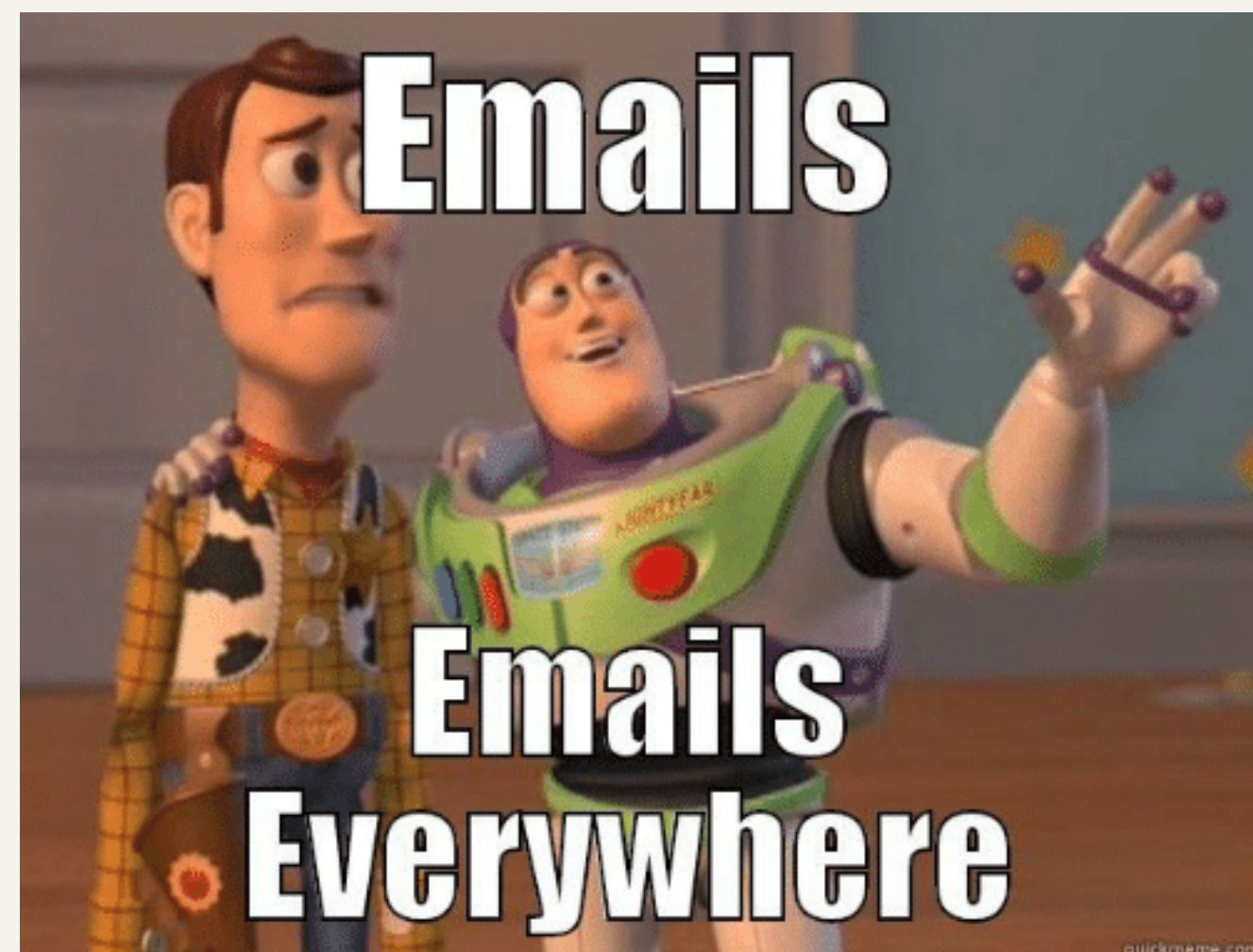


Advising Matters Conference 2022

Reading Your Email Could be a Full-Time Job: Communicating Efficiently with a Large Advising Caseload

Courtney Glass & Christina Minford



Presentation Overview

- Changes in the Psychology Dept. Advising Model
- Changes in Student Populations
- Communication Plan Directly to Students
- Communication Plan within our Advising Team
- Creating your own Communication Strategy

Psychology Advising Overview

- The Psychology undergraduate department recently transitioned from faculty advisors to professional advisors.
- Advisor Caseloads between 360~ students each.
- Major: 900-950 students overall with many PSYC Minors.
- Professional advisors are responsible for multiple administrative duties, in addition to advising.

Psychology Advising Overview

	<u>Summer & Fall 2019</u>	<u>Spring 2020</u>	<u>Fall 2021</u>	<u>Spring 2022</u>
<u>Advisors</u>	<ul style="list-style-type: none"> • 1 Professional • Director of UG Studies • ~35 faculty 	<ul style="list-style-type: none"> • 2 Professional • Director of UG Studies 	<ul style="list-style-type: none"> • 2 Professional • Director of UG Studies 	<ul style="list-style-type: none"> • 3 Professional • Director of UG Studies
<u>Student Population</u>	Majors: ~ 928 Minors: ~784	Majors: ~ 934 Minors: ~787	Majors: ~951 Minors: ~ 549	Majors: ~ 917 Minors: ~ 523
<u>Advising Load</u>	<ul style="list-style-type: none"> • Faculty ~20-30 • Myself and Director of UG studies would see all majors 	<ul style="list-style-type: none"> • Professional: ~350 • Director of UG Studies: ~233 	<ul style="list-style-type: none"> • Professional: ~357 • Director of UG Studies: ~237 	<ul style="list-style-type: none"> • Professional: ~285 x 2 & ~186 • Director of UG studies: ~161

Administrative Duties

Course Substitutions	Force Add Processing	VT Timetable Changes	Forms Processing
First-Year & Transfer Student Experience	Graduation	Recruitment Events	Orientation
COS/University Committees	Professional Development	Student Reports/ Data Collection	Advisor Assignments

Changes in Student Populations

- Compared to the class of 2024, the Virginia Tech class of 2025:
 - 75% more African American students
 - 43% more Hispanic and Latinx students
 - 47% increase of First-generation students
- President Sands stated we are close to reaching the goal of having 40% of an entering class consist of low-income, first-generation, veteran, and underrepresented students by 2022 (Zapata, 2021).

