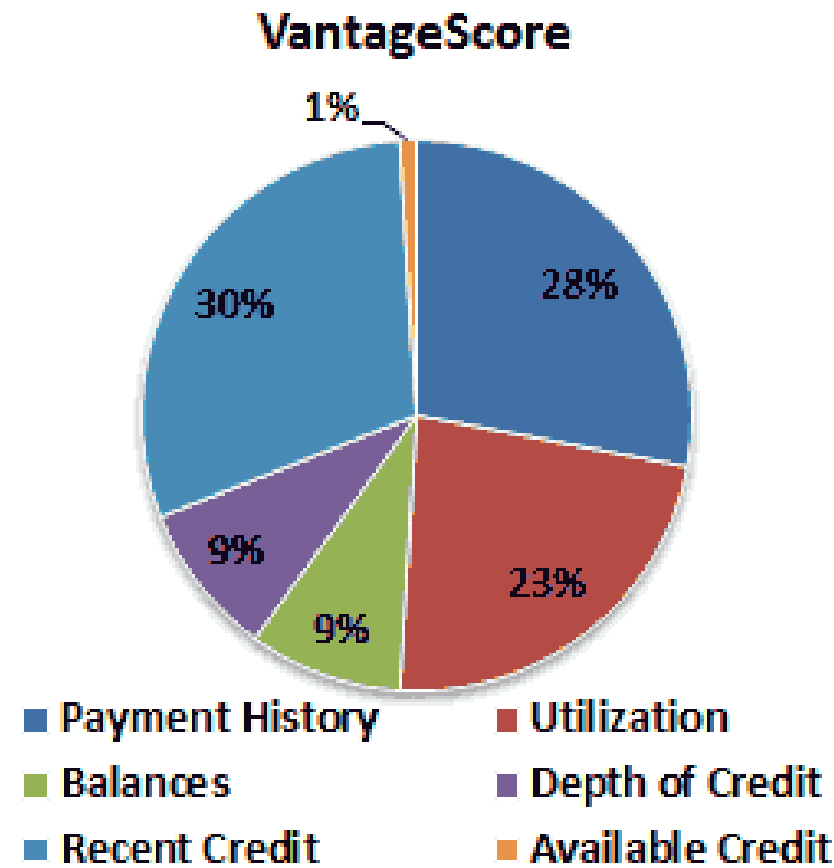
Credit scores are based on your history of on-time payments, amounts owed, how long you've had credit, number of recently opened accounts, and types of credit



# FINANCIAL LITERACY

## How they calculate your credit score

FICO (most popular) and VantageScore are credit evaluating companies; these companies calculate your credit score. They do the math and created the algorithms for determining someone's risk. This is how they determine your score



## VANTAGESCORE

- Recent Credit -- 30%
- Payment History -- 28%
- Utilization -- 23%
- Balances -- 9%
- Depth of Credit -- 9%
- Available Credit -- 1%

## FICO

- Payment history -- 35%
- Amounts owed -- 30%
- Length of credit history -- 15%
- Credit mix -- 10%
- New credit -- 10%



# FINANCIAL LITERACY



## Where do they get the score from?

Your score from these credit evaluating companies are taken by the three national credit bureaus in the US: Equifax, Experian, and TransUnion

“A predictive FICO scoring system resides at each of these credit bureaus from which lenders request a FICO Score when evaluating a particular consumer’s credit risk.” -- myFICO.com

FICO just gives the risk score while the credit bureaus offer details

# FINANCIAL LITERACY

## WHY DO CREDIT SCORES AND CREDIT HISTORY MATTER?

### Renting Apartments or Houses

Landlords may reject housing applications if they think you can't pay your rent on time.

### Employment

Current or potential employers can see your credit score, which could determine whether or not you get that particular job.

### High Interest Rates

You may be burdened with high interest rates if you ever apply for a loan or a mortgage.

### Buying a Car

Auto dealers will check your credit score when you are buying a vehicle



A credit score judges how risky it is to give you money or assets

# FINANCIAL LITERACY



**CHECK YOUR  
CREDIT SCORE  
REGULARLY**



# FINANCIAL LITERACY

## BANKING



Choose an account that avoids/minimizes most of the common fees like:

- Minimum balance fee – you'll be charged if your account balance drops below a certain level
- Monthly or annual maintenance fees

Avoid fees and credit problems by:

- Paying bills on time – late bill payments affect your credit score and can increase interest rates (in the case of debt)
- Spending only what you have – overdraft fees occur when you spend more than what is in your account



# FINANCIAL LITERACY



## Banking



### Avoid fees and credit problems by:

- Ask your employer to directly deposit your earnings
- Use mobile apps and online banking to ensure you're spending what is available and check if there is suspicious activity
- Regularly check your accounts: check balance, pay credit card balance, pay outstanding bills, and deposit paychecks (and other moneys)
- Keep spending records (this will help with budgeting)

“Positive energy brings good feelings, and dark energy often means harm. But the destruction in dark energy is also a subtle aspect of construction, like how even forest fires have their benefits. Sometimes enemies are our best teachers, people can learn from their mistakes, destruction sometimes means rebirth.”



Actor, Author, Philanthropist





**YOU'RE DOING  
GREAT!**

**JUST STAY WITH US**

**WE'RE HALFWAY DONE**



# FINANCIAL LITERACY

## BANKING

### Credit Card Pro Tips



**“Treat your credit card like a gift card with less than your monthly budget remaining on it. Use it as a convenient way to spend what you have -- not a way to spend more”**

**Borrowing money costs money!**

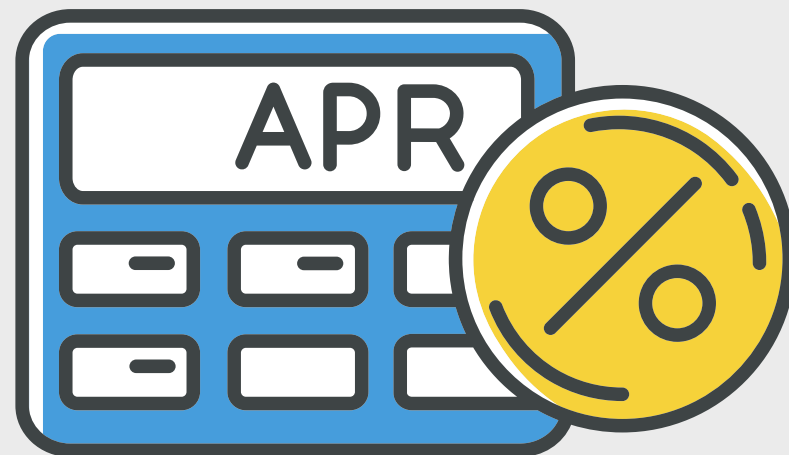
**Annual percentage rate (APR) is compounding  
To understand how much interest is growing, divide the APR by 365**

# FINANCIAL LITERACY

## APR

Here is how it works:

“Imagine that a loan’s APR is 12%, and the loan compounds once a month. If an individual borrows \$10,000, their interest for one month is 1% of the balance, or \$100. This effectively increases the balance to \$10,100. The following month, 1% interest is assessed on this amount, and the interest payment is \$101, slightly higher than it was the previous month.”



# FINANCIAL LITERACY

## Banking

### Minimum Payments

Minimum payments are usually 2-3% of your credited balance. If minimum payments aren't met, late penalties will incur. Typically it's \$25 for the first late payment.

ALSO! Don't forget, late payments show up on your credit report

Paying the minimum payment does not stop interest from accruing!!!



# TAXES

The taxation system in the US is stupid, but we have to do them every year by April 15th (unless an extension has been approved)

You can file your taxes for free or have an expert do it for you.



For simple tax filings, you can do it for free by using trusted tax sites like: TurboTax and H&R Block



# FINANCIAL LITERACY

## Taxes

### Grants and scholarships do not count as income

Find out whether your legal guardians/parents are claiming you as a dependent on their taxes. If you are under 24 years old, enrolled in an accredited undergraduate program, and your parents are paying at least 50% of your support (grants and scholarships excluded), then your legal guardians/parents can claim you as a dependent.

*Even if they claim you, you still have to file your own taxes if you work*

# FINANCIAL SERVICES

## TAXES

This is an example of an average W-2 form. It is a wage and tax statement sent to you by your employer(s). Your tax professional or the tax site you choose to use should walk you through the meanings of the numbered boxes.

22222		a Employee's social security number 123-45-6789		OMB No. 1545-0008		
b Employer identification number (EIN) 11-2233444			1 Wages, tips, other compensation \$47,000.00	2 Federal income tax withheld \$4,700.00		
c Employer's name, address, and ZIP code  Big Employer 123 Easy Street Washington, DC 12345			3 Social security wages \$50,000.00	4 Social security tax withheld \$3,100.00		
			5 Medicare wages and tips \$50,000.00	6 Medicare tax withheld \$725.00		
			7 Social security tips	8 Allocated tips		
d Control number			9	10 Dependent care benefits		
e Employee's first name and initial		Last name	Suff.	11 Nonqualified plans	12a	
				13 Statutory employee <input type="checkbox"/> Retirement plan <input type="checkbox"/> Third-party sick pay <input type="checkbox"/>	12b	
				14 Other	12c	
					12d	
f Employee's address and ZIP code						
15 State	Employer's state ID number	16 State wages, tips, etc.	17 State income tax	18 Local wages, tips, etc.	19 Local income tax	20 Locality name
PA	55-222222222	\$50,000.00	\$1,535.00	\$50,000.00	\$800.00	TGP

Form **W-2** Wage and Tax Statement  
Copy 1—For State, City, or Local Tax Department

2020

Department of the Treasury—Internal Revenue Service

# FINANCIAL LITERACY

## TAXES – what you take home

The amount that you earn will not be the amount you take home. Your take-home pay will be the amount you earned minus taxes.

You can also choose to contribute some of your pay towards 401K or other retirement saving accounts.



YOU CAN CALCULATE HOW TAXES WILL AFFECT YOUR TAKE-HOME PAY BY GOING TO [WWW.ADP.COM](http://WWW.ADP.COM)



“Not having money to spend does not mean we can't have well spent moments everyday.”

Sarah Ban Breathnach

*Bestselling Author*



# FINANCIAL LITERACY

## Protect Your Identity

As you interact more with money and work, protecting your identity will become more and more important.

