

Check your email daily for the most up-to-date information on program and campus happenings

### MID-SEMESTER GATHERING

Monday, October 26  
12:30 p.m.– 1:30 p.m.  
North Café



Let's celebrate the half-way point!

### BOWL WITH US! HAVE A BALL!

Wednesday, October 7  
5:30 p.m. – 7:30 p.m.  
Pizza & Soda

Gardner Ten Pins  
560 West Broadway

Let us know if you need a ride from campus.

Sign up in the TRIO  
Complex

*\$5 deposit is required  
and is returned at the  
bowling alley.*



If you have a disability and require accommodations in order to participate fully in Program activities, please contact the Program Director to discuss your specific needs.  
Affirmative Action/Equal Opportunity Institution



October 2015

#### Program Services

- Academic Advising
- Personal Counseling
- Career Counseling
- Transfer Counseling
- Disabilities Services
- Individual and Group Tutoring
- Seminars
- FYE Courses
- Supplemental Instruction
- Cultural Activities
- Grant Aid
- Equipment Loans (laptops, calculators, & more)

#### Program Staff

**Gaurav Khanna**  
Director

**Catherine Maddox-Wiley**  
Retention Specialist

**Lisa Diamond**  
Transfer Counselor

**Heidi Wharton**  
Academic Counselor

**Sara Williams**  
Management Assistant

**Paula Clapp**  
Math Professional Tutor

## OCTOBER IS THE MONTH TO:

1. **Review your Four-Week Assessments.** You will receive an email when the Rx Program receives two or more of your faculty evaluations. These early evaluations provide you with information as to how your professors are assessing your work and performance in classes.
2. **Prepare for mid-semester exams.** Create a study plan to review the class readings and your notes. Take practice tests by answering the questions at the end of the chapters.
3. **Conduct your degree evaluation** in preparation for choosing spring semester classes.
  - Log onto iConnect.
  - Under My Apps, choose Degree Works.
  - Click on *What If* and select your program and the appropriate academic year.
  - Click “Process What If.”
4. **Meet with an Rx advisor the week of October 26 for early advising** to begin choosing spring semester classes. \*Spring registration begins Tuesday, November 3rd.
5. **Research transfer options and opportunities.**
  - Attend the Transfer Fair on Thursday, October 8 from 10:30 a.m. - 1:30 p.m. in the South Café, Gardner Campus.
  - Meet with Lisa to discuss your goals and to visit four-year colleges.

### Four-Week Assessments

The Rx Program has asked your professors to evaluate your academic performance. Once we receive their feedback, you will receive an email asking you to stop in or make an appointment to review your assessments. This is a great opportunity not only to get your professors' feedback but to discuss your self-assessment of how classes are going and to determine any action steps that will help you improve your performance. It's equally valuable to hear that you're on the right track! Professors are happy to give credit where credit is due!



### TEAS

Thursday, October 15th  
12:30 p.m. - 1:30 p.m.  
Room 206

Includes info on what to expect and tips on how to prepare.  
Sign-up sheet is on Catherine's door.



Also, the Rx Program has an online study program. See Gaurav to sign up.

**Top 5 Things You Should Never Say to Your Professor**

5. **“I emailed you yesterday, and you didn’t respond, so I didn’t know what assignment to do.”**

What your statement means: “I waited until the last minute to do the assignment.” Professors have lives, too, and your last minute “concern” doesn’t require them to be at your beck and call, especially when the professor most likely gave the assignment in class or posted it on the syllabus or through Blackboard.

4. **“Is this going to be on the test?”**

Why you shouldn’t ask: The purpose of a test is to determine if students have learned the body of work throughout the course, not just certain details. If you focus only on some content areas, your intent is to memorize the information for the test. Memorization is a temporary tool – learning is a process.

3. **“You didn’t say the assignment was due today.”**

What your statement means: “I wasn’t paying attention.” It’s most probable that you weren’t listening in class or didn’t refer to the syllabus, especially if other students are handing in their assignments.