Leveling the Playing Field

- First-generation students lack the cultural capital of the university system that they enter, including awareness of the existence of a university system culture or the language that they are expected to know (Jenkins et al., 2013).
- In many ways, advisors and instructors are meant to level the playing field, giving students equal access to the same resources (Platt et al., 2021).

Proactive Advising & Intrusive Communication

- Proactive academic advising is one approach that may foster students' sense of engagement with their institution and help them navigate obstacles on their path to academic success (Varney, 2013).
- The nature of intrusive communication plays a key role in soliciting student involvement in on- and off-campus opportunities (Finnie et al., 2017).

Motivation for Student Communication Plan

- Efficiently share information with our large advising caseloads.
 - A solution to a deficit of time to devote per student.
- Promote student success, retention, and engagement for all students.
- Create a more equal playing field for "assumed" collegiate knowledge for first-generation, first-year, and transfer students.
- Increase student involvement in on- and off-campus opportunities.

Two-Part Communication Plan

1. Communication Plan Directly with Students
2. Communication Plan within our Advising Team



Communication Plan Directly to Students

Communication Plan Directly to Students

Weekly
Announcements

Successful
Starts Tips

Monthly
Newsletters

Social
Media

Targeted
Campaigns

Targeted
Canvas Pages

Weekly Announcements

- Originally we sent multiple emails to students daily about opportunities.
- We transitioned to sending one large visual email every Sunday instead.
- We spend Friday afternoons putting this email together. Currently, we use Google Docs but we are open to other formats such as MailChimp.
- We organize the opportunities by topical categories.

Weekly Announcements for Psychology Students

Hello Psychology students,

We hope your Spring 2022 classes are going well so far.

Psychology Advising is now on social media. Please follow us on Instagram @vtpsycadvising [here](#) and on Facebook via the Virginia Tech Psychology Major Advising page [here](#). Thank you!

If you want to make an advising appointment, please follow the directions [here](#).

You need to open and read these emails as they contain important information. Please feel free to email us at psycadvising@vt.edu if you have any questions about the content we post here.

These emails are long emails *Make sure to click "View Entire Message" to see this full email:

[Message clipped] [View entire message](#)

In this order: Dates to Remember, Dates to Remember with Procedures, Psychology Involvement, Campus Involvement, Study Abroad Opportunities, Off-Campus Opportunities, Research Opportunities, Internship/Field Study and Career Opportunities, Graduate Education Opportunity, and Scholarship Opportunities.

Pro-tip: To see the **New!** announcements in this email, please click the "Control" and "F" button on your keyboard and type in "New".

Dates To Remember	
Monday, February 28th, 2022	<ul style="list-style-type: none">Last day to Drop a Spring classLast day to change grade option from A-F to Pass/Fail<ul style="list-style-type: none">Only applies to Free Electives
Saturday, March 5th - Sunday, March 13th	<ul style="list-style-type: none">Spring Break - no classes
Tuesday, March 15th, 2022	<ul style="list-style-type: none">Summer 2022 Add/Drop opens

Spring 2022 Graduating Seniors

New! Spring 2022 Grad Fair:

When: Wednesday, Feb. 2 from 10 a.m. - 5 p.m.

Where: Hokie Shop University Bookstore

Stop by to grab everything you'll need for commencement, including your cap and gown, tassels, cords, stoles, diploma frame, graduation announcements, and more.

Find more details here: <https://www.alumni.vt.edu/events/2022/02/gradfair.html>

Are you a senior graduating this Spring, Spring 2022?

- You should have applied for graduation at this juncture, if you have not, please do so ASAP. Follow these directions here: <https://www.registrar.vt.edu/graduation-multi-brief/degree-application.html>
 - After you have applied for graduation, please run your DARs report.
- If you have applied for graduation, please run your DARs report in Hokie Spa. Your DARs should say: >>>> ALL REQUIREMENTS COMPLETED -- IN-PROGRESS COURSES USED <<<<
 - If your DARs says this, -----> **AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED** <-----, you are missing a graduation requirement! Consult with your advisor if you have questions about what is missing.

Dates to Remember with Procedures

No new information for this week.

Psychology Involvement

New! Active Minds Club:

Social Hour- Wednesday, Feb. 2nd @ 7:30 pm

For this week's social hour, we will be having a journaling night in preparation for Hokie Hiccups in the Spring. Hokie Hiccups acknowledges that mistakes are normal and failure is how we grow. Often in college, we feel like we're the only ones messing up and everyone else has it together. The truth is, everyone messes up and that's okay! Resiliency is about bouncing back from our mistakes. For this journaling night, we will be writing about the mistakes we might have made during our college journey and recognizing how we grew from those experiences to be where we are today. Join us for a peaceful evening of self-reflection and growth!

Campus Involvement

New! College of Science Community Nights:

We're bringing back our COS Community Nights with a new addition! In February, we will visit El Centro and the LGBTQ+ Resource Center. Plus we will host a new community night for first generation students too! All COS Community Nights are informal events where you can come meet other students of similar identities to connect.