Your Social Security Number (SSN) is the “holy grail of financial information”

- Do not share your SSN
- Avoid “phishing” scams -- when a person calls/emails claiming they’re from your bank or credit institution. They will likely request your SSN or log-in information
- Take precautions to avoid your mail being stolen -- when you move, change your address at the post office. You can opt out of credit card offers by going to: [www.optoutprescreen.com](http://www.optoutprescreen.com)
- Stay vigilant -- know where your Social Security card, debit card, and credit cards are located
- Practice safe online shopping -- avoid shopping online using public Wi-Fi
- Keep records of everything and keep your financial information secure and private
- Keep it simple - limit the number of accounts you have, use direct deposit, and automatic payments



# FINANCIAL LITERACY

## POINTS SO IMPORTANT WE'RE TELLING YOU IN ALL CAPS LIKE YOUR GRANPA'S FACEBOOK GROUP

**ALL CAPS Point #1: BORROWING MONEY COSTS MONEY.** Pay for everything on time and in full.

**ALL CAPS POINT #2: TRUST NO ONE.** Keep records of everything and keep your financial information secure and private.

**ALL CAPS POINT #3: KEEP IT SIMPLE.** Everyone makes mistakes, and financial mistakes are costly. Keep it simple by limiting the number of accounts you have, using direct deposit and automatic payments, and taking advantage of apps and organizers.



**"So long as your  
desire to explore  
is greater than  
your desire to  
not screw up,  
you're on the  
right track."**

**ED HELMS**

**Comedian & Actor, known for *The Office* and  
*The Hangover* trilogy**

# BUDGETING

## GUIDELINES FOR SMART BUDGETING

### PLAN THE BIG PICTURE

Know all your expenses, assets, and expected income for the year, semester, month, week, and day.

### DON'T SPEND MONEY YOU DON'T ALREADY HAVE

Don't count on your tip money or your birthday check until they're safely in your account, and remember to subtract your expected expenses from your bank account.

### FACE THE MUSIC

Always know what's coming in, what's going out, and when. Avoiding your financial reality will not make it go away.

### SCHEDULE YOUR PAYMENTS

Make your expenses as regular as possible so you can avoid surprises, late payments, and overdrafts.

### SET SYSTEM DEFAULT TO NO AND DEFINE YOUR "UNLESS"

Approach every decision whether to spend money with the assumption that you won't. Use your meal plan; try free activities; when you have to spend, get a good deal and spend on something you value or need

### FEAR OF RUNNING OUT TRUMPS FEAR OF MISSING OUT

Your opportunities to have a great time in your new community are unlimited. Your resources aren't.



# BUDGETING

## ASSESSING & PLANNING THE BIG PICTURES

When you're planning a budget, it helps to divide your expenses & income into categories – for example, a laptop purchase is a one-time expense, but you'll pay your cell phone bill every month and will need to budget for that.

### Incoming Money

- Graduation present – one time
- Grant disbursement – annual
- Internship stipend – monthly (sometimes per semester or summer)
- Paycheck – weekly or biweekly
- Contribution from family – check w/ them about frequency

### Expenses

- Computer purchase – hopefully just once during college
- Student activities fee – annual
- Books – once per semester
- Mobile phone – monthly
- Prescription refills – monthly
- Summer housing rental – monthly, 3 months

# BUDGETING

## TRACK YOUR SPENDING



### BUDGETING APP

Select a budgeting app. Your bank's app may have a budgeting feature. Your school might also recommend an app. If not, popular budgeting apps include Mint, PocketGaurd, and You Need a Budget (YNAB).

### BARGINS & DISCOUNTS

There are some expenses you can't reduce – other expenses are more flexible. Consider buying used textbooks or renting them, for example. Some movie theaters have student discounts. Go thrift shopping!

#### Weekly Expense Tracker

powered by  
GeneralBlue

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Monday		Tuesday		Wednesday	
Expense	Amount	Expense	Amount	Expense	Amount
Total: _____		Total: _____		Total: _____	

Thursday		Friday		Saturday	
Expense	Amount	Expense	Amount	Expense	Amount
Total: _____		Total: _____		Total: _____	

Sunday		Notes:
Expense	Amount	
Total: _____		

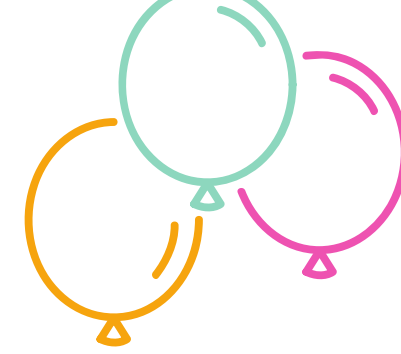
<b>Total Weekly Expenses:</b>	
-------------------------------	--

### DEFAULT TO FREE

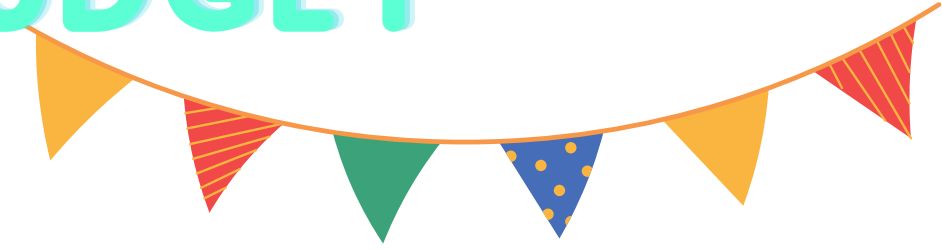
There's a lot of free stuff on campus. You're going to want to hit the town and try new things, but remember to first look for free fun. Even if you don't feel strapped for cash, remember that your friends might be in a very different position – and it's unlikely they'll tell you.

Track your spending for a week. Identify all the things that would likely be free at school (such as a meal covered by your meal plan) or that won't be expenses you'll have while you're at school (such as gasoline, assuming you won't have your car with you). Subtract those from your weekly discretionary budget and see where you stand.

# BUDGETING



# HAVING FUN ON A BUDGET



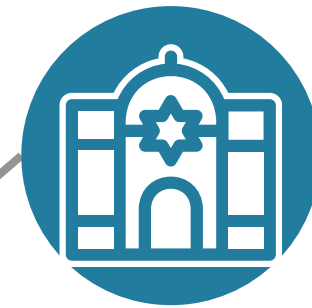
## Libraries & Community Centers

Public libraries and community centers host concerts, fitness classes, book readings, and movie nights – all for free.



## Houses of Worship

Concerts in churches and other faith communities are often free or donation optional



## Student Discounts

Always carry your college ID and ask if there's a student discount on tickets.



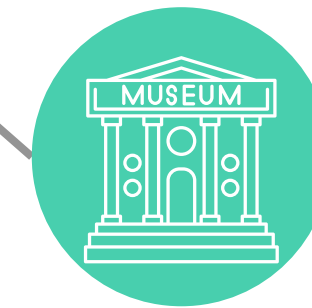
## Volunteering

Volunteering at concerts or plays gets you in for free. If you're willing to stand and wear an unflattering vest, you can save money, have a great time, and meet some new people.



## Public Programming

Outdoor concerts and plays hosted by your city are often free. Google free events near me or check out eventbrite & facebook for local programming



## The Smithsonian

The Smithsonian Institute is made up of 16 museums, most of which are in DC. Most of the Smithsonian Institute's Museums are free of charge – check their website for details on how to redeem tickets





“Hardships often  
prepare ordinary people  
for an extraordinary  
destiny.”

C.S. Lewis

Writer, literary scholar, and Anglican lay theologian,  
author of *The Chronicles of Narnia* series





# THE LAY OF THE LAND: YOUR CAMPUS

Chapter 17

# GETTING SITUATED

## Use a Campus Map to Get Your Bearings

- Find and highlight key buildings: dining hall, wellness center, your residence hall, the library, the fitness center, and the department building for your major (if you have one). NOTE: you might be able to find out where your classes meet before your first class. If so, locate those campus buildings.
- Orient yourself to north/south/east/west. Is your residence hall west of the main campus green? South of the dining hall? It will be easier to learn your way around if you do this.
- Learn the name of the streets running through and around your campus.
- Use an online app to locate your university within the city, and see where the main roads from campus lead.
- Find out whether there are any spaces on campus that aren't disability accessible. If one of your classes is meeting in a space that is not accessible for you, contact the disability services coordinator, who will ensure that you have access to your class.



**Find more information and maps at**

<https://www.american.edu/about/visiting-campus.cfm>

# TRANSPORTATION

## SHUTTLES

AU has shuttle service with three different routes (Blue, Red, and Green). Red and Blue go to the Tenletown Main Street where there are shops, restaurants, and the Metro station. Red and Green go from Main Campus to the Spring Valley campus, which you may have classes in.

For more information, visit <https://www.american.edu/finance/transportation/shuttle.cfm>



