SEPTEMBER

Welcome to the University of Wyoming! We're glad you're here. During the month of September you will begin to experience true college life. You'll meet a ton of new people, delve deeper in to your classes, and start to find where you fit in on campus. You may get a little lost along the way, but that's okay. There are lots of offices, services, resources, and people on campus who are willing to help you navigate the university.

"In my transition to UW I was equally nervous and excited. I was nervous about picking up my life and moving across the country, and I was excited to be in a whole new environment and meet new people."

Emilee Inez
UW Student

Cultures of COMMUNICATION in college

WHAT SHOULD I CALL MY INSTRUCTORS?

Prof? Doctor? Ms.? Mr.?

Your instructor may indicate on the first day of class how they prefer to be called. If the instructor suggests you can use their first name, you should feel comfortable to do so. If an instructor does not indicate what form of address to use, a safe bet is to say "Professor" in front of the instructor's last name (for example, "Professor Chavez"). Or you can ask your instructor what they prefer.

OTHER RECOMMENDATIONS

Many students assume that an instructor is too busy or has too many students (in large classes) to care about getting to know them. The opposite is true! Stay after class for a minute during the first week of class to talk to each of your teachers. Introduce yourself and let them know if you have any questions about the class. If you're comfortable, ask them how they came to their discipline or their top advice for succeeding in the course.

Some discussions you may want to have with an instructor are complex, such as questioning a grade on an assignment or finding out how to improve a grade after a sequence of unexplained absences. These kinds of discussions are best conducted in an office visit, not right after class or in an email. Use email to request an office visit or stop by office hours.

UW is committed to protecting students' right to freedom of expression as well as faculty's academic freedom. Your own academic freedom relies on your ability to think independently and form your own opinions on controversial topics. Faculty welcome respectful, constructive dialogue as long as it does not disrupt the class goals or lesson outcomes. In the classroom, faculty must maintain control of discussions to ensure they remain respectful and on topic.

EMAIL *etiquette*

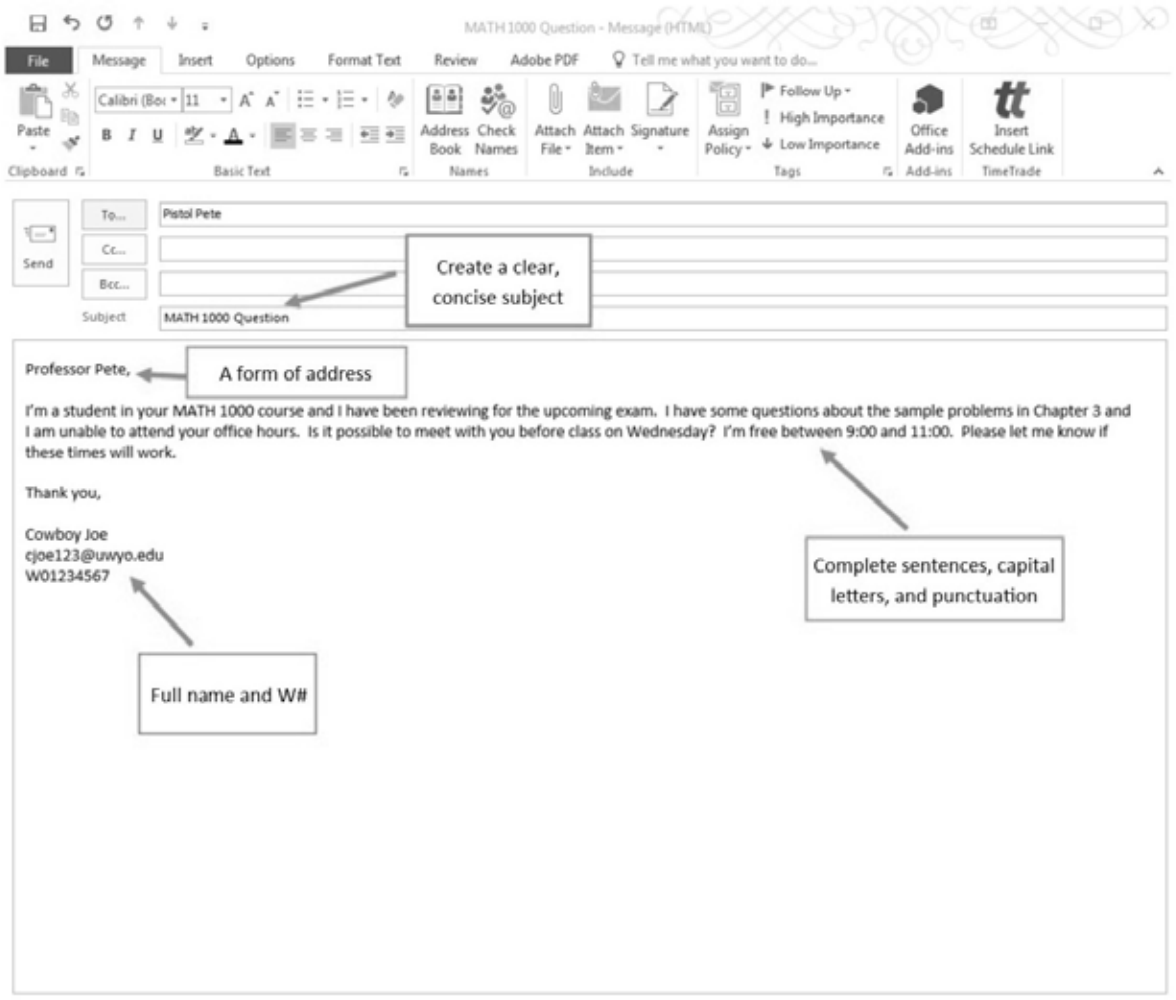
Adapted from the Bridge Peer Mentor Manual, University of Wyoming, and Tutor Iowa Academic Tips Worksheets, University of Iowa, tutor.uiowa.edu