El Centro - **February 16 at 5:30 pm** (RSVP: shorturl.at/jnzM7)

First Generation - **February 22nd at 5:30 pm** in Williams 120 (RSVP: shorturl.at/vFTZ9)

LGBTQ+ Resource Center - **February 28th at 6 pm** (RSVP: shorturl.at/syQSW)

New! Sexual Violence Culture and Climate Work Group:

In the 2021 fall semester, President Sands established The Sexual Violence Culture and Climate Work Group to advance Virginia Tech's commitment to end sexual violence and amplify prevention programming at our university. You can learn more about the Work Group and its subcommittees by clicking [here](#).

Are you a student who wants to be involved with the work of the SVCC? If so, complete the Expression of Interest Survey linked [here](#). Interested students must submit a completed survey no later than **Friday, February 4, 2022**.

You can also read the latest news from the SVCC Work Group [here](#).

New! Q+mmunity Support Group:

This group welcomes currently enrolled students who identify as LGBTQ+, as well as those who are exploring their gender and/or sexual identity, to connect and share their experiences. Feel free to come late or leave early. For questions or more information, contact Dr. Jess Westcott at jessw19@vt.edu or Swathi Prabhu at swathip@vt.edu!

Upcoming Dates for Virtual Meetings:

February 7th

February 21st

March 21st

April 4th

April 18th

May 2nd



BIWEEKLY MONDAYS
5:30-7:00 PM

Off-Campus Opportunities

UNC Chapel Hill Diversifying Psychology Weekend: April 7-9, 2022:

The UNC Diversifying Psychology Weekend (DPW) is an opportunity for talented ethnic/racial minority undergraduates and college graduates invested in pursuing doctoral level training in psychology and neuroscience. This year's virtual program includes three days of seminars, panel discussions, and workshops. Students will have the opportunity to learn how to develop a competitive application, meet doctoral students and faculty from our department in formal and informal settings, and receive an introduction to our graduate training opportunities and each of our graduate research programs. This year's DPW will invite students to explore the six graduate programs in the Psychology & Neuroscience department at the University of North Carolina at Chapel Hill: Clinical, Cognitive, Social, Developmental, Quantitative Psychology, and Behavioral and Integrative Neuroscience (BIN).

Application deadline: January 30, 2022

Letters of recommendation and transcripts will be accepted up to one week after the application deadline (until February 6, 2022).

For more information and to access the application, please click here: <https://psychology.unc.edu/diversifying-psychology-weekend/>.

Research Opportunities

New! National Research Mentoring Network:

Connect with other students and researchers for anything from general questions about research and professional development as a scientist via the [National Research Mentoring Network](#).

ACC Meeting of the Minds Research Conference:

Apply to represent VT and present your research- all expenses paid!

Each year, undergraduate researchers from each ACC university gather at a host institution to present their research and creative scholarship at the annual **ACC Meeting of the Minds** (ACC MoM). All expenses are covered by the ACC Academic Consortium. This year, the University of Virginia will host the 2022 ACC MoM, from **April 1-3**. Being selected to present at this conference is a real achievement and honor. Past attendees have truly enjoyed it because of its relatively small size and the opportunity to engage, network, and have fun with peers from other ACC schools.

Virginia Tech's Office of Undergraduate Research is currently accepting applications and will select up to five students to represent the university and present their research or creative scholarship at this conference. Students from all disciplines are encouraged to apply. Learn more about the conference and apply [HERE](#). The application deadline is **January 31, 2022**.

Students selected to represent Virginia Tech will have access to optional presentation preparation support and coaching provided by the Office of Undergraduate Research in collaboration with University Libraries.

Please direct any questions to Keri Swaby, Director of the Office of Undergraduate Research, at kswaby@vt.edu.

Undergraduate Research opportunity on-campus for Spring:

Graduate Education Opportunity

Master of Science in Biomedical Sciences - See Attachment:

Just a quick reminder that registration is now open for our virtual information sessions.

The [Campbell University School of Osteopathic Medicine \(CUSOM\)](#), [Master of Science in Biomedical Sciences \(MSBS\)](#) program is a rigorous, two-year graduate degree program designed for applicants who need to enhance their academic record (including standardized test scores) for admission to medical school and other health professional schools.

Students immerse themselves in coursework comparable to our medical school curriculum. The program also includes a dedicated Kaplan standardized test-preparation course, an EMT certification course as well as opportunities for community service, physician shadowing and [medical mission trips](#).

- Spring session date(s): **2/9, 2/23, 3/9, 3/23, 4/6**, 4/20, 5/11, 5/25, 6/8 and 6/15
- Presentations are at 10:00 AM and 1:00 PM EST
- Register here: <https://cuweb.wufoo.com/forms/cusom-msbs-online-information-session/>
- Program representatives and current MSBS students will be present throughout the session to answer questions
- [MSBS Student Profile](#)

If you are unable to attend any of these sessions, I will be happy to schedule an appointment to discuss the program with you.

Joy Henderson

Director of Postbaccalaureate Studies Programs
School of Osteopathic Medicine | Campbell University
Post Office Box 4280 | Buies Creek, North Carolina 27506
Levine Hall Office 147 | 910-893-1781 | medicine.campbell.edu

VT Master of Computer Science - Human-Computer Interaction:

Interested in staying in Blacksburg for another year to complete your Master of Science in Computer Science? Psychology majors are encouraged to apply.

Psychology majors may find interest in the Computer-Human Interaction part of this one-year Master degree program.

Please [watch this short video to learn](#) more: https://video.vt.edu/id/1_ohxw8ggy.

You can find out more information here: <https://vt.edu/innovationcampus/masters-degrees/meng-cs.html>.

How to apply: <https://vt.edu/innovationcampus/masters-degrees/apply.html>.

Scholarship Opportunities

Giovanni-Steger Poetry Prize:- See Attachments:

The Giovanni-Steger Poetry Prize is open to all undergraduates at Virginia Tech.