# TRANSPORTATION

## E-SCOOTERS & BICYCLES

### **E-Scooters:**

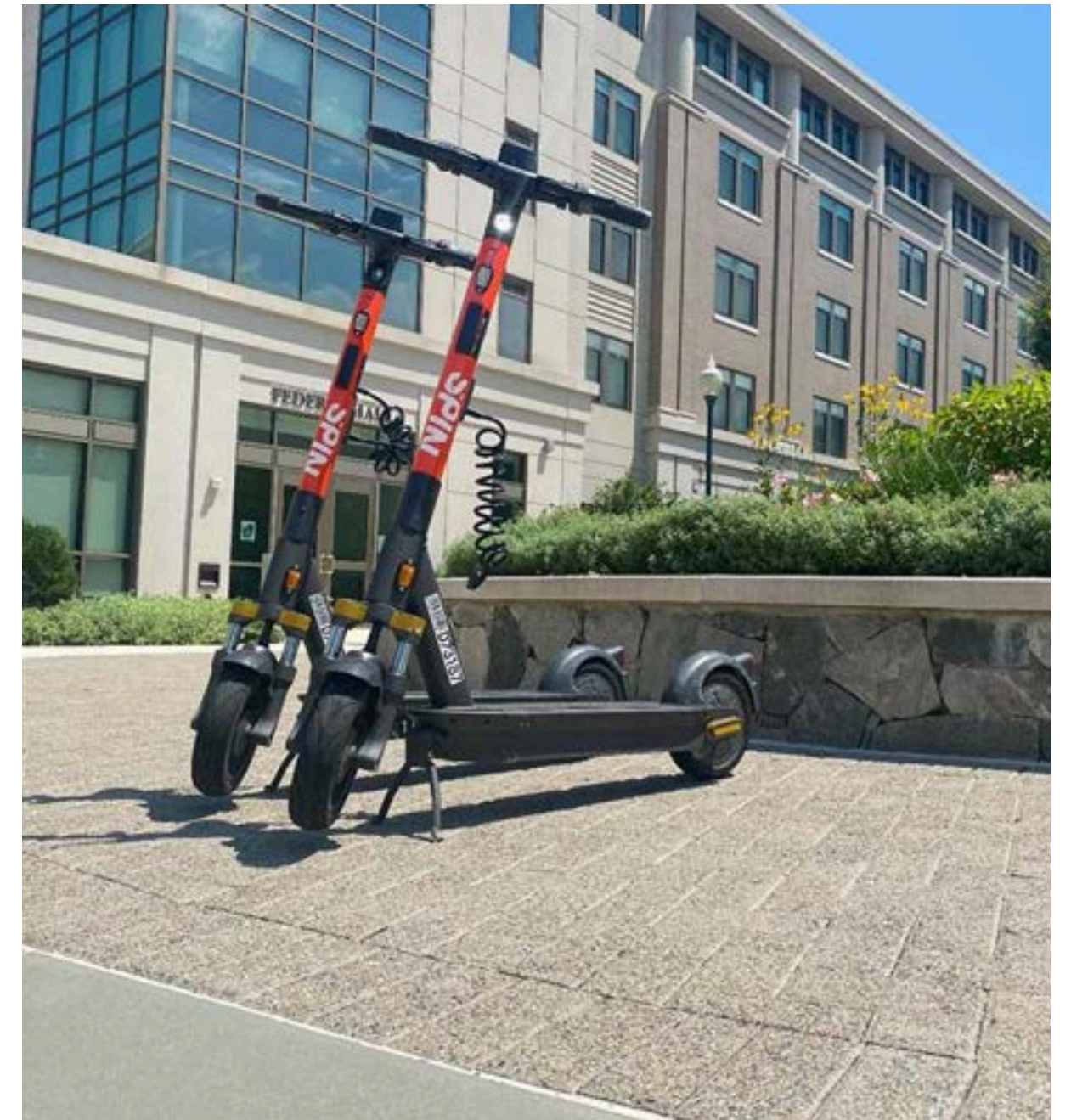
American University students, faculty, and staff are able to enjoy an eco-friendly mode of transportation: Battery-operated scooters powered by 100 percent renewable energy are available across the university's main campus, the Washington College of Law (WCL) Tenley campus, and the Spring Valley building thanks to a partnership with Spin, the San Francisco-based micromobility company.

### **Other Dockless E-Scooters & E-Bikes:**

Shareable E-Scooters and E-Bikes, or Dockless Vehicles are rentable from various companies throughout the district. They provide a fun, convenient way to travel to, from, and around campus. Dockless vehicles should be parked adjacent to outdoor bikeracks and not on neighborhood side walks, building entrances, or anywhere obstructing the way of pedestrians. Dockless vehicles are also prohibited from entering any campus buildings. Improperly used or parked vehicles may be impounded by Parking and Commuter Services or AU Police.

**For more information visit**

<https://www.american.edu/finance/transportation/scooters.cfm>



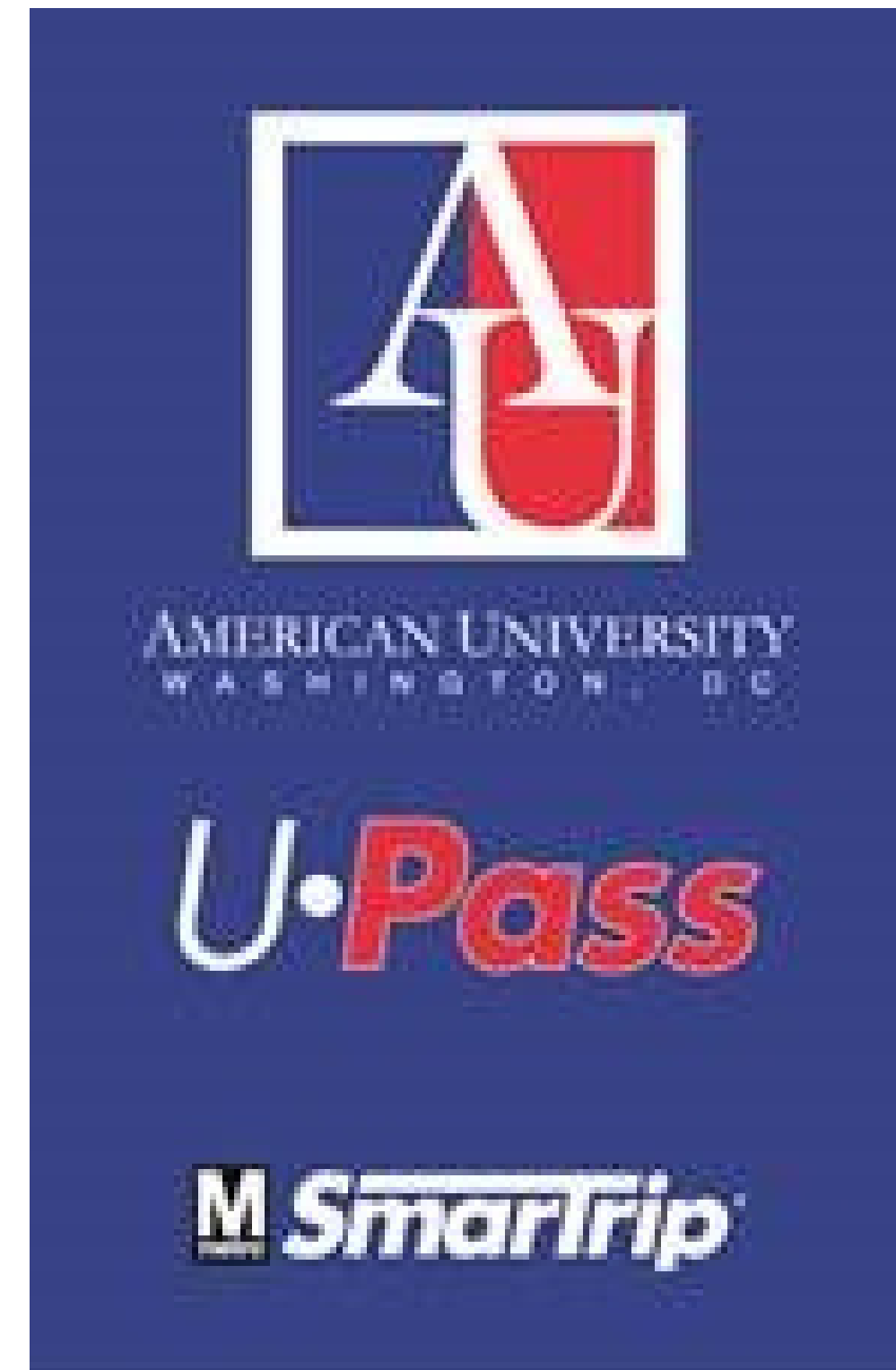
# TRANSPORTATION

## METRO U-PASS

Since the program's adoption in March 2016, AU has worked with Washington Metropolitan Area Transit Authority (WMATA) to provide students with the benefit for a flat fee. This mandatory student fee will appear on the student bill for all full-time undergraduate, graduate, and law students. However, the fee will not be assessed for all full-time distance (online) learning, MetroAccess-eligible, or study-abroad students (for the semester they are abroad). For students with financial aid, the fee is included in the cost of attendance. AU's cost of attendance has not increased. Instead, the estimated cost of transportation has been adjusted to account for this program.

**For more information visit**

**<https://www.american.edu/finance/transportation/upass.cfm>**



# TRANSPORTATION

## AU - LYFT RIDESMART

The American University–Lyft RideSmart Program is replacing the previous carshare partnership to offer a sustainable, flexible, and cost effective transportation alternative for faculty, staff, and students conducting official university business.

Departments will now be able to set up Lyft programs and utilize a central billing system for authorized users to book rides via the Lyft app. This allows students, faculty, and staff the flexibility to go off-campus when needed without worrying about needing a personal vehicle to get to their destination. Departments can set specific pickup and drop-off locations to ensure the program is only utilized for AU-affiliated business.

**For more information visit**

**<https://www.american.edu/finance/transportation/lyft.cfm>**



# TRANSPORTATION

## PARKING

### Parking Enforcement

Parking regulations are enforced at all times. Violators are subject to citation, vehicle immobilization, tow and/or conduct referral. Please visit the parking portal for details on permits, fines, and so on.

### Non-Affiliate Parking

Non-affiliated and unapproved persons are not permitted to park on campus. Only persons conducting official business with American University are permitted to park on campus. Approved non-affiliates include University Guests, University Volunteers & Interns, Prospective Students, and Campus Vendors. See the Daily Parking tab below below for pay-as-you-go parking information.

**For parking permits, visit**

**<https://www.american.edu/finance/transportation/parking.cfm>**









# CAMPUS RULES & POLICIES

## BUILDING ACCESS

American University is an open campus, meaning that the public can enter the campus and most building (other than residence halls) during the day. Find out the open hours for the buildings you will visit most frequently, such as the department office for your major; the library, dining facilities, the health center, and others.





“In wisdom gathered  
over time, I have  
found that every  
experience is a form  
of exploration.”

Ansel Adams

Landscape photographer and  
environmentalist known for his black-and-  
white images of the American West.

# CAMPUS RULES & POLICIES

## ID CARD

Your AU One Card is more than just your identification. It is used like a credit or debit card for meal plans, purchasing on campus, access to university events, building access, and more.

Find more information at <https://www.american.edu/student-affairs/onecarddining/idfeatures.cfm>





# CAMPUS RULES & POLICIES

## GENDER INCLUSIVE FACILITIES

American University offers All-Gender Housing and Gender Neutral Restrooms. More information can be found below.

All-Gender Housing: <https://www.american.edu/student-affairs/housing/all-gender.cfm>

Gender Neutral Restrooms: <https://www.american.edu/student-affairs/cdi/gender-neutral-restrooms.cfm>

Trans Resource Guide: <https://www.american.edu/student-affairs/cdi/trg.cfm>

Our CDI staff member, Khouri Lassiter, is also a great resource on navigating gender inclusivity at American.



# CAMPUS RULES AND POLICIES

## VISITORS & GUESTS

- Residents are permitted to have guest in their assigned residence hall.
- Residents are required to register all guest at the community front desk of their building. Guest are expected to check out when departing.
- Non-AU affiliated persons (this includes family members) are allowed to visit any residential building.

**Policies for on-campus housing can be found here:**

<https://rb.gy/omvk0k>



# INVOLVEMENT & COMMUNITY RESPONSIBILITY

Chapter 18



Studies show that first-year student involvement in clubs and organizations expands their organizational and managerial skills; grooms them for college-level academic group projects; helps to diversify their friend groups; and prepares them for leadership roles beyond graduation.