2. **“I had a big test in my other class, so I couldn’t do your paper.”**

What your statement means: You are implying that the other course is more important. When students enroll in courses, there is an expectation that they will give the appropriate attention to each course and keep up with the workload in each of them. Students should know in advance when tests, papers and assignments are due – prepare accordingly. P.S. Your professor is a person, too – Do you really want to hurt his/her feelings?

1. **“I wasn’t in class on Monday. Did I miss anything important?”**

Why you shouldn’t ask: You will always miss something significant. Professors take great care to develop their course content and have determined the important information to be covered in each class session. Each day’s lesson ties into the following class session material.

**EMAIL ETIQUETTE**

Here are a few reminders about emailing professors and other college staff. Keep the following in mind:

**\*Email is not text messaging.** You are expected to use proper grammar, spelling, capital letters and punctuation.

**\*When emailing a faculty member, identify the reason for the email** as well as the course subject, number and section in the subject line. Example: Missed Class in Eng 101, section L4. Include your full name in the text of the email.

**\*Always begin your email with a greeting**, such as “Dear Professor Jones” or “Good Morning.” Unless you know your professor well or the professor has told you otherwise, it is preferable to address him/her as Professor (Last Name) or Doctor (Last Name), rather than by his/her first name.

**\*Some faculty may include an email policy** in their syllabus indicating when they are available via email and how quickly you can expect a response. For those who do not, anticipate that if you email the professor in the evening or over a weekend, s/he may not respond to your email until the next working day, and if s/he is part-time faculty, it could be even longer.

**\*Think about the content of your message.** Don’t tell the professor something in an email that you wouldn’t say face-to-face. For example, if you are sick, your professor doesn’t need a graphic description of your symptoms. A simple statement explaining that you aren’t well and when you expect to be back to class is sufficient.

**\*If you are upset about something, take time to calm down before you send an email message.** Messages sent in the heat of the moment may not only reflect badly on you, but they can also cause lasting damage to your relationship with the professor or staff member, making it less likely that they will make an extra effort to help you in the future.

**\*Using all capital letters in an email is the equivalent of screaming, so avoid using all caps.**

**\*Finally, you should always sign an email with your full first and last name** so the professor knows exactly who you are.

Email is a really useful tool that can facilitate communication between students and faculty. If you have a question about how to write professional emails or would like feedback on your emails, please email Heidi Wharton (hwharton@mwcc.mass.edu), and she will be happy to help.

**COLOR AWAY YOUR STRESS**



Got crayons? Coloring isn’t just for kids and can help relieve stress and anxiety. Even Carl Jung, world-renowned psychiatrist, was a fan. Give this stress buster a try by coloring the Mandala, an ancient, geometrical symbol representing the universe and wholeness.

<b>October 2015</b>	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
					1 <b>Building Wealth and Financial Stability</b> 12:30 – 1:30 p.m. Room W11	2	3
	4	5 Last Day to Withdraw from Cycle 1 <b>Selective Health Program Info Sessions</b> RN, DHY, PTA & HIM 2:30 – 4:30 p.m. South Cafe	6 <b>Transfer Seminar</b> 12:30 – 1:30 p.m. Room W12	7 <b>Bowling</b> 5:30 – 7:30 p.m. Must sign up at TRIO Complex	8 <b>Transfer Fair</b> 10:30 a.m. – 1:30 p.m. South Cafe	9 <b>Debt Seminar</b> 12:30 – 1:30 p.m. Room W11	10
	11	12 <b>Columbus Day</b> No Classes	13 Monday Day Class Schedule <b>Walkabout</b> 12:30 – 1:30 p.m. Meet at TRIO Complex	14	15 <b>TEAS Workshop</b> 12:30-1:30 p.m. Room 206 <b>MLT Info Session</b> 3:00 p.m. Room 314	16	17
	18	19	20 <b>Self-Advocacy Workshop</b> 12:30 – 1:30 p.m. Room W11	21	22	23	24
	25	26 <b>Mid-Semester Gathering</b> 12:30 – 1:30 p.m. North Cafe <b>Rx Early Advising:</b> Schedule an appointment this week.	27 <b>Writing Workshop</b> 12:30 – 1:30 p.m. Room W11	28	29	30	31 <b>First Day of Cycle 2</b>