Undergraduate Students at Virginia Tech: Send us your best poem. You could win money and/or be a part of the Nikki Giovanni Celebration of Poetry on **February 8th**.

Aileen Murphy
Director of the Giovanni-Steger Poetry Prize
aileen@vt.edu

Have a wonderful day!

Courtney Glass, Christina Minford, Taylor Swan, and Dr. Kurt Hoffman

Successful Starts Tips

- Created to ensure first-generation students, first-year students, and new transfer students know the "assumed" collegiate knowledge.
- Some topics include: Review your Syllabi and Find Classrooms, Organization, Study Skills, Time Management Strategies, Test Taking Skills, Note Taking, Office Hours, Avoiding Procrastinating, SSD Accommodations, Campus Involvement, Course Request & Registration.
- We send these directly to the PSYC 1024 (First-Year FYE) and PSYC 2024 (Transfer FYE) courses.

Successful Starts Tip

Review Syllabi & Find Classrooms

We are so excited for you to begin your first semester as a Hokie! Here are some tips to help you start your classes next week confidently. Preparation ahead of time is key!

Walk your Schedule Before

A few days before classes begin, it can really help to walk around campus and find where all of your class building and rooms are. You can use Google Maps on your phone or use this VT Interactive Map [here](#).

Check VT Email and VT Canvas Daily

Make sure to keep a close eye on your vt.edu email for updates from professors. All of your courses and the syllabi should be found on the VT Canvas website [here](#).

Review your Class Syllabi

It really helps to go into the first day of classes with an understanding of course content and how you will be graded. We've highlighted some aspects for you to look for in your syllabi below.

Look for these Syllabus Items

- Attendance Policy
 - Does class attendance have an impact on your overall grade? How many days can you miss? Do you need to email the professor beforehand if you need to miss class for being sick?
- Late Assignment Policy
 - Can you submit late work? How many points off do you receive if so?
- Grading Scale
 - Is your overall class grade from mainly exams or assignments? How much does your final exam factor into this?
- Communication Guidelines
 - What is the best way to contact your professor? Email or phone?
- Professor Office Hours
 - Does your professor offer in-person and/or virtual office hours? What days and times is your professor available to meet with you to offer help? Do you need to schedule a meeting?

Successful Starts Tip

Organization

Transitioning to college can be an overwhelming experience. Here are some organizational tips to make it less overwhelming!

Keep a Planner or Electronic Calendar

- Schedule your Class Times
- Schedule all of your due dates (assignments, quizzes, exams, etc.)
- If you are working, schedule in your work schedule.
- Then schedule time to prepare for classes, complete assignments, and study.
- Make sure to schedule some time and give yourself a break:
 - **Make time for YOUR self care**, whatever that looks like! See your friends, visit counseling, go to the gym, watch a show, etc.!

Form a Daily To-Do List Habit:

- Each day or the night before, look at your calendar or planner and create a to-do list for the day!
- This will help you stay on task and resist distractions.

Keep your work space decluttered:

- Our work space can often reflect how we feel in the moment.
- Take a few moments each day to clean up and organize your work space. It will be less distracting when you are completing your to-do list!

Keep your Courses Separate:

- We acknowledge that it's tempting (and cheaper) to keep all of your notes in one notebook.
- However, at the end of the day, it can become very confusing what notes belonged to what course.
- We recommend keeping separate notebooks, folders, binders (whatever your preference) for each course.

Successful Starts Tip

Time Management & Test Taking

It's hard to believe it's already week 3 of classes and exams are coming up!

Here are some tips about time management and test taking to add to your study taking tips you received last week!

Time Management

Time management is important, and we acknowledge it can be hard to find a balance. Developing good time management habits takes time, but we hope that the Organization tips from week 1 have given you a good head start!

If you're still struggling to find a balance, check out these resources:

- **Time Management Strategies** from Cook Counseling Center:
https://ucc.vt.edu/academic_support/online_study_skills_workshops/time_management_strategies.html



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Time Management Continued:

- **Time Management Bootcamp** Academic Session hosted by Student Success Center:
<https://studentsuccess.vt.edu/academic-excellence/seminarseries.html>

Test Taking:

We acknowledge that your first exam at VT can be stressful and we hope that this information makes it a little less stressful!

- **Improving Test Performance** from Cook Counseling:
https://ucc.vt.edu/academic_support/online_study_skills_workshops/improving_test_performance.html
- **Test Taking Skills** Academic Session hosted by Student Success Center:
<https://studentsuccess.vt.edu/academic-excellence/seminarseries.html>
- **Most importantly, please get some sleep!** Pulling an all-night study session is not going to benefit you as you stop retaining information and you are too exhausted to remember.

We wish you the best of luck!



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Successful Starts Tip

Study Skills

It's time to start building effective study habits for yourself. Consistently studying throughout the semester is the most effective way to learn the course material and do well on future exams.

Tips for Studying Effectively:

- Go back and read/review the notes that you took from your classes each day before bed or when you have free time sitting on the bus or waiting for class.
- Don't wait to study until the few days before the exam – begin at least a week before an exam dedicating time on this.
- Find your ideal study spot with no distractions (put your phone away).
- Reward yourself with short study breaks by taking a walk or eating a snack.
- Utilize different techniques to study for different subjects (math – do practice problems, History – make flashcards).
- Go to professor office hours early if you have questions about the material.
- Get plenty of sleep before your exam. – avoid procrastinating and all-nighters.



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Ideal Study Spaces:

- On campus: Torgerson Bridge (very quiet), Newman Library, Squires Student Center, McBryde Hall, etc.
- Your room or somewhere quiet – turn your phone off or silence it.
- Consider studying alone and/or with a group - find study spaces and reserve rooms for groups [here](#).