Many new students question the hours they should commit to student group involvement in college, as they are concerned that their new schedule won't allow them enough free time. Some make the mistake of waiting until their second semester to get involved thinking they will explore student groups once they've developed a pattern of homework and studying. We would argue this is a mistake – in fact, most first-year students report that they feel significantly more connected to their campus and student community if they enmesh themselves in clubs and organizations as soon as possible.



People often say college is a time to reinvent yourself, and in some ways, this is true. You cannot change who you are or what you've done but you can begin to think critically about what parts of your personality you would like to develop and make front facing and explore emerging fascets of your personality that you may not have given time to yet. One of the ways to do this is to explore new activities and curiosities.

Really home one of these passions and the skills needed to excel in it at the college level. Now that your resume isn't all about gathering various activities, as it may have been in high school, you can really focus on spending quality time on one of these areas.

**OR**

Drop one (or all) of these identities completely. With the exception of some college athletes who must complete in their sport in order to keep their scholarship, your first year of college is an opportunity for you to join some less familiar or unfamiliar activities and try a brand-new identity on for size.







American political figure, diplomat, activist, and former First Lady of the United States from 1933 to 1945.

*"Do one thing  
every day that  
scares you."*

*Eleanor  
Roosevelt*

# AU CLUBS

Clubs and organizations place a huge role in student life in college. The two categories are often discussed together, although there are a few differences. **Clubs** are groups of students who gather because they share similar interests, while **organizations** are groups of students acting toward a particular cause.

There are really three types of college clubs and organizations:

- Those that help you
- Those that help your studies or future career
- Those that help others

The good news is that often, one student group you join in college may fulfill two or even all three of those categories for you. A hidden benefit of joining a student group as a first year student is the regular interaction you'll have with upper-class students with similar interests who can offer you advice related to the focus of the group, and also on classes and professors.

A full list of student organizations and clubs can be viewed at <https://american.campuslabs.com/engage/organizations>



# AU CLUBS

**There are approximately thirteen thematic categories of clubs and organizations that you'll find at most colleges:**

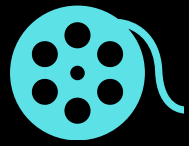
1. Academic (Undergraduate History Club or Film Student's Association)
2. Cultural Diversity (Cuban Students for Change or Latinx Discussion Group)
3. Faith or Spirituality (Hillel or Gospel Choir)
4. Honors/Achievement (International Sociology Honors Society or Phi Beta Kappa)
5. Sport and Fitness (Intramural Volleyball Team or Hiking Club)
6. Political (College Students Democrats or Model United Nations)
7. Public Service/Civic (local elementary school tutoring club or Habitat for Humanity)
8. Fraternal (social, professional, or community service sorority or fraternity)
9. Professional (business club or Future Teachers of America)
10. Publications (campus newspaper or photography journal)
11. Performance (Shakespeare group or improv comedy troupe)
12. Campus Representation (student rep to the board of trustees or campus tour guide)
13. Social (Gamer's Club or Harry Potter Club)

**A full list of student organizations and clubs can be viewed at**  
<https://american.campuslabs.com/engage/organizations>

# BENEFITS TO JOINING CLUBS & ORGANIZATIONS ON CAMPUS

- Develop your “people skills,” which is important for the future workplace
- Continue to learn how to work with a team (beyond what you did in high school)
- Learn about yourself as a college student as you change and develop
- Have FUN, make friends, and take a regular break from your studies
- Engage with diverse groups of people
- Be provided with networking opportunities for future internships and jobs
- Gain managerial skills in a supportive environment
- Be able to use skills you’ve learned in class in practical situations
- Gain more in-depth leadership skills (beyond those you gained in high school)
- Have opportunities to grow your role from member to officer/leader over time
- Expand your resume to show future employers what you accomplished in college
- Connect and build relationships with campus administrators, staff, and faculty
- Enhance the campus community through the creation of educational programs and campus events





FILM

“BY GOING TO THE MOVIES, AND BECAUSE OF OTHER THINGS, TOO, GOING TO COLLEGE, MAKING A WIDE VARIETY OF FRIENDS, MOVING AROUND TRAVELING, I BECAME A LOT MORE OPEN-MINDED THAN THE HERITAGE I WAS BORN INTO MIGHT HAVE SUGGESTED.”

ROGER EBERT



Film critic, film historian,  
journalist, essayist,  
screenwriter, and author

# WHICH CLUBS AND HOW MANY?

**“It’s good to get involved, but getting too involved can be overwhelming and damaging to your educational career. Depending on the activity, it can also be detrimental to your bank account, so keep in mind the price you pay to have a social life. Be involved, but don’t get carried away.”**  
–College Student

We suggest that you sign up for more clubs than you know you can participate in so that you can receive information, attend events, and weed out the ones you don’t love to find which you’d like to join. Ideally, we suggest that you find one club or organization with an academic/professional focus, one that offers you time to socialize and relax, and one that provides service to the larger community

# HOW ACCESSIBLE ARE CLUBS/ORGANIZATIONS FOR STUDENTS WITH DISABILITIES?

The answer is that they should be very accessible. Title III of the Americans with Disabilities Act (ADA) supports the rights of people with disabilities to accessible space and other accommodations to help ensure that, among other things, people with disabilities can attend college with a minimum of difficulty and that their right to experience the world of higher education is not infringed upon.

While clubs and organizations are required to be accessible to all students, the reality is that the activity type or program of some clubs may not be accessible to certain students with certain disabilities. The Center for Student Involvement is a great resource for figuring out which clubs make the most sense for you.

202-885-3390

studentinvolvement@american.edu

Mary Graydon Center, Room 271

For more information, visit <https://www.american.edu/student-affairs/student-involvement/>

# EVENTS ON ENGAGE

Looking to get involved? If you're interested in joining clubs, attending club events, and getting connected to the AU community, check out Engage!

Events in Engage: AU has tons of student hosted and departmental events on campus. Events can be found on Engage. Simply login to Engage using your AU Portal username and password. Then explore upcoming events on the "Events" tabs or connect with student organizations on the "Organizations" tab. You can also utilize the CORQ app! Corq is available for download via the App Store and Google Play.

Engage can be found here:

<https://american.campuslabs.com/engage/>

Instructions on how to use engage can be found here:

<https://www.american.edu/student-affairs/student-involvement/>





**GO BOLDLY AND HONESTLY THROUGH  
THE WORLD. LEARN TO LOVE THE FACT  
THAT THERE IS NOBODY ELSE QUITE  
LIKE YOU.**

**DANIEL RADCLIFFE**



The Boy Who Lived

# GREEK LIFE: TO PLEDGE OR NOT TO PLEDGE?

About 9 million college students are members of Greek organizations, and joining a sorority or fraternity in college is a huge decision. However, the importance and impact of rushing and pledging varies considerably from one campus to the next. Many families and communities have traditions about involvement in Greek life in college and as alumni. Other families and communities strongly discourage involvement in sororities and fraternities.

You can find more information on AU's greek life here:  
<https://www.american.edu/student-affairs/student-involvement/fsl.cfm>



# PROS OF RUSHING OR PLEDGING

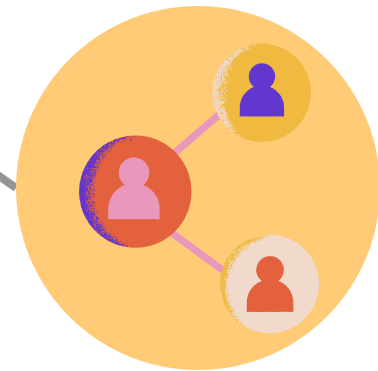
## Philanthropy

Many Greek organizations work hard to instill a culture of service and philanthropy in their members, and many chapters even have leadership positions dedicated to this aspect of Greek life. Some chapters raise thousands of dollars every year, instilling a lasting appreciation for the value of service among members.



## Networking

Networking is an integral part of Greek life and provides one of the strongest foundations for social interfacing with peers. Greek organizations are known for helping to build networks of alumni who often prove extremely beneficial to college students and recent graduates looking for internships, employment, or letters of recommendation.



## Cultivating Leadership Skills

Fraternity and sorority membership helps cultivate leadership skills by participation in the traditions, collaborative activities, and organizational structure of the group. Undergraduate students can actively contribute, coordinate, and lead as brothers and sisters – all valuable skills for a future career.



## Belonging to an immediate “family”

When you go Greek, you will gain a network of friends and a wonderful built-in system of peer support from your sorority or fraternity “family.” Friendships in Greek organizations are strongly encouraged between students of different academic standing, offering under-class students opportunities to learn from upper-class peers, who in turn provide leadership and mentoring.



# CONS OF RUSHING OR PLEDGING

**The Price:** Depending upon the organization, the cost of membership can be one of your largest expenses in your college budget, averaging about \$1,000 for a single semester at a public university; that amount might cover only local chapter dues, national organization dues, and insurance. There are often additional costs such as clothing and event tickets that are additional.

**Hazing:** Many new fraternity and sorority pledges submit to physical, emotional, and psychological manipulation in the name of joining Greek organizations. Although it is technically forbidden on every campus, the reality is that it still happens and is fairly widespread. The majority of hazing on campuses is time-consuming but harmless. However, some is brutal and results in serious injury and even death. ***Note: All hazing should be reported.***

**Alcohol & Drug Use:** Alcohol and illegal drugs are part of a common culture in Greek organizations, although a growing number of Greek organizations seek to teach about this culture of abuse and want little part in it. That said, the vast majority of hazing-related deaths have resulted from forced binge drinking, and a large number of campus sexual assault incidents within Greek organizations are connected to alcohol consumption of their membership.

**Weekly Time Commitment:** During rush, nearly all hours outside class are spent in meetings, completing tasks, or simply being present in the chapter house, meeting room, or with the group. These time commitments can have a huge impact on a student's study, sleep, and work schedules, and require excellent time management skills to balance. Additionally, there are often other events where attendance is expected on weeknights.

# SPORTS TEAMS



## INTERCOLLEGIATE SPORTS

INTERCOLLEGIATE SPORTS are your school's official varsity teams and compete at the most competitive level. They are sanctioned by the NCAA and organized into divisions and leagues. Many varsity athletes receive financial aid for their participation and juggle a rigorous practice and travel schedule in addition to their status as full time students

**More information on intercollegiate sports can be found at <https://aueagles.com/>**



## CLUB SPORTS TEAM

CLUB SPORTS TEAMS are competitive, play against other (usually local) colleges, require tryouts to join, and provide a coach. Club teams are a great way to continue your experience with organized sports after leaving high school if you will not be competing as a varsity athlete in college.

