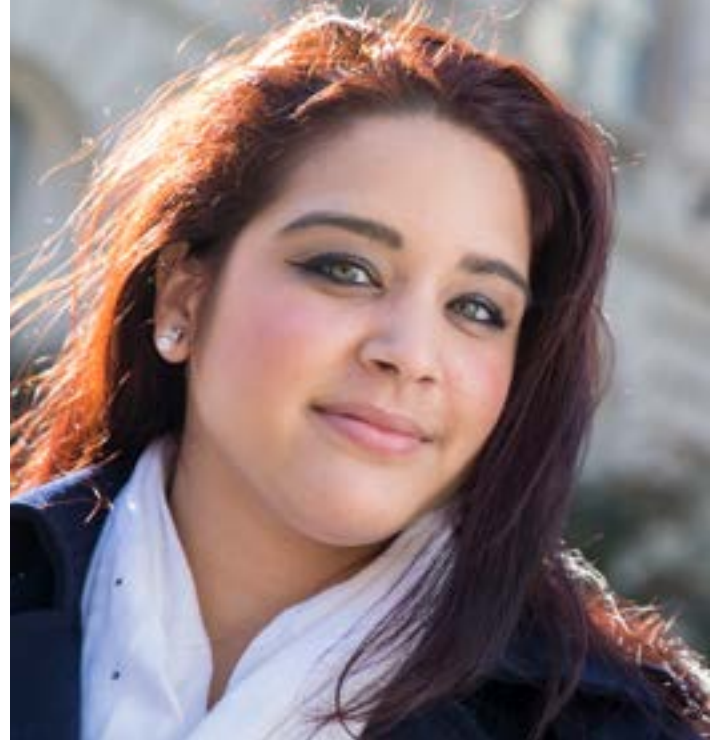


FORDHAM FORWARD

STUDENT GUIDE TO FLEXIBLE HYBRID LEARNING



FORDHAM
THE JESUIT UNIVERSITY OF NEW YORK

STUDENT GUIDE TO FLEXIBLE HYBRID LEARNING

As we head into this most unusual academic year, we want you to know that all of us at Fordham are here to support you in your academic journey and beyond. We have gathered these tips to help you in your learning no matter where you are. Please use this as a guide for the coming months. And don't hesitate to reach out to your dean's office with any questions.

REMEMBER YOUR PURPOSE: YOU'RE HERE TO LEARN.

Keep your academic goals in mind. Take the time to write out your goals for the semester and keep them handy as a reminder to yourself. This will help you stay motivated for your day-to-day work.

Find a workspace that allows you to focus on your online studies. A dedicated study space will anchor your learning. Keep it organized, and surround yourself with pictures or objects that make you happy.

YOU HAVE A COMMUNITY TO RELY ON. WE'RE ALL IN THIS TOGETHER.

We call it a Ramily for a reason. Fordham is your community. You are not alone. It may take more effort than usual, but reach out to your fellow students, check in with your adviser, ask your professor a question, or visit the virtual [University libraries](#).

Faculty teach at Fordham because they want students like you to learn and thrive. Even if you aren't in the same room as your instructors, know that they want to build community and help you challenge yourself academically and reach your full potential.



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COMMUNICATE WITH YOUR INSTRUCTORS.