As a UW student, you will often use email as your primary way of communicating with your instructors and other professionals on campus. Since instructors and other campus professionals receive lots of emails every day, you want to make sure that your emails are easy to read and contain all the important information the email recipient needs.

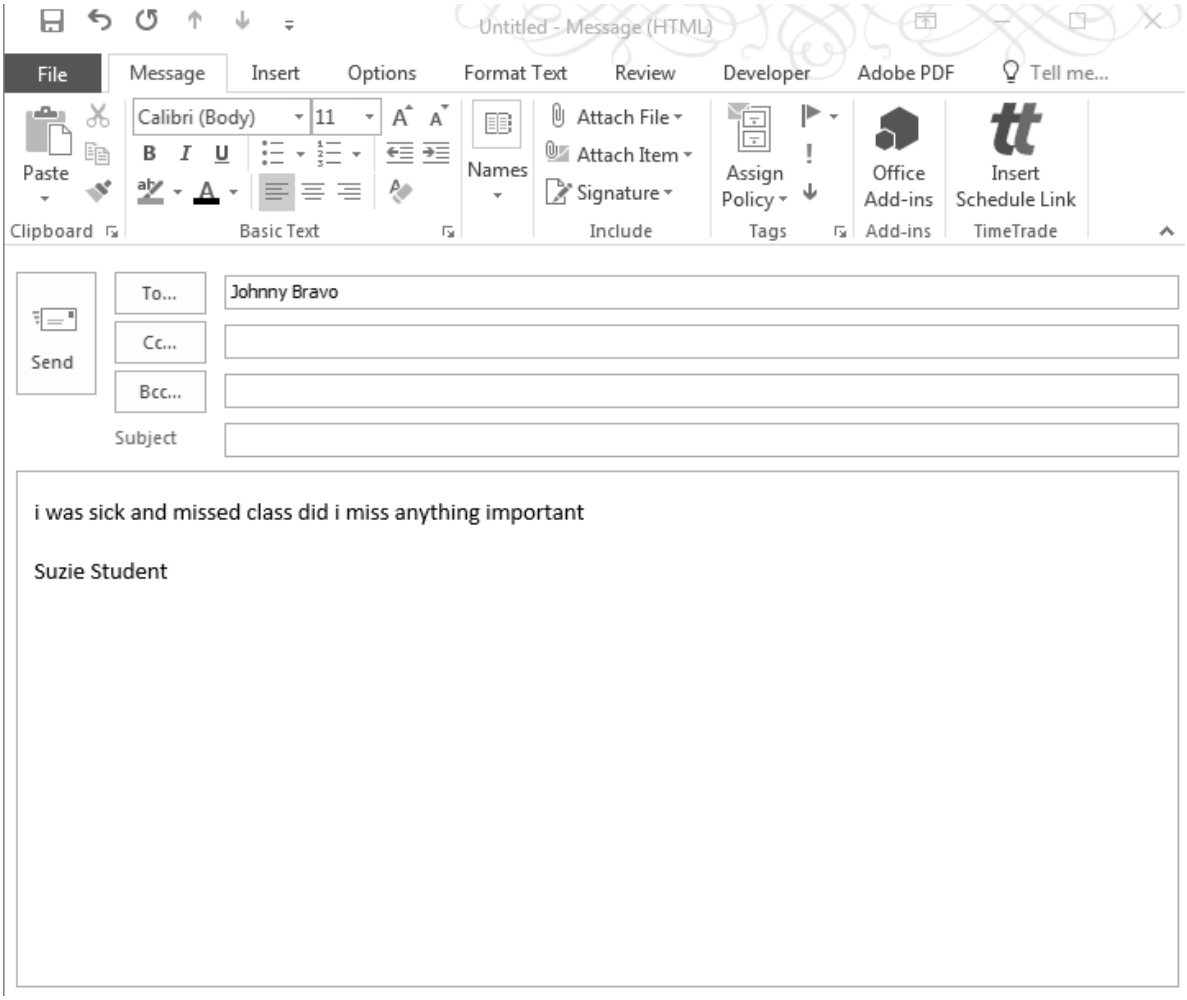
Differences in email writing styles often interfere with effective communication, sometimes with quite negative consequences. An email is not a text message. A good rule of thumb for students is to use a fairly formal email style that includes:

- Something in the "Subject" line,
- A form of address (Dear Professor Jones),
- Complete sentences, capital letters to start the sentences, and conventional punctuation
- Your full name and W# at the end of the email

The response you get from your instructor on your first email will indicate the kind of formality you should use from then on. Remember to always send email from your University of Wyoming email address.