**More information on club sports can be found at <https://www.american.edu/recfit/club-sports/>**



## INTRAMURAL SPORTS

INTRAMURAL SPORTS are great if you're looking for recreational games. They are the most casual and affordable way to join organized athletics in college. They also offer some of the most diverse sports (including Quidditch and dodgeball on some campuses). These teams benefit people with little free time and don't usually require attendance at every game.

**More information on intramural sports can be found at <https://www.american.edu/recfit/intramurals/>**



# ARTS AT AU

The arts have a prominent role at American University. You can be involved by majoring in the arts, minoring in the arts, taking arts classes as electives, or joining a production as an extracurricular activity. You can also participate by attending music performances, plays and musicals, or visiting the renowned AU Arts Museum. **More information can be found at <https://www.american.edu/arts/>**



## DEPARTMENT OF PERFORMING ARTS

American University's Department of Performing Arts (DPA) includes robust programs in Theatre/Musical Theatre, Music, Dance, Arts Management, and Audio Technology. Taught by outstanding scholar-practitioner-educators in their respective fields, students learn, create, and perform in the classroom, the studio, on stage, and beyond.

**More information on the Department of Performing Arts can be found at <https://www.american.edu/cas/performing-arts/>**



## DEPARTMENT OF ART

The Department of Art comprises a dynamic community of artists, designers, and historians dedicated to investigating, and innovating, the communicative power of visual culture. Programs flexibly engage with historical traditions and contemporary modes of analysis and making. Exploring notions of identity and power, questioning standards of judgment in the arts, and analyzing the construction of meaning through material and form are all central to research and teaching.

**More information on the Department of Art can be found at <https://www.american.edu/cas/art/>**



## AU MUSEUM

The American University Museum hosts rotating exhibitions of contemporary art from around the globe and the Alper Initiative, a dedicated research and display space for the art history of Washington, DC. The museum is located on American University's main campus in the Katzen Arts Center.

**More information on the AU Museum can be found at <https://www.american.edu/cas/museum/>**



# BECOMING A RESPONSIBLE MEMBER OF YOUR CAMPUS & LARGER COMMUNITY

Becoming an adult means more than just showing up; you should make every effort to become an involved and informed member of both your college campus and larger community. This includes regular attendance at campus events, appreciating the experiences of all students on your campus, casting your vote in campus, local, and national elections, and understanding the community standards set by your college.

**"TO BE ONE, TO BE UNITED IS A GREAT THING. BUT TO RESPECT THE RIGHT TO BE DIFFERENT IS MAYBE EVEN GREATER."**

***BONO***



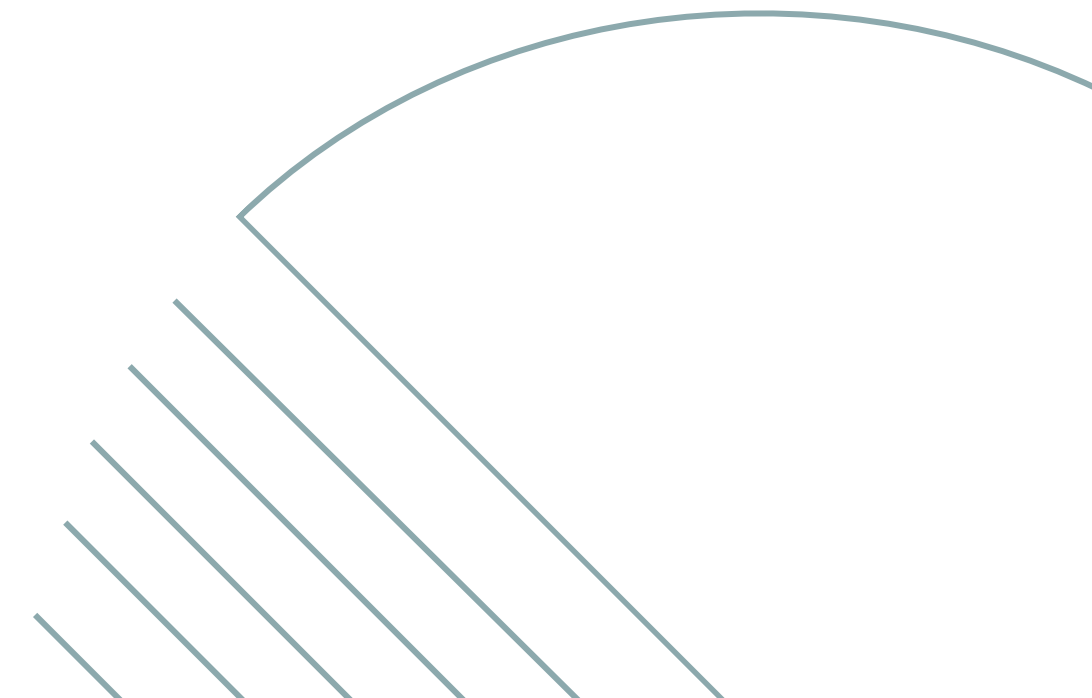
Irish singer-songwriter and activist known as the lead singer of U2



# REGULARLY ATTENDING CAMPUS EVENTS

Many first-year students feel overwhelmed by the number of events, lectures, performances, films, and discussion groups advertised regularly on campus in addition to the club and organization programming. Some students react by simply shutting down. Of course it is easier to just hang out in your residence hall lounge than to attend an event on campus where the people and even the location are unfamiliar to you.

Our advice is for you to reframe what you're thinking: these events should be seen as opportunities rather than obligations. Thinking and learning outside your comfort zone are hallmarks of being a college student. Be open to something totally new and try to attend at least one program per week that sparks your interest (or is completely unfamiliar to you).



# UNDERSTANDING AFFINITY GROUPS AND WHY THEY'RE NEEDED

An affinity group is a group of people who come together based on areas of common interest, background, and shared experiences. Groups such as the Black Student Association, Korean Student Collective, First-Generation Student Group; LGBTQ+ Alliance; Muslim Student Association; and Student Veterans create greatly needed affirming and empowering spaces for students to increase their sense of belonging and combat the isolation that many students experience in college.

The dramatic rise of reported bias incidents on college campuses and in the nation as a whole has increased the need for student dialogue about safety and inclusion. This is especially true for students of color at predominately white institutions (PWIs). In these spaces, affinity groups offer the opportunity for in-depth focus on relevant topics in collaboration with others.



# UNDERSTANDING YOUR SCHOOL'S CONDUCT CODE

American University has a code of conduct/code of community standards and disciplinary procedures for infractions of that code. College conduct codes are designed to respect the varied experiences and needs of their students, faculty, staff, and even visitors to campus.

Some of the items listed in the code include conduct that threatens or endangers the health or safety of another person, theft and damage to property, alcohol and drug use, possession of weapons, hazing, disruption or obstruction of college activities, violation of residential life and housing policies, and violation of policies against discrimination, harassment, and sex- and gender-based misconduct.

Within the framework established in American's code, individuals are as free as possible to conduct their own decision-making while modeling responsible citizenship. For example, as a student, you have the right to freedom of expression, but you are also expected to exercise concern for the rights of others. You have the right to freedom of discussion, but you are also expected to engage in civil discourse, accepting others' rights to their own opinions.

American University's Code of Conduct can be viewed here:  
<https://www.american.edu/policies/students/student-conduct-code.cfm>

# CASTING YOUR VOTE: CAMPUS ELECTIONS

Campus student government elections are often a young adult's first real exposure to a formalized democratic process when they are finally voting age. It is important that you take the student government elections on your campus seriously and make sure you vote. The student representatives your vote into office can shape the direction of your institution for years to come. If you are passionate about creating change in your campus community, you can also choose to get involved in student government yourself.



# CASTING YOUR VOTE: FEDERAL, STATE & LOCAL ELECTIONS

If you attend college out of state, you may vote in your home state or territory, or in the state where you attend college – but you can only vote in one place.

If you are a U.S. Citizen, you must be registered to vote, and in most places you must register before election day. Some states have same-day registration for those who vote in person. Every state has its own rules for registration.

As a registered voter, you can vote in two types of elections for local, state, and federal offices. In primary elections, the political parties choose the candidate who will run for office against candidates from the other parties. State political parties set the rules for voting in primaries. In general elections, candidates who won their parties primaries, along with independent candidates who aren't a member of a party, compete for positions from neighborhood commissioner to president of the United States. **It's easy to find your state's or territory's website for votes at <https://www.usa.gov/election-office>**





American Marxist and feminist political activist, philosopher, academic, and author, and professor

**"I am no longer accepting the things I cannot change. I am changing the things I cannot accept."**

**Angela Davis**

# CASTING YOUR VOTE: VOTING IN DC

Though D.C. is not an official state, it still participates in primaries and general elections

## Voter registration deadlines

Online registration deadline: 21 days before Election Day

Register by mail deadline: Must be received 21 days before Election Day

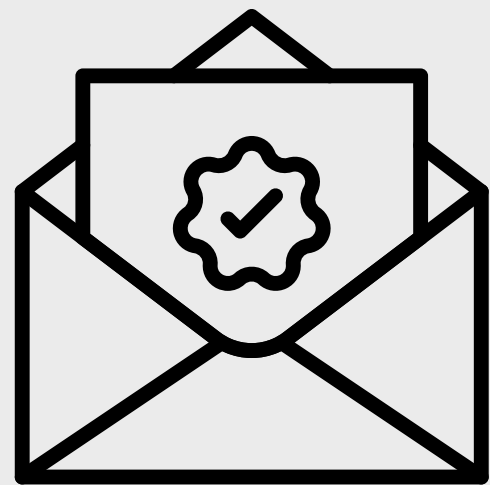
In person registration deadline: Available up to and including on Election Day

**How to register: Visit**

**<https://vote.gov/register/dc/>**



# CASTING YOUR VOTE: VOTING BY ABSENTEE BALLOT



Because college students are often out of state (or across the state from their permanent residence) on election day, many vote by absentee ballot. States' and territories' rules for absentee voting vary widely, and its important to find out the rules that apply to you.

When is the next election in the state where you are registered or plan to register?

What is the deadline to request and mail an absentee ballot if you will be at school on election day?