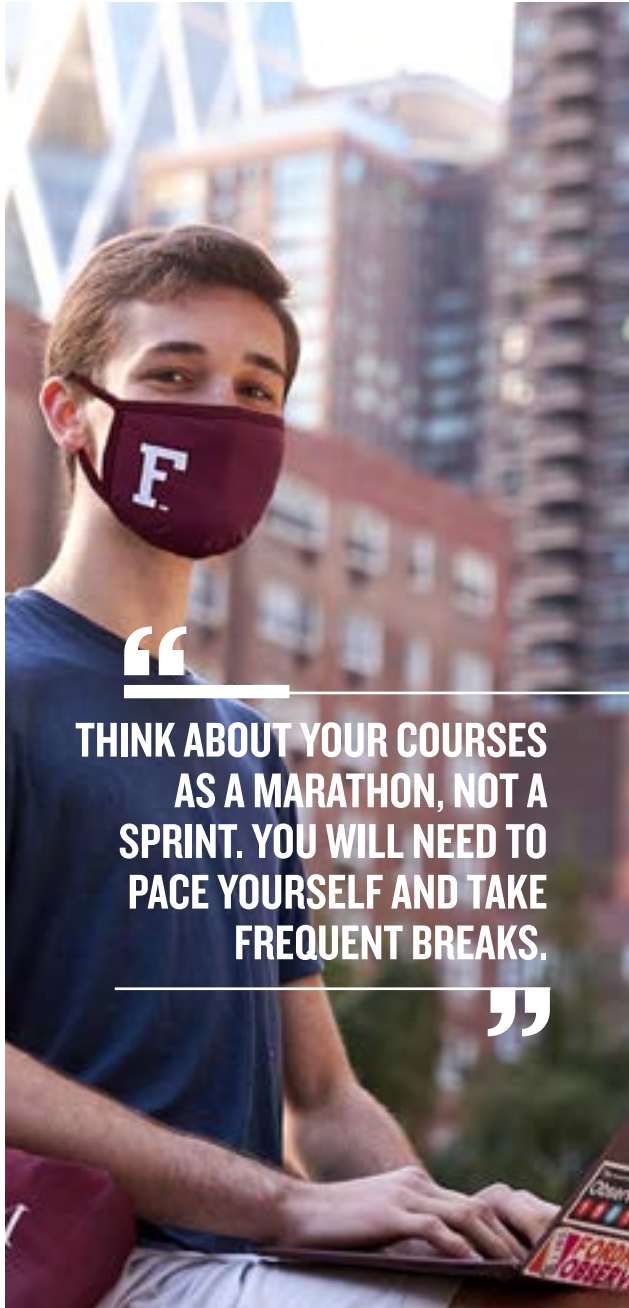
A good first step is to check your Fordham University email for updates from your instructor or your Blackboard classes for welcome messages. Be sure to pay close attending to the following:

The syllabus: This is where your instructor outlines course expectations, policies, and other information. Use this as a starting point as you plan your semester. And don't hesitate to ask if you have any questions.

Office hours: Most instructors will be offering office hours virtually via tools like Zoom, Google Hangouts, or by telephone. It may seem a bit uncomfortable to use Zoom for office hours, but don't let that stop you from trying it. Instructors expect students to meet with them during office hours, and it's a good way for you to talk with your professor about what is working and what you are finding challenging. If the process for office hours is unclear, you should ask your professor for guidance.

Preferred modes of communication: Maintaining contact with your professors and classmates this semester will be more difficult—and more important—than usual. Your professors may have adopted a variety of methods and schedules to communicate with you. Be sure to understand what these methods are and try to develop a system of keeping track of everyone's preferred mode of communication. As you get to know other students in your classes, take the lead in developing group chats or organizing review sessions.

Special circumstances: Be sure to let your professors know if you are facing any circumstances that will inhibit your ability to meaningfully participate in the course online. These could be related to accommodations for learning, a family concern, or access to technology. Your class dean is also a resource for you and can help you talk through how best to work with your instructors.



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STAY ORGANIZED WITH YOUR COURSEWORK.

Make a schedule to better organize your efforts and bring some structure to your days. A schedule will help you stay on top of your coursework. Falling behind or missing deadlines will give you unnecessary stress. Here are some tips for staying organized:

- **Preview and follow the syllabi of your courses.** Make sure you have access to the course materials that you need. E-books may be a good choice right now, especially if you can rent them. If you need certain software for a class or an assignment, plan ahead; test the software (and give yourself enough time to get tech support, if necessary) to make sure that it works on your computer.
- **Plan a week at a time, a month at a time, and over the entire semester.** Prioritize and strategize your tasks. Break assignments into manageable chunks. For example, watching online videos and reading e-books can be tiring. Schedule reasonable amounts of time to watch videos your instructor prepared, then make notes on what you learned or what questions you still have. Think about your courses as a marathon, not a sprint. You will need to pace yourself and take frequent breaks.
- **Set a schedule—and stick with it.** Think about what works best for you. Write a schedule and post it on your fridge, use Google calendar, explore organizational apps, or buy a fancy planner. There is no one way to do this. Pick something, give it a try, and focus on sticking to the schedule you set. This will help you complete your work with confidence and in plenty of time.
- **Create a check-in social schedule.** While you can't study with your friends in the library this semester, you can study with them via Zoom or other apps. Schedule times to connect with your classmates. Added bonus: This will help all of you keep up with your classwork and build relationships.

