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.
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.

*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.

Thinking of a specific professor. No. Tell the professor about your issue in person or via email. Use proper etiquette and be specific about what you need help with.

*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.