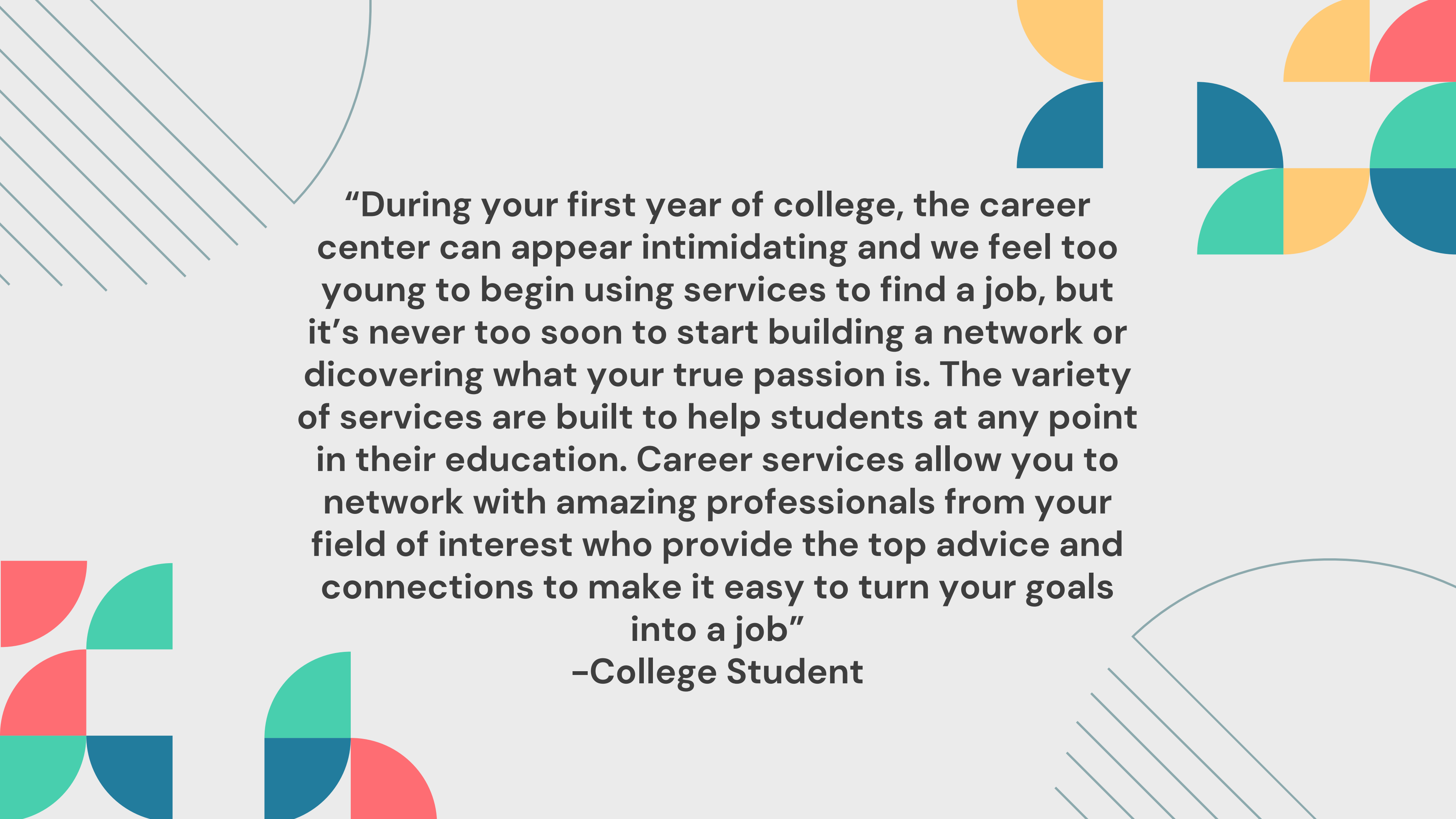






# CAREER AND INTERNSHIP RESOURCES

Chapter 19



**“During your first year of college, the career center can appear intimidating and we feel too young to begin using services to find a job, but it’s never too soon to start building a network or discovering what your true passion is. The variety of services are built to help students at any point in their education. Career services allow you to network with amazing professionals from your field of interest who provide the top advice and connections to make it easy to turn your goals into a job”**

**–College Student**

# AMERICAN UNIVERSITY CAREER CENTER

## Services offered:

- Individual career advising appointments
- Job and internship search tools (part-time and full-time, on and off campus, paid and unpaid)
- Resume and cover letter review
- Interview prep
- Affinity-based career resources
- Job fairs
- The Office of Merit Awards
- Online resources
- Networking opportunities
- International student resources
- Webinars

202-885-1804

Monday-Friday: 10 am-12 pm and 1-4 pm  
Butler Pavillion, 5th Floor

 Career Center

 [american.edu/careercenter](https://american.edu/careercenter)

 [careercenter@american.edu](mailto:careercenter@american.edu)

Visit our website  
for updates on our  
operating status

# CAREER-INTEREST SELF ASSESSMENT

Check out free career-interest self-assessment geared toward college students. Some common ones are the Career Values Test, the Strong Interest Inventory, My Next Move, MyPlan.com, Career Clusters Interest Survey, Holland Code, and the PI Behavioral Assessment.

Take the self-assessment before school begins. The results might solidify what you already know or offer some new ideas for college majors and future careers for you to check out.

AU's Career Center also offers self-assessments. **For more information, visit**  
<https://www.american.edu/careercenter/self-assessment-and-exploration.cfm>





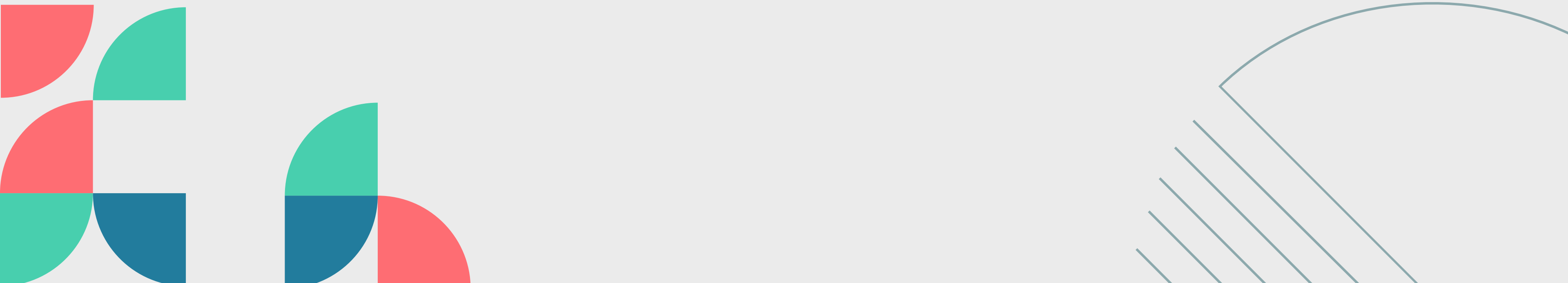
Professional American Football Player, Two  
Time Superbowl Champion and MVP, &  
Broadcaster

"I don't think in the  
past. I don't think in the  
future. You grasp the  
moment."  
Eli Manning



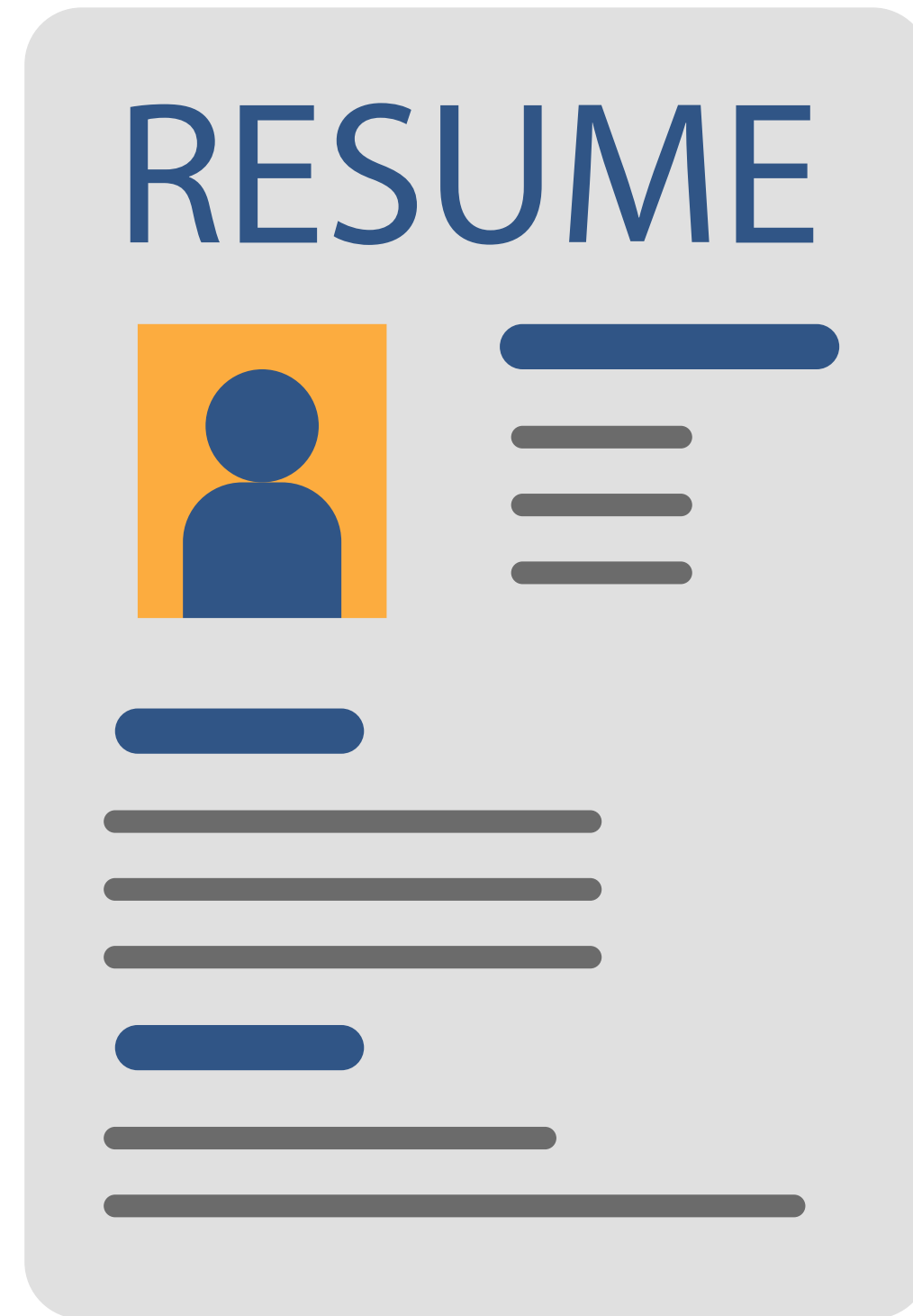
# INTERNSHIP & JOB SEARCH TOOLS

AU's Career Center can help you get ready for all parts of the internship or job search process. Listed on the following pages are the career resources most commonly utilized by undergraduate students when searching for an internship or employment during the school year, for summer break, and after graduation.