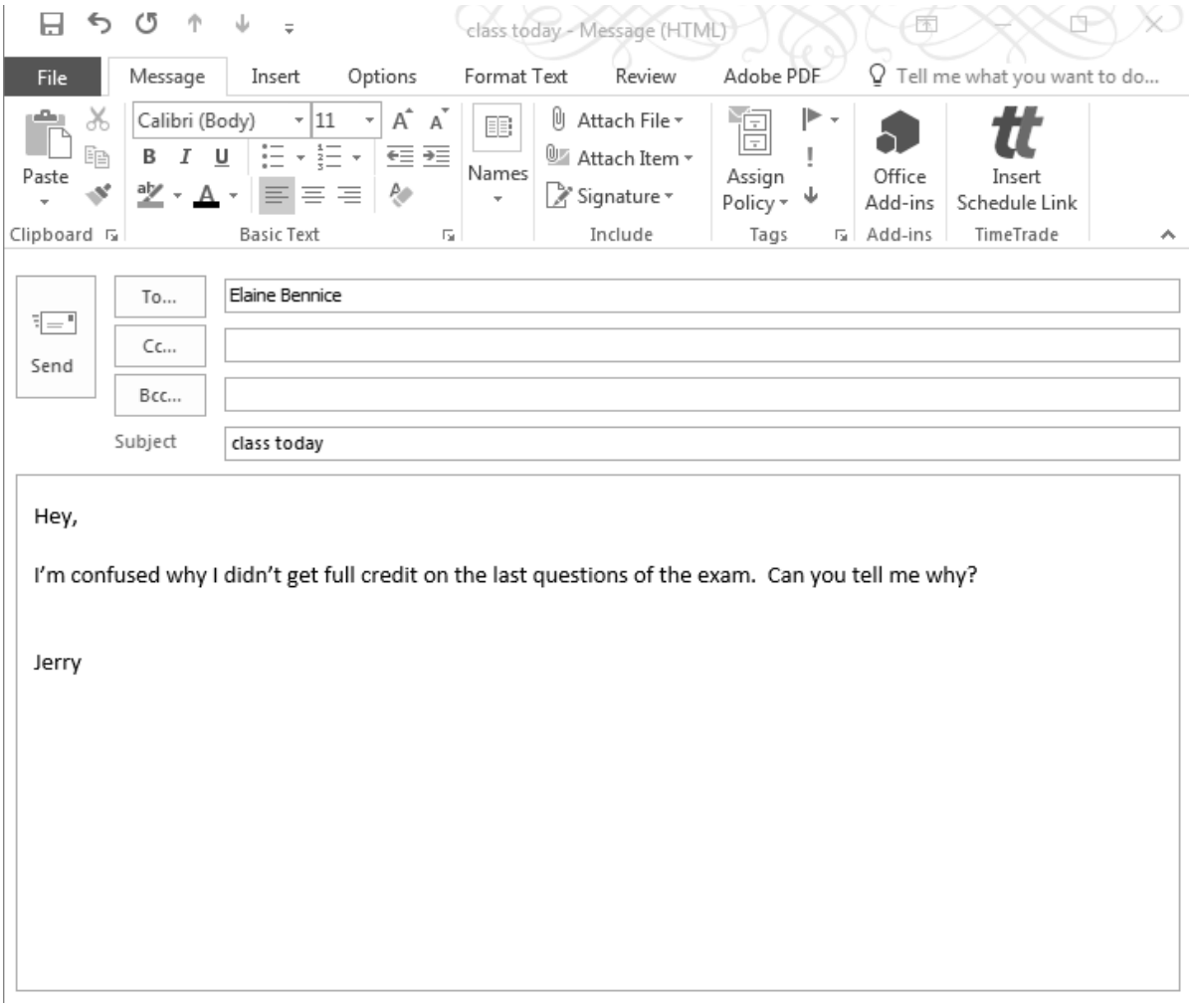


Using the recommendations you just read, edit these emails from students to their instructors:



What information did the student leave out of the email?

What is the tone of this email? Unprofessional? Casual? Professional?