FREE Study Skill Resources:

- Student Success Center: Seminar Series for Academic Success [here](#).
- Sign up for a peer academic coach, individual and group tutoring [here](#).
- Cook Counseling has worksheets, group counseling and webinars to help you stay motivated [here](#).

Tips for the Math Empo:

- Treat the Math Emporium and online classes like an in-person class by scheduling days/times each week to work on assignments and study.
- Take advantage of the FREE tutoring at the Math Empo – see hours [here](#).
- Work on deadlines early so you have plenty of time to ask questions.



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Successful Starts Tip

Note Taking & Overall Tips

You've been in classes for a few weeks so it's time to check in on your note taking skills. Here are some overall tips regarding your professor's office hours, how to utilize the SSD office, and how to avoid procrastination.

Note Taking Tips:

- Preview your text prior to the lecture and read over past notes.
- Don't write down every word – try to record main ideas and things your professor repeats as noteworthy.
- Write notes in bullets and phrases, use symbols and abbreviations.
- Record questions and thoughts that are confusing so you can follow up with your professor at office hours.
- Try using [Cornell Notes](#), an outline, flowcharts, or concept maps.
- Check out the SSC workshop on Reading and Note-Taking for Comprehension and Retention [here](#).

Go to Office Hours:

- Please check out your syllabi and Canvas course websites to see how your professor offers office hours.
- Office hours are great for asking questions related to class content and asking for study strategies.
- You can also build a relationship with your professor and learn more about their career research.

SSD Office & Accommodations:

- Request accommodations early in the semester – these include extended time on assignments and exams, note-taking assistance, and reduced-distraction testing spacing.
- To receive disability services accommodations, please complete the list of items found [here](#).

Avoiding Procrastination:

- Break big assignments into smaller pieces to be completed over time.
- Eliminate distractions when it's time to get work done – no phones.
- Finish the hard stuff first.
- Find an accountability partner.
- Check out the SSC workshop on Overcoming Procrastination [here](#).

Successful Starts Tip

Involvement

Being involved is a great opportunity to gain more professional experience in Psychology and to build community connections with other students and professionals. While learning in class is a crucial part of college, the experiences you choose to participate in outside of the classroom are equally important.

Clubs/Organizations:

- We hope that you visited GobberFest on September 4th! Many Clubs and Organizations were on the Drillfield that day.
- Check out [PSYC Club](#).
- Check out [Active Minds](#).
- Check out the [Association of Black Psychologists](#).
- Check out the [Cultural and Community Centers](#).
- Check out [Gobbler Connect](#).
- Check out [VT Engage](#).
- Check out [Recreational Sports](#).

Research:

- Check out the PSYC [Centers](#).
- Check out the PSYC [Labs](#).
- Check out the [Office of Undergraduate Research](#).

Field Study Experiences:

- Check out [RAFT Crisis Hotline](#).
- Check out the [Women's Resource Center of the New River Valley](#), in Radford.
- Check out the [Women's Center](#) on our campus.
- You could also volunteer at a healthcare center, such as the [Community Health Center of the New River Valley](#).
- Peer Assistance for Learning (PALs): https://ucc.vt.edu/outreach_consultation/volunteer_opportunities.html

Other Involvement:

- Check out [Hokie Wellness](#).
- Check out [Fraternity and Sorority Life](#).
- Check out [Student Centers](#).
- Check out [First-Generation Support](#).
- Check out The [Transfer Student Organization](#)

Monthly Newsletters

- We established a Psychology Monthly Advising Newsletter to cover topics in more detail for all our students.
- We display them on our website so students can return back to read the information in the future as a consistent resource.
- Newsletters covers 1-2 pertinent topics, relevant for that specific time of the semester.
- Some topics include Applying to Grad School, On-campus Involvement, Tutoring and Academic Support, etc.

Newsletter Topic Outline

Fall semester

- August: Welcome back, Apply for Degree
- September: Academic Resources, Tutoring
- October: Ideas for On- and Off-Campus Involvement
- November: Grad School Application & Career/Internship Tips
- December: Final Exam Tips, Wellness

Spring semester

- January: Welcome back
- February: Academic Resources, Tutoring
- March: Finding Summer Internships and Volunteer
- April: Study Abroad, On- and Off- Campus Involvement
- May: Final Exam Tips, Wellness

Psychology Advising Newsletter

Resources for Student Involvement

Hello Psychology Majors,

Happy November! We hope you have a strong last few weeks of the semester ahead of you. Please enjoy your Thanksgiving break and take care of yourself as you finish off the next month of the Fall 2021 semester.

This newsletter is full of ideas for how you can get involved outside of class. We hope that you will join a club or two, become involved in undergraduate research or experiential learning, study abroad, or build career connections. By doing so, you learn more about yourself, your future interests, and you actively build community with others.

When you join a club, become involved in undergraduate research or experiential learning, study abroad, or build career connections – you are learning more about yourself, your future interests, and are actively building community with others.

As a reminder, you can send generic questions to psycadvising@vt.edu and more specific questions to your specific academic advisor. You can find directions for how to make an appointment with your advisor in Navigate [here](#).

All the best,

Courtney Glass, Christina Minford & Kurt Hoffman

Psychology Advising Newsletter

Clubs for Psychology Majors:

- **Psychology Club and Psi Chi**
 - Provide information about the various fields of psychology, help students prepare for graduate school, inform students about possible job/volunteer opportunities, and host various psychology area speakers.
 - See the Weekly Announcement sent on Sundays for meeting details. They meet bi-weekly.
- **Active Minds**
 - Student-led mission to increase awareness about mental health issues and actively create change at VT.
 - Follow on Instagram [@activemindsatvt](#) and check out the Weekly Announcement sent on Sundays for meeting details. Active Minds meets weekly.
- **The Association of Black Psychologists**
 - Promoting and advancing the profession of African Psychology, influencing and affecting social change, and developing programs whereby psychology of African descent can assist in solving problems of black communities.
 - See the Weekly Announcement sent on Sundays for meeting details. They meet bi-weekly.