GIVE YOUR BEST EFFORT—NOT JUST FOR YOURSELF BUT ALSO FOR YOUR FELLOW STUDENTS.

Participate fully and respectfully in live (synchronous) sessions. Your instructor really misses the physical classroom. They will do what they can to create community and dialogue during the live sessions. Your responsibility? To stay engaged. You came to Fordham to learn, and you'll learn best when you are fully involved in the class. So please turn on your camera for live class sessions, mute yourself when you aren't talking, and be an active participant in your learning and in your classmates' learning.

Participate fully in asynchronous work. These course components give you an opportunity to develop your understanding of key content. This isn't optional—it's integrally connected to the synchronous sessions and to the overall course goals. Take advantage of the positive aspects of asynchronous learning—for example, you can absorb the material at your own pace and on your own time, unlike live sessions, where you can't rewind the

conversation and replay what your instructor or classmate just said. Find ways to make asynchronous learning work for you. Remember that schedule that you built? You'll need it more than ever when you are doing asynchronous work, because you will need to pace yourself.

DON'T WORK ALONE: FORM AND MAINTAIN STUDY GROUPS WITH CLASSMATES AND FRIENDS.

You are not alone; your fellow students are also trying to learn while forming and maintaining relationships in this new environment. Hopefully, your professors will encourage collaboration and communication among students. But you may also want to reach out to your classmates to give and receive help and encouragement throughout the semester. Working with a partner or team is a great way to deepen your learning and to help your classmates do the same—when you explain something to someone else, you really test your understanding of a concept. Consider scheduling regular group meetings, maybe weekly, and stay on track during the meeting.



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BE PROACTIVE. IF YOU NEED SOMETHING, SAY SOMETHING.

Your friends and classmates are there for you. They are on the same learning journey as you are. Take this opportunity to strengthen bonds and learn from each other.

Your professors are there for you. Reach out to professors right away if you need clarification, help, or if you know you are going to miss class.

Fordham is there for you.

- **Technology support:** [Fordham IT Customer Care](#) offers 24/7 technical support. If you need to borrow a laptop or a hotspot for the semester, or if you have any other technical issues, don't hesitate to reach out.
- **Library resources:** [Fordham University Libraries](#) has a number of online resources that will help you access all kinds of text and multimedia materials, including the 24/7 Ask-a-Librarian service. They also offer guidance on how to use the online databases for any research needs.
- **Academic support:** Connect with your class dean, core adviser, or faculty adviser for any academic help that you might need. If you have non-academic questions, they can connect you to the right resources. Know that the faculty and administrators of Fordham are committed to supporting your academic success and personal well-being.
- **Other support:** The University has a number of offices dedicated to supporting students, including the offices of [Disability Services](#); [Counseling and Psychological Services](#); [Career Services](#); [Diversity, Equity, and Inclusion](#); [Veterans Services](#), and [Campus Ministry](#).

COMMUNICATE YOUR PLAN OF STUDY—AND THE IMPORTANCE OF STICKING TO IT—WITH YOUR FAMILY. YOU NEED THEIR SUPPORT, TOO.

Communicate with your family and loved ones to make sure they understand your academic responsibilities.

Your full-time job is to be a college student. You will have other responsibilities, of course, but if you are living at home, then you may need to talk with your family to help them understand your priorities. Communicating clearly with your loved ones and developing a plan for shared responsibilities with them will help your family help you achieve your goals.

VISUALIZE GRADUATION—AND ENJOY EVERY MOMENT GETTING THERE.

Your academic journey at Fordham will help you achieve your long-term life goals. It's a journey that will sharpen your talents, widen your vision, and prepare you to embrace and create change. And you'll be at graduation before you know it. Imagine how you will feel when you finally receive that diploma and join your fellow graduates in pursuing meaningful careers and building lives that reflect Fordham's spirit of passionate engagement. It will all be worth it.

This guide is brought to you by the Offices of the Deans of Fordham College at Rose Hill, Fordham College at Lincoln Center, and Gabelli School of Business with input from the Office of the Provost and the Graduate School of Education.