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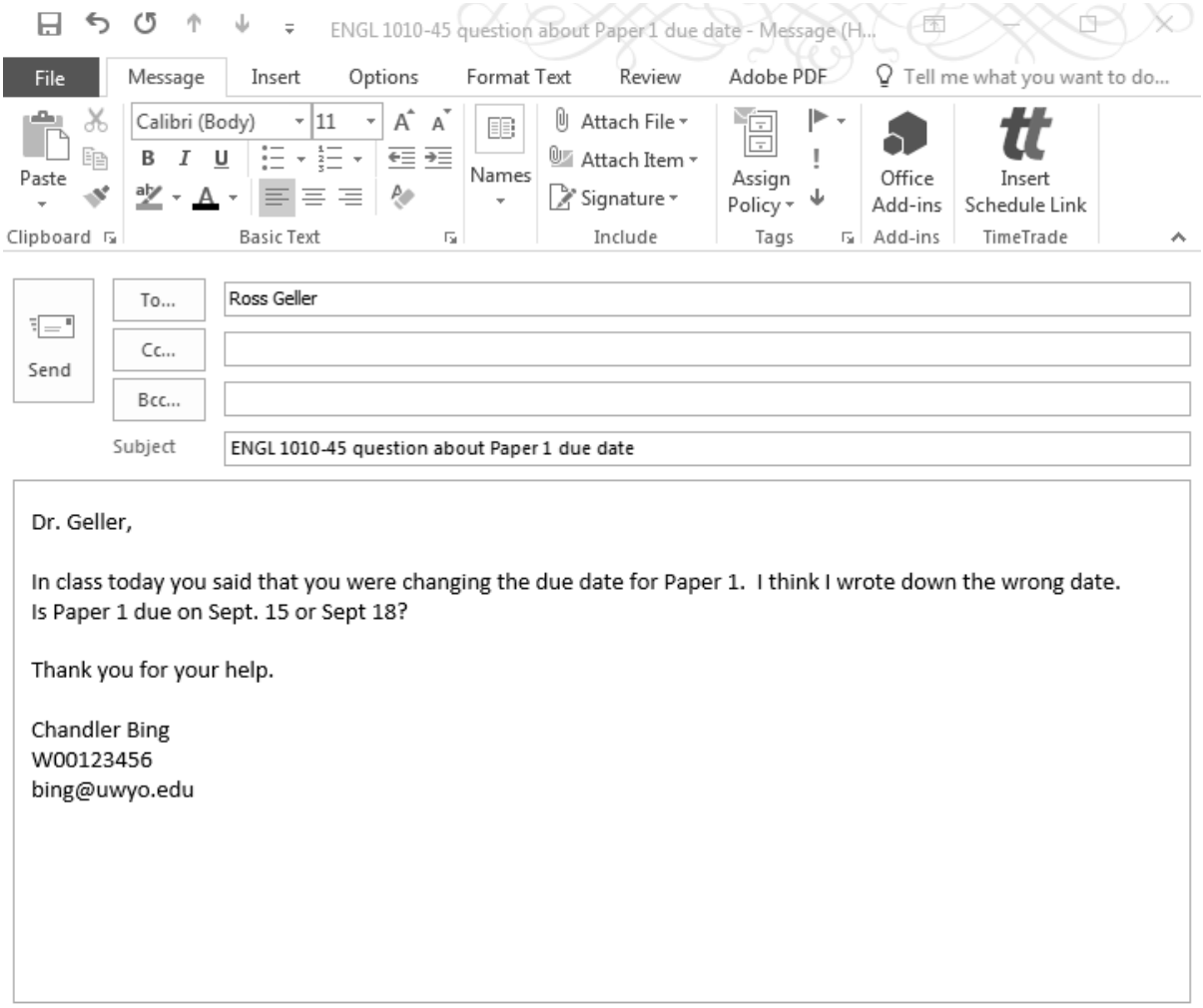

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OWNING *Your* SCHEDULE

One of the biggest struggles new college students face is managing their time well. With less structured days, many students find it easy to forget important meetings or assignment due dates. Take ownership of your schedule early in the semester to keep from falling behind.

"Time management was one of the hardest things for me to learn. In time, I found that it was best for me to keep a very detailed planner. I would give myself time slots for when I was doing homework, going to the gym, and studying."

- Emilee Inez, *UW Student*

CREATING A WEEKLY SCHEDULE

- Every UW student can use the Microsoft Outlook calendar to add your meetings and due dates. You can also try the WyoCourses calendar, which will populate all of your courses' due dates in one calendar (click the calendar icon on the left toolbar in WyoCourses).
- Start by blocking out times when you have class, work, student organization meetings, appointments, or other commitments each week that do not move.
- Next, find all due dates for homework assignments, presentations, papers, or exams. Try putting your assignments in a different color or highlighting them so you don't forget!
- When planning out study time remember the general rule that for every credit hour you are in you class you should study 3 hours outside of class.
- Finally, don't forget about personal time! This includes time to sleep, eat, exercise, relax, and socialize with friends.
- When you first start planning out your daily schedule, plan about 12- 14 hours of your day in detail. This way you can try to account for all your responsibilities.
- Check out the sample schedule on the next page, and try planning your weekly schedule. If you work best at night, alter your schedule so have more time at night to focus on studying and homework.