Psychology Advising Newsletter

Research and Field Study Opportunities:

- You can find all the [Psychology Research Labs here](#).
- You can find all of the [Psychology Centers here](#).
- Research Opportunity: Available through the Office of Undergraduate Research [here](#).
- Field Study Opportunity: RAFT Crisis Hotline [here](#).
- Field Study Opportunity: Women's Resource Center of the New River Valley, in Radford [here](#).
- Field Study Opportunity: Women's Center on our campus [here](#).
- Field Study Opportunity: Community Health Center of the New River Valley [here](#).
- Field Study Opportunity: Peer Assistance for Learning (PALs) on campus [here](#).

Study Abroad Opportunities:

- You can find a list of featured programs for Psychology Students [here](#).
 - This document includes suggested programs and various ways you can study abroad.
- You can participate in Study Abroad for a semester, Winter session or Summer session.
- You can go on any study abroad program (not just Psychology specific) but make sure to check in with your academic advisor beforehand to plan your next few semesters accordingly.
- Contact [Shelby Koninckx](#) or Global Education Advisor at shelbyd@vt.edu to learn more.

Psychology Advising Newsletter







Other Ideas for Involvement:

- Find a professional mentor through Hokie Mentorship Connect [here](#).
- Search for any club or organization at Virginia Tech through Gobbler Connect [here](#).
- Learn more about ideas for College of Science student involvement [here](#).
- Find local events both on and off campus [here](#).
- Get involved with the Cultural and Community Centers [here](#).
- Find opportunities to volunteer and serve through VT Engage [here](#).
- Stay active and have fun through Recreational Sports [here](#).
- Learn health-based skills and attend events through Hokie Wellness [here](#).
- Get involved with Greek Life through Fraternity and Sorority Life [here](#).
- Attend programs and meet new people through the Student Centers [here](#).
- Find resources and meet others through First-Generation Support [here](#).
- Connect with other Transfer students through the Transfer Student Organization [here](#).

Psychology Newsletters



Forms and Documents on this Page

-  [August 2020 Advising Newsletter - Academic Advising Updates, Checksheet Updates, Applying for your Degree](#)
-  [September 2020 Advising Newsletter - Virtual Learning Tips & Resources, The Student Success Center, Tutoring](#)
-  [October 2020 Advising Newsletter - Course Request & Midterms](#)
-  [November 2020 Advising Newsletter - Resources for Student Involvement](#)
-  [February 2021 Advising Newsletter - Resources for Tutoring, Virtual Learning, and Career/Internships](#)
-  [April 2021 Advising Newsletter - Resources for Student Involvement & Graduate School Preparation](#)
-  [August 2021 Advising Newsletter - Welcome Back!](#)
-  [September 2021 Advising Newsletter - Updated Resources & Graduate School Prep.](#)
-  [November 2021 Advising Newsletter - Updated Student Involvement](#)

Targeted Campaigns

Academic
Probation &
Warning

Returning from
Academic
Suspension

Transfer
Student
Hokie GPS

Multiple U
Grades

Change of
Major

Course
Request

Targeted Canvas Sites

- Internal Change of Major students
- Orientation for Transfer Students
- Orientation for First-Year Students



Welcome to the Psychology major!

We're so excited that you're joining the Psychology major. Please watch our brief Introduction Video [here](#) ↗.

You will receive a welcome email from your new Primary Academic Advisor for Psychology by mid-January 2022.

A few years ago, Virginia Tech changed its general education requirements, so what you need to finish the psychology major will largely depend on what year you plan to graduate.

Please complete the following tasks as a New Major in psychology...

If you're graduating in 2021, or are a student who transferred from another university prior to Fall 2020:

- Please look over the 2021 Psychology major checksheet [here](#) ↗.
- Please apply for your Psychology degree ASAP! And look over a DARS report. You can learn how to apply for your degree and run a DARS [here](#) ↗.
- If you are graduating in 2021, please reach out to psycadvising@vt.edu immediately so that we can help you decide whether to change any courses on your Spring 2021 schedule.
- Explore the helpful resources on our psychology advising page: <https://support.psyc.vt.edu/support/current-majors-and-minors> ↗

If you are graduating in 2022 or later:

- Please also read over our Guidebook for Psychology Majors located [here](#).
↓
- Please watch the Psychology Curriculum Video [here](#) ↗.
- Please look over the 2022 Psychology major checksheet [here](#) ↗.
- Please apply for your Psychology degree ASAP! You can learn how to apply for your degree and run a DARS report by reading the DARS Student Handbook [here](#) ↓ or watching the DARS video [here](#) ↗. The information is fairly complex. Please take your time with it – it will help you later.
- Please check over the VT Student Advising Handbook [here](#). ↗
- Explore the helpful resources on our psychology advising page: <https://support.psyc.vt.edu/support/current-majors-and-minors> ↗ ↗
- If you have any general advising questions, please email psycadvising@vt.edu.



Before your Orientation Advising Appointment, you must complete the following:

1. Please upload your COS Pre-Orientation worksheet packet on any incoming credit (college credit, AP, IB...). This will take some time to complete, but it will help us to be much more prepared for your appointment.
2. Watch the Psychology Curriculum Presentation.
3. Watch the Expectations, First-Year Schedule, and Schedule Terminology Presentation.
4. Watch the Preparing for Your Advising Appointment Video Presentation.
5. Watch the VT Timetable of Classes Pt. 1 if you haven't already.
6. Watch the VT Timetable of Classes Pt. 2 if you haven't already.
7. Take this QUIZ.
8. Triple Check and make sure that you have set up your individual advising appointment and received a confirmation email! Please be sure to check your VT email; if you didn't receive a confirmation email, then you haven't made an appointment.