# RESUMES

Career advisers and other career center staff will assist you in creating or updating your professional resume. They will help you to decide if you will be creating a chronological resume (which lists your education and experience in reverse date order to show employment history and growth) or a transferable skills resume (which highlights skills and experience that are relevant to the employer, rather than chronologically), based on the position to which you are applying. The career center can also provide useful templates and guides for resume construction.





## PRO-TIP

Many first-year students want to know if they can and should include experiences from high school on their first college resume. The answer is yes, but as you progress through college and gain additional experience and skills (usually around your junior year), your high school achievements become less relevant to employers and should be removed. There can be good reasons for keeping your high school degree listed on your resume for some time to come, such as making a geographic tie with your hometown, or finding a point of commonality with alumni of your high school in other locations.



# COVER LETTER

The purpose of a cover letter, which should always accompany your resume when you apply to an internship or job, is to introduce yourself and compel an employer to read your resume to learn more about you. There are different styles of cover letters, each relevant to different career paths. Your campus center will guide you on preparing there when the time is right. Note that your cover letter is the first sample of your writing that a potential employer sees, so it deserves time and attention to ensure it makes a good impression.



# WRITING SAMPLES

Whether you are applying for an internship or job or to graduate schools, you may be asked to provide a writing sample. The goal of a writing sample is to measure your ability to write professionally, clearly, and succinctly. You can certainly write a sample from scratch at the time of your application, but you can also use something you've previously written.

Take some time to look back to your high school papers to find one that might make a good writing sample for an early internship or job in college.



# MOCK INTERVIEWS

AU's Career Center holds mock interviews either in person or by video conference to help calm your nerves before an interview and ensure that your responses to interview questions are concise. You'll receive feedback from a career adviser, and in many cases, you'll be able to see a video of the entire mock interview.

You can make an appointment at <https://www.american.edu/careercenter/advising-appointments.cfm>



# JOB AND INTERNSHIP FAIRS

The Career Center hosts Job fairs throughout the semester, both in person and virtually. Although there are most often geared towards sophomores, juniors, and seniors, we strongly suggest that you drop by and check out the format of it during your first year of college. This way, you'll know what to expect when you attend as a prospective internship or job candidate, and the process won't be so overwhelming.

The Career Center event schedule can be viewed at <https://www.american.edu/careercenter/job-and-internship-fairs.cfm>



**“IF YOU DON’T GO  
AFTER WHAT YOU  
WANT, YOU’LL NEVER  
HAVE IT. IF YOU DON’T  
ASK, THE ANSWER IS  
ALWAYS NO. IF YOU  
DON’T STEP FORWARD,  
YOU’RE ALWAYS IN  
THE SAME PLACE.”**

**Nora Roberts**



*New York Times Bestselling  
Romance Author*

# PROFESSIONAL SPEAKERS, NETWORKING OPPORTUNITIES AND ALUMNI CONNECTIONS

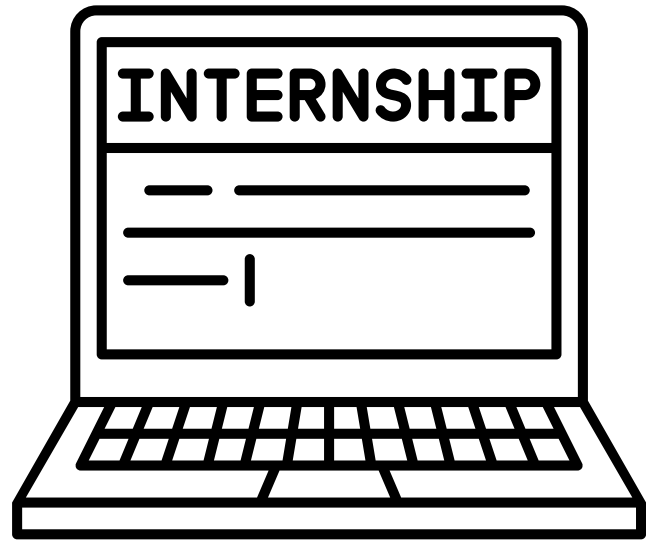
The AU Career Center hosts guest speakers to talk to students about potential opportunities within industries and career paths. Networking receptions provide the opportunity for students to connect, seek professional advice, and learn more about businesses and organizations. Often, AU alumni are asked to be a part of these events. Definitely make sure to attend some of these programs during your first year of college.

The AU Career Center also has talks recorded and up on their website for you to watch.



# THE PATH TO INTERNSHIP

We strongly suggest that you wait until at least your second semester of college or, better yet, the summer after your first year to land an internship. Why?



1

Your first year of college should include a period of adjustment to your new schedule: your courses, time for study and homework, co-curricular activities, a social life, and, for many, paid part-time work. Allow yourself this time to successfully transition to campus life.

2

You will be competing for internships and jobs with sophomores, juniors, and seniors who all have greater qualifications than you.

3

As one of the youngest interns on the job, you will most likely be offered an unpaid internship and given more administrative tasks compared to your upper-class student peers.

4



You should focus on performing as well as you can academically. Then you can market that to potential employers.



# THE PATH TO INTERNSHIPS



A few benefits to look forward to and traps to look out for when it's time for you to commit to an internship experience:

- An internship can help affirm your career aspirations and help you develop new skills. It can also help you learn what you dislike in a position, organization, or industry
  - Internships are about quality, not quantity. What's most important is the quality of the experiences you have had and the professional connections you have made in the workplace.
  - Do your research and don't get trapped in an internship where all you are expected to do is make coffee and file papers. You should expect some internship days to be dedicated to stuffing envelopes, but that shouldn't be the whole experience. Asking other students who have interned at the same place is often helpful.
  - Make sure you know if you can get academic credit for internships, and if so, how many credit hours will be received by the number of hours you will be working. You can check with your academic advisor.
  - Don't forget that if you excel in your position and stay connected to the supervisors and other mentors you meet at your internship site, you may walk away with a professional reference or even a job offer down the road. In addition, many surveys show that the vast majority of employers prefer to hire someone who has previously interned somewhere over someone with no prior experience in the work place.
- 
- 



# WORKING ON CAMPUS

BENEFITS OF WORKING ON CAMPUS	CHALLENGES OF WORKING ON CAMPUS
<ul style="list-style-type: none"><li>• Your commute will be quick</li></ul>	<ul style="list-style-type: none"><li>• Positions that interest you might only be eligible to work-study students, and you might not qualify</li></ul>
<ul style="list-style-type: none"><li>• You might have downtime during which you can do homework and read</li></ul>	<ul style="list-style-type: none"><li>• Working, studying, and living at the same location (especially if your campus is small) can begin to feel mundane.</li></ul>
<ul style="list-style-type: none"><li>• You can often guarantee regular shifts that can be planned around your class schedule, as your employer understands that you are a student first.</li></ul>	<ul style="list-style-type: none"><li>• You might be eligible for work-study, but the positions open might not interest you or might not work with your class schedule.</li></ul>

# WORKING OFF CAMPUS

BENEFITS OF WORKING OFF CAMPUS	CHALLENGES OF WORKING OFF CAMPUS
<ul style="list-style-type: none"><li>• Companies will probably pay more than on-campus positions for the same work hours</li></ul>	<ul style="list-style-type: none"><li>• Shifts are often irregular or scheduled at the last minute (especially food service or retail)</li></ul>
<ul style="list-style-type: none"><li>• The jobs are often more relevant to your career plans than on-campus positions are</li></ul>	<ul style="list-style-type: none"><li>• Commuting costs extra money and takes time from your academic schedule (on top of the time you're actually working at the job)</li></ul>
<ul style="list-style-type: none"><li>• These positions give you the opportunity to network with those in a career or field of interest to you.</li></ul>	<ul style="list-style-type: none"><li>• Your supervisor regards you as employee, not a student, so they may not be flexible about your need to take time off to study for exams</li></ul>

We generally do not recommend that students work off campus during their first semester of college, unless it is financially necessary, because of the extra time commitment involved.

# VOLUNTEER WORK

Volunteering can be a great way to connect with your new community. As with any work, volunteer jobs can strain your schedule, particularly if you commit to more than ten hours per week or if you have a significant commute. Unlike unpaid internships, many volunteer opportunities involve fewer hours and give you some flexibility.

Volunteer opportunities that can work with a first-semester schedule include:

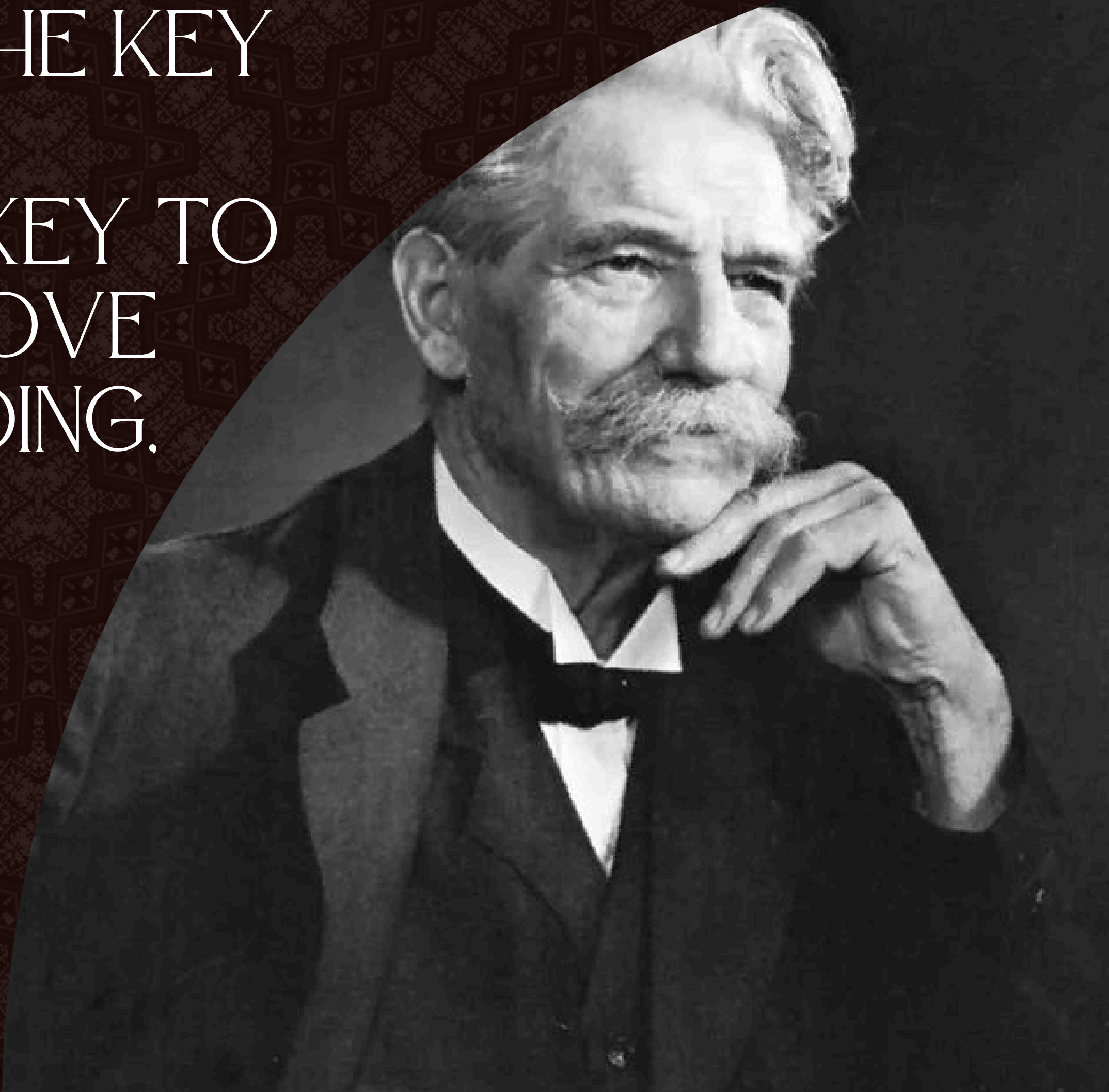
- Public library programs for children (often just a few hours per week)
- Organizations that serve meals to homeless members of your community (if you are an early riser, you can assist with breakfast before classes)
- A weekly shift at an arts organization such as a museum or historical site
- Volunteering at theater performances or concerts
- Tutoring at an after-school program
- Helping with religious instruction within your faith community



“SUCCESS IS NOT THE KEY  
TO HAPPINESS.  
HAPPINESS IS THE KEY TO  
SUCCESS. IF YOU LOVE  
WHAT YOU ARE DOING,  
YOU WILL BE  
SUCCESSFUL.”

Albert Schweitzer

Theologian, organist, musicologist, writer,  
humanitarian, philosopher, physician, and  
Nobel Peace Prize winner





# YOUR NEW COLLEGE TOWN

Chapter 20



# GETTING AROUND

Learning to navigate a new city or town can be intimidating for first-year students – particularly if you are moving to D.C. from a suburb or rural area. Getting familiar with transportation options in advance is a great idea.

# PUBLIC TRANSPORTATION



D.C. has a metro system as well as an expansive bus system. The shuttle buses connect campus to the metro station in Tenleytown. There is also a number of bus stops around campus. Your AU Metro U-Pass will work on both the metro and buses.

More information on D.C.'s public transportation system can be found here: <https://www.wmata.com/>

# ACCESSIBLE PUBLIC TRANSPORTATION

Disability-accessible transportation options vary by city. Washington D.C. has a plethora of accessible options that range from their MetroPass program, a shared-ride door-to-door option, to physical accessibility features on all their buses, trains, and metro stations.

Find the right option for you at  
<https://www.wmata.com/service/accessibility/>





# TAXIS



**Taxi fares vary widely depending upon the metro area and time of day. Many taxi systems have surcharges for peak traffic hours, and the meter will increase by time instead of distance.**

**In cities with heavy traffic, taxis can take longer than the subway during rush hour.**

## ✓ DO'S

- Stand on the sidewalk
- Raise your hand high to signal you want a taxi.
- Look at the lighted sign on top of the taxi (in some cities) to see if the taxi is occupied, available, or off-duty.
- Check to see if someone is already waiting for a cab in the spot where you are and if so, pick another spot or wait until they've gotten a cab to hail one for yourself.
- Stand where traffic is heading in the direction you plan to travel (e.g. stand on the northbound side of the street if you are heading north).

## ✗ DON'TS

- Stand in the street
- Try to flag off-duty or occupied cabs
- Get ahead of someone else trying to flag a cab
- Wait in a spot where a taxi can't stop for you.

# UNLICENSED TAXIS

In some cities, especially at airports or train stations, drivers of unmarked cars (those with no taxi sign or ride-share logo) will approach you to offer you a ride or a flat fare. Do not accept a ride from drivers who approach you. At airports, use the taxi line and wait for a marked cab.

# RIDE SHARE SERVICES

Ride-sharing services like Uber and Lyft are popular. These services require you to download an app and set up a payment method. If you do not have a credit card you may still use these services with a debit card or prepaid debit card.

## USING RIDESHARE SERVICES SAFELY

It is important to stay alert when using a ride-share service. A ride-share vehicle could be almost any kind of car – don't get in the wrong one! Your ride-share app will show you the license plate number, make, and model of the car coming to pick you up; compare them before getting in. Also before getting in, ask the driver the name of the person they are picking up. The Uber app has features that let you share information about your trip with trusted contacts so they know where you are. You can also text a photo of your ride-share vehicle to a friend before you leave.



# GROCERIES

If you are moving out of state, you might be unfamiliar with the local grocery store chains. D.C. has a number of grocery store chain offerings near campus and around D.C.

## GROCERIES NEAR CAMPUS



# TAKING THE TEMPERATURE

If you're moving away, chances are you haven't experienced your new hometown in every season. A student moving to D.C. from Southern California might be bracing for a blast of cold, only to find that the average high temperature in August is in the eighties, and it's incredibly humid! That's why if you're moving to a new climate, it's a good idea to check average monthly temperatures and precipitation in your new hometown.

## PRO-TIP

If you're moving from a sunny spot to a temperate climate, don't wait until it gets cold to buy a warm coat. Weather can be quite variable in places with distinct seasons. We have seen quite a few shivering, disoriented Floridians on our D.C. campus on windy October days.



# GOVERNMENT

Regardless of whether you decide to vote in the city/town where you went to high school, D.C.'s government still work for you. District officials make decisions that affect your life as a student, including:

- Setting prices for transportation
- Passing ordinances about noise (we hear students sometimes have parties) and group houses
- Deciding how many tax dollars to invest for public colleges and universities
- Setting the minimum wage
- Passing anti-discrimination laws
- Maintaining city services
- Loan programs

You should know who represents you in district and federal government.



# PEOPLE

People are what make a community. Even if you are living on campus, the character of your local community will affect and hopefully enrich your life. Restaurants, community festivals, and specialized markets are just some of the things you might discover.

## DC Demographics

**Number. of residents:** 671,803 as of 2022

**Ethnic Makeup:** Black or African American: 44.66% White: 40.46% Two or more races: 5.69% Other race: 4.76%

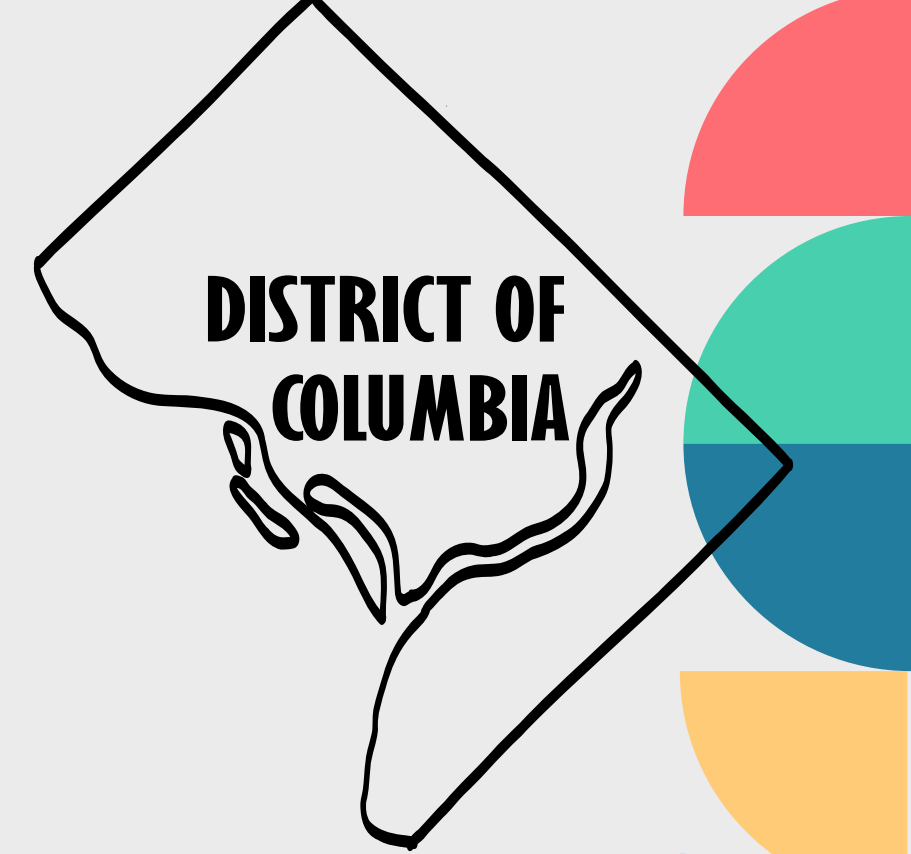
**Are there neighborhoods with distinct ethnic character?:**

D.C. has a Chinatown as well as an Ethiopian enclave around 9th and U Street

**Is a language other than English commonly spoken?:**

The language most widely spoken at home in DC by those 5 years and older in 2021 was English (82.6%) followed by Spanish at 8.8%

**Is there a local cuisine or food tradition?:** D.C. has a fantastic restaurant scene with a wide variety of food type offerings including southern food





**IF YOU REMEMBER  
NOTHING ELSE  
KNOW THIS**





Actor

“This is for every little rez kid, every little urban kid, every little Native kid out there who has a dream and is seeing themselves represented in our stories told by ourselves, in our own words, with tremendous allies and tremendous trust from within, from each other.”

Lily Gladstone

The image features a light gray background with decorative geometric patterns in the corners. The top-left corner has a series of thin, parallel lines radiating from a point. The top-right corner contains several overlapping semi-circles in yellow, red, teal, and dark blue. The bottom-left corner features overlapping semi-circles in red, teal, and dark blue. The bottom-right corner has a series of thin, parallel lines radiating from a point, mirroring the top-left pattern.

**WELCOME TO AU**