"Make lists, keep a planner, work with friends, and always reward yourself when you get stuff done. Always break down the work you have to do. You will be a lot more effective that way. Everyone has a time, whether it be 5am or 10pm. You have to find YOUR time and work hard within that."

Haley Garner
UW Student

Sample SCHEDULE

“

I want to quote the advice I received during my freshman year: “When you are in a new town, school, or place in life, sometimes the best thing you can do is show up. Show up and be willing to try new things.” Show up for floor events, for class, for clubs, and for your friends. Remember that people here care about you, whether it’s the student next door in the dorms or your English 1010 professor. Make a great freshman year for yourself!

-Peyton Lunzer, *Fall Bridge Faculty*

	Monday	Tuesday	Wednesday	Thursday	Friday
6:00 A.M.					
7:00 A.M.					
8:00 A.M.					
9:00 A.M.					
10:00 A.M.					
11:00 A.M.					
12:00 P.M.					
1:00 P.M.					
2:00 P.M.					
3:00 P.M.					
4:00 P.M.					
5:00 P.M.					
6:00 P.M.					
7:00 P.M.					
8:00 P.M.					
9:00 P.M.					
10:00 P.M.					

Culture Shock! DIFFICULT CLASSES

Be prepared for a different academic experience in college than you have had before. During your time at UW you will take a wide range of classes. You will find that you enjoy some of your classes more than others and there may be the occasional class that is particularly tough. It's important to keep in mind that there are resources on campus to help you navigate those difficult classes.

ATTENTION MANAGEMENT

No matter how disciplined you are, distractions will creep into your classroom and study time. Managing your attention can significantly enhance your learning experience and academic performance. Start by minimizing distractions: put your phone on airplane mode, close unrelated tabs on your laptop, and sit away from chatty classmates. Focus on taking notes and engaging with the material through questions and discussions. In an online class, break down the lecture into manageable segments, giving yourself brief mental breaks to maintain focus. Additionally, set specific goals for each class, such as understanding a particular concept or participating in a discussion. If your mind wanders, gently bring your attention back to the lesson. Lastly, ensure you get enough sleep and maintain a healthy diet, as both play crucial roles in your ability to concentrate.

> "You will have homework! Go talk to your instructors! Always. In my experience, building relationships with my instructors has helped me in other aspects like recommendation letters, award nominations, extra help, and even a better grade. They are more willing to help you out if they know you personally, and you are not just another name on their class list."
>
> - Haley Garner, *UW Student*

Manage YOUR TIME

One great technique you can try is the Pomodoro Technique for Time Management. Follow these six steps.

1. Choose a task you would like to get done.
2. Set a timer for 25 minutes.
3. Work on the task until the rings.
4. When the timer rings, put a check mark on your assignment.
5. Take a short (3-5 minute) break.
6. Every 4 Pomodoros, take a longer break.

Using CAMPUS RESOURCES

- **Classmates:** Believe it or not, some of the best resources are those who are in your shoes. Organizing a study group is a great way to meet fellow students while obligating yourself to a regimented study schedule, even if only for a couple hours a week.
- **Peer Mentors:** Your Cowboy Coach is a great resource. They were most recently in your shoes, and they can provide academic support and guidance while sharing real-life examples. They are also approachable and can be a great bridge between you and your instructors.
- **Instructors:** The best person to visit with if you're having trouble in a class is the instructor of that class. Every instructor must hold "office hours." These are specific hours each week that the instructor sets aside to be in their offices and available to students. Go visit your instructors during their office hours to ask questions, go over concepts you don't understand, and to get help on exam preparation. They will be happy to see you and get to know you a little better.
- **Academic Advisor:** Your advisor helps you find classes that are a good fit for your major and interests. Your advisor is also a good person to check in with over the course of the semester if you have questions about Early Alert or mid-semester grades. They can also walk you through the process and consequences of withdrawing from a class if you believe you are in danger of not passing.
- **Librarians:** A library is more than just books. It's a connection hub, an area for creativity, a recording studio, and much more. Let a librarian or Library Coach be your personal guide to navigate the sea of information you need for your assignments.
- **Tutors:** If you need some help tackling a tough math question, or you have more questions about the concept discussed in your science class, meeting with a tutor is the way to go! There are several spots on campus where you can get tutoring and all of these are FREE to students.