▼ Pre-Orientation Video #1 & Comprehension Quiz	✓	+	⋮
Psychology Curriculum Presentation video	✓		⋮

▼ Pre-Orientation Video #2 & Comprehension Quiz	✓	+	⋮
Introductions, Expectations, First Year Schedule, and Schedule Terminology Presentation video	✓		⋮
Video Comprehension Quiz 11 pts	✓		⋮

Introductions, Expectations, First Year Schedule, and Schedule Terminology Presentation video ↗

Please watch the video below as it has a lot of helpful information. It has further Introductions of the Psychology Advising Team, information about what to expect academically when transitioning to College, a typical first-year schedule, and some schedule terminology you need to know.

The video is about 7 minutes long and it ends a bit abruptly. Once you start the video, you can watch it in a separate tab by clicking on the YouTube icon near the lower right corner of the video.



Closed Captioning is available for this video.

***Please note: It is stated in the Video that Dr. Hoffman will talk about the timetable later. The College of Science is super awesome and created some great timetable videos this year, so we took that out of our video. You can view the timetable videos by going back to the home page and viewing steps 5 and 6.

Social Media

- Created Facebook and Instagram accounts for Psychology Undergraduate Advising.
- Content will include Advisor Highlights, Student Highlights, and Academic Deadline reminders.



Communication Frequency

<u>Communication Type</u>	<u>Frequency</u>	<u>Directed Towards</u>
Psychology Weekly Announcements	Weekly	All Psychology Majors - Upcoming events & deadlines
Successful Starts Tips	Weekly - Biweekly	First-semester transfer and first-year students - Topical
Monthly Newsletters	Monthly	All Psychology Majors - Topical
Targeted Campaigns and Targeted Canvas Sites	Periodically	Incoming students, Internal Change of Majors, Academic Warning, Academic Probation, etc. -Topical based on student population
Social Media	Periodically	Interested and Current Psychology Majors -Highlight Advisors, Students, and Academic Deadlines



Communication Plan within our Advising Team

Communication Plan as an Advising Team

One Day
Reserved for
Admin Duties

Bi-Weekly
Meetings

PSYC Advising
Shared Drive

Common
Conversations

Collaborative
Admin Tasks

Specialized
Admin Tasks






























One Day Reserved for Admin Duties

- We reserve Wednesdays each week for departmental and college meetings.
- We are able to concentrate on administrative tasks with more focused energy without the interruption of student appointments.

Bi-weekly Meetings

- Allows the departmental advising team to:
 - Discuss the timetable, prep campaigns, prep for recruiting, prep for change of major, departmental graduation planning, discuss communications to be consistent, etc.

PSYC Advising Shared Drive

Folders				Name ↑
 Advisor Assignments	 Annual Leave	 Change of Major	 Christina - Misc	 Common Conversation...
 Data	 Flyers/Infographics	 Force Adds	 Forms	 FYE - PSYC 1024 and 2...
 Graduation	 Handbooks (A.K.A. Gui...	 Monthly Newsletters	 Orientation Materials	 Presentations
 Probation/Suspension...	 PSI CHI/PSYC Club	 PSYC 4000-level lab d...	 PSYC Advising Bi-Wee...	 Recruiting
 Reports/Banner/Subst...	 Social Media	 Student Listing Reports	 Student Resources	 Study Abroad
 Successful Starts Tip...	 Taylor - Misc	 Timetables	 Weekly Announcements	

Common Conversations

- Allow us to be more efficient by having templates for our most frequently asked questions.
- This allows us to share consistent information with students regardless of their assigned academic advisor.

Common Conversations

Adding Major/Minor	Common Free Electives	Common Double Majors & Minors
Research/Internship Resources	Campaign Templates	Graduate School Resources
Pre-Law/Pre-Health/Pre-Education Information	Academic Processes Templates	Tutoring Resources

Pre-Law:

- There isn't a pre-law degree at VT. You can be any major at VT and go to law school. That being said, you want to make sure that you are in a major that you are interested in and a major you're doing well with!
- Pre-Law Page: <https://vt.edu/academics/majors/pre-law.html>
- Pre-Law Advising Page: <https://www.prelaw.psci.vt.edu/main/index.htm>
- Pre-Law Fraternity: <https://gobblerconnect.vt.edu/organization/vtpad>
- English Major, pre-law concentration:
https://www.registrar.vt.edu/content/dam/registrar_vt_edu/documents/Updates/laHS/2022/laHS_engl_plaw_22.pdf

Pre-Education:

- Undergraduate students who are interested in Childhood Pre-Education, English Language Arts Education, History and Social Sciences Education, Agricultural Education, Math Education, and Elementary Education majors will continue to be referred to me at dknight1@vt.edu.
 - Students who are not in those majors and are planning to complete the graduate program to earn their teaching licenses, should go directly to the School of Education at soeinfo@vt.edu for information.

Pre-Health:

- Health Professions Advising is a great resource: <https://career.vt.edu/advising/hpa.html>.
- Pre-Health Courses (Vary by type of program MD, PT, PA, OT, Dentistry, Pharmacy, Nursing, etc.):
 - Calculus:
 - MATH 1025 (3cr) - will complete Pathway 5 foundational for PSYC
 - MATH 1026 (3cr) - will also count for Pathway 5 foundational if student doesn't start in MATH 1014
 - Principles of BIOL:
 - BIOL 1105 + 1115 - **science lecture/lab requirement option within major**
 - BIOL 1106 (3cr) + 1116 (1cr) - **science lecture/lab requirement option within major**
 - General Chemistry
 - CHEM 1035 (3cr) + 1045 (1cr) - **will count for Pathway 4 for PSYC Major**
 - CHEM 1036 (3cr) + 1046 (1cr) - **will complete Pathway 4 for PSYC Major**
 - Organic Chemistry - **will count as free elective to hit the 120cr. required for graduation**

- CHEM 2535 (3cr) + 2545 (1cr)
 - CHEM 2536 (3cr) + 2546 (1cr)
- Physics - **will count as free elective to hit the 120cr. required for graduation**
 - *I don't recommend taking this at the same time as Organic Chemistry
 - PHYS 2205 (3cr) + 2215 (1cr)
 - PHYS 2206 (3cr) + 2216 (1cr)
- Common Pre-reqs needed but vary by institution - **most will count as free elective to hit the 120cr. required for graduation**
 - Statistics - STAT 3615 **recommended and covers Pathway 5 advanced (3cr)**
 - BIOL 2004 (3cr) -Genetics
 - BIOL 2804 (3cr) + 2614 (2cr) - Microbiology
 - BMSP 2135 (3cr) + 2145 (1cr) - Anatomy and Physiology
 - BMSP 2136 (3cr) + 2146 (1cr) - Anatomy and Physiology
 - BHCM 2024 (3cr) or BCHM 3114 (3c) - dependent on institution
 - HNFE 2204 (3cr) Medical Terminology
- Rare pre-reqs but vary by institution
 - BIOL 2134 (3cr) - Cell function
 - Cell and Molecular Biology
 - Immunology

To add the

- Make sure you download **Adobe Acrobat Reader DC** onto your computer first!
 - You can download it for free here, <https://get.adobe.com/reader/>
- Please download the **Change of Second Major/Minor/Option** form from this link (*you will essentially have to download it twice): <https://www.science.vt.edu/resources/forms.html>
- Fill out your Student Information at the top
- What are you adding or dropping?
 - **Adding or dropping the PSYC minor?** The “Request to Add or Drop a Minor in the College of Science,” section is near the very top of the form. Select the PSYC subject from the dropdown menu under your intended action.
 - **Adding or dropping the PSYC major?** The “Request to Add or Drop a Second Major in the College of Science” section is second up from the bottom of the form. Select the PSYC subject from the dropdown menu under your intended action.
- Type your name or initials at the bottom of the form for your signature
- Filled out the form! Awesome! Now you can upload it to my google dropbox here:
https://docs.google.com/forms/d/e/1FAIpQLSf9fTCs9fo4gp-RKmxtuuSfxYlxAxm4pmNbBGLMbqCtpfjflw/viewform?usp=sf_link

Collaborative Admin Tasks

- For time-consuming tasks, we divide and conquer.
- A few examples:
 - Consistently contacting our assigned pending students on the Graduation Lists.
 - Assigning and unassigning Psychology majors at various times of the year.

Specialized Admin Tasks

- We take the lead on certain aspects:
 - Christina - Recruitment Planning, Weekly Announcements, First-Year Experience PSYC 2024 course, COS Advisor Handbook and Communication Committee
 - Courtney - Timetable updates, Monthly Newsletters, Bi-Weekly Advising meetings, SST's, Navigate Liason, Curriculum Committee



Creating Your Own Communication Strategy


Communication Best Practices

- Best day of the week to send an email:
 - Tuesday, then Thursday, then Wednesday.
- Best time to send an email:
 - 10am, then 8pm or later, then 2pm.
- Fewer words are better - go for visual and short.
- Reinforce the same message through multiple channels.

Reference: (Ellering, 2018)

Brainstorm Activity

- Please take some time to reflect and fill out the flyer.
- What other tools or ideas do you have for communication?
- Any new insights that you've gained from brainstorming?



Any questions?


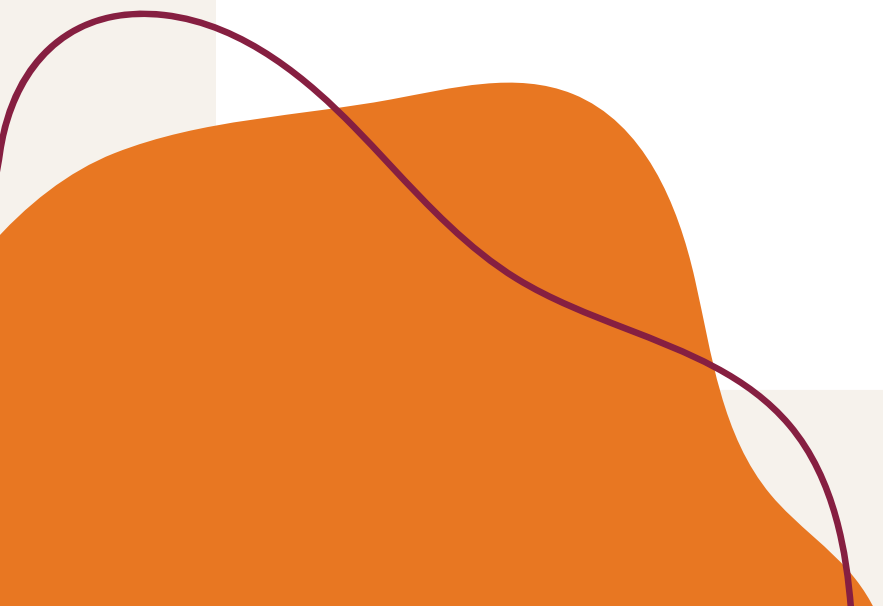


Thank You!

Feel free to contact us at:

Courtney Glass - clynnb95@vt.edu

Christina Minford - cminfor@vt.edu



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