STEP Tutor Center: Half hour one-on-one sessions do not require appointments. STEP provides tutoring services for over 50 classes at two locations: lower level of Coe Library and basement of Washakie. , 766-4354.

The Center for Assistance with Statistics and Math (CASM): CASM focuses on group tutoring for numerous math courses. Located in Ross Hall Room 29, 766-6577.

The Writing Center: Come for assistance at any time during the writing process (brainstorming, development, rough draft, revisions, etc.). Students can schedule individual in person or online consultations. Coe Library Learning Commons (lower level), writing@uwyo.edu.

The UW Libraries: To connect with a Librarian for research support, you can book an appointment or chat with one online. Library tutorials help build your research and academic skills and guide you through practical essentials of using the library like how-to's. Help Desk in Coe Library Level 2, coeref@uwyo.edu.

Using the websites on the previous page, fill out this worksheet to keep track of the tutoring resources. Schedules may change from semester to semester.

Class Title: MATH 1000 – Problem Solving	EXAMPLE
Tutoring available at: ☒ STEP Tutor Center ☐ Center for Assistance with Statistics and Math ☐ Writing Center ☐ Supplemental Instruction	Days/Times: Monday – Thursday 4:00–5:00 PM Sunday & Tuesday 5:00–7:00 PM
Tutoring available at: ☐ STEP Tutor Center ☐ Center for Assistance with Statistics and Math ☒ Writing Center ☐ Supplemental Instruction	Days/Times: Monday – Thursday 10 AM–5 PM Friday 10:00 AM – 1:00 PM

Class Title:	
Tutoring available at: ☐ STEP Tutor Center ☐ Center for Assistance with Statistics and Math ☐ Writing Center ☐ Supplemental Instruction	Days/Times:
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Academic INTEGRITY, HONESTY & Citations

VALUES OF ACADEMIC INTEGRITY

Academic integrity is defined by the International Center for Academic Integrity as "a commitment, even in the face of adversity, to six fundamental values: honesty, trust, fairness, respect, responsibility, and courage" (2025). UW students are held to a high standard of academic integrity. Academic integrity at UW looks like:

- Practicing honesty in your work by not cheating
- Giving proper credit to others
- Representing your work, data, and citations with accuracy and authenticity
- Completing each assignment on your own merit and not reusing others' work or even your own work submitted to other classes
- Reviewing information from your instructors about using, or not using, AI in your work and following their guidelines

BE INFORMED

Failure to adhere to academic integrity policies can result in failing the assignment, failing the class, or even expulsion from the University.

To learn more about UW's policies related to academic integrity, check out UW Regulation 2-114.

GIVING CREDIT WHERE CREDIT IS DUE

One way to practice academic integrity is to give credit to authors and creators through citations. Citations usually address four questions about the source you used:

- Who made it? (Author, publisher)
- When was it made? (Year of publication, journal volume and edition)
- What is it? (Title of work, type of work)
- Where can I find it? (URL, publication information)

This looks different from one citation style to another (such as APA or MLA), but as a student, you are helping your professor and your readers, understand how you explored and analyzed the sources you used. The citations help you connect to others studying your same topic and bring new ideas forward.

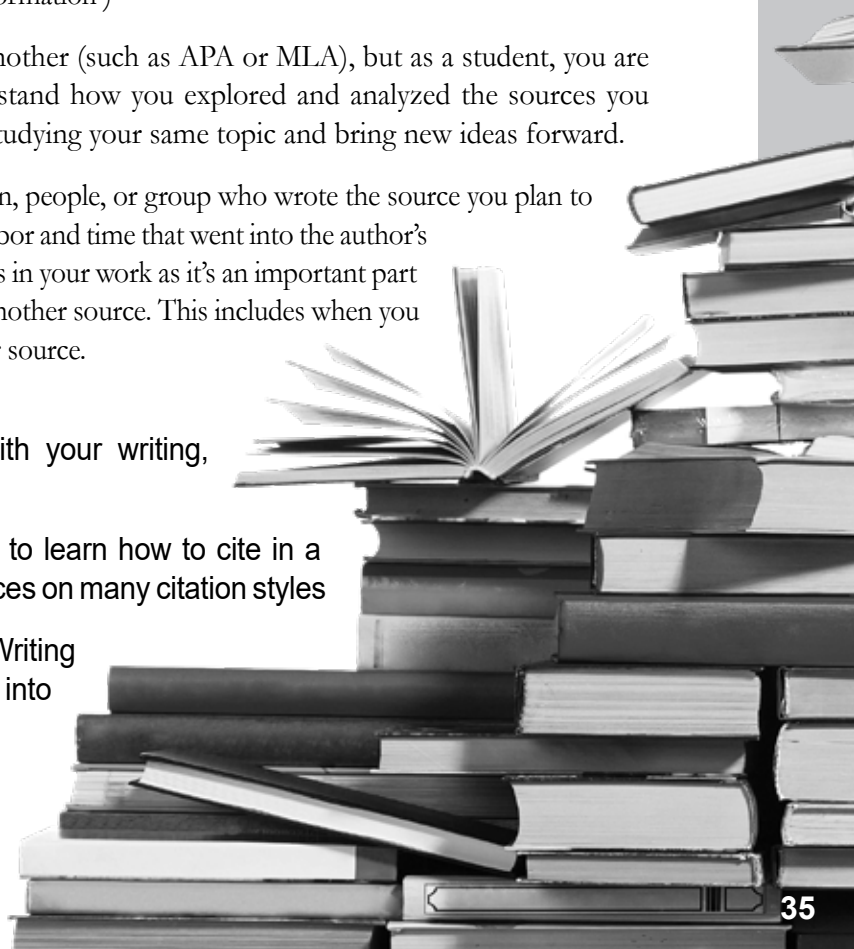
Academic honesty means giving credit to the person, people, or group who wrote the source you plan to use in your paper. Citations help acknowledge the labor and time that went into the author's effort. You should not be afraid to use other sources in your work as it's an important part of learning. It's essential to cite information from another source. This includes when you paraphrase, summarize, or directly quote from your source.

RESOURCES:

The Writing Center – get help with your writing, including incorporating citations

UW Libraries' Citation Guide – need to learn how to cite in a new style? UW Libraries' have resources on many citation styles

Purdue OWL – Purdue's Online Writing Lab helps break down APA, MLA into examples of each type of citation



College CARES

During your time at UW, and certainly during your freshman year, you will have a lot of questions and you may need some guidance. Don't be afraid to ask! Whether it's your instructors, your peer mentor, or your advisor, they are all willing to help you find the answers to your questions.

"My high school teachers always said that in college professors wouldn't care about what you do because you are paying to go to school so you should be the one to care not them. Yet come to find out, the professors care very much about your progress in class and they are there to help and make sure you understand what is being taught so you are successful!"

-Kassondra Giacchino, *UW Student*

"Faculty do care about you. A big difference in higher ed is that faculty generally don't 'chase' students. Students need to reach out to faculty first. Faculty don't see 'shame' in a struggling student. If you get a disappointing grade on a paper or exam, make an appointment to chat with the prof. Good learning always involves some struggle—even for professors!—so we don't look down on that process. We're here to coach you through it."

-Nancy Small, *English*

"I'm a Peer Mentor for a first-year class, but I'm also just another student who is there to help freshmen and show them that college can be a great place. I became a Peer Mentor because I wanted to help students in the same way that I was helped as a freshman."

- Mary Schwope, *UW Student*

The Wellness Center in Half Acre offers kitty or puppy time, massages, a Zen garden, and much more!