

## Sample Messages

**Make a copy**

### Supporting messages

#### **Subject line: Office hours and early semester priorities**

[Office hours](#) are your time to meet with **me/us** to ask questions, get & share feedback, learn about opportunities, make connections & more. Add **my/our** office hours to your calendar and make a plan to stop-by.

**Add office hours and location (office or zoom link)**

#### **Subject line: Here to help**

There are a multitude of resources available to support your success. You can meet one-to-one with academic coaches and tutors, talk with counselors, attend time-management workshops, and find self-help guides on topics such as note-taking, exam-prep, and stress management. A good starting point to explore your options is the [Academic Success Center website](#).

**Add course or discipline-specific resources.**

Finally, remember that [office hours](#) are your time to meet with me/us:

**Add office hours and location (office or zoom link)**

#### **Subject line: Struggling is part of learning!**

As a class, we are a learning community. Some of us may have more familiarity with course content than others, but over the course of this semester we're all in this learning process together. There will be times when we struggle, make mistakes, mess up, and even fail as we learn new things and challenge each other. This is a part of the process!

### Timed messages

#### **Subject line: Preparation for first big assignment**

***First message:***

Preparation for your first test begins on day one of class. This includes paying attention during lecture, [actively participating in class](#), [taking good notes](#), completing assignments,

and reviewing study materials on a regular basis. If you are interested in learning more about how to prepare for the first exam - try [Effective U's Test Like an Ace](#).

**Subject line: It's almost exam time! Here are tips to help you prepare.**

**Second message**

It's almost exam time. Here are some ideas to help you do your best on the exam.

1. Identify the topics you are more & less familiar with. A lot of people study what they already know, but that's not the best way to spend your time. Instead, ask yourself (honestly) what you're LEAST comfortable with and start your studying there.

- Compare notes with classmates to help fill-in missing information
- Take turns summarizing the study topics from your text and lecture notes. Build off of what others say to help expand and solidify your understanding of the topics.

2. Know what to expect on the exam itself.

- Take the practice exam early enough to allow time to review any missed questions or fuzzy concepts.
- Have everything you need for the exam prepared.

3. Practice

It won't be enough to just memorize vocabulary and slides and fill in the blanks. On the exam, you'll need to think about and interpret what's going on in a complicated scenario and connect it back to course content. Practice this prior to the exam.

- Complete practice questions.
- Discuss concepts (and your answers to practice problems) with other students..
- Attend help sessions, office hours, or [form a review group](#).

## Targeted message

**Subject line: Required class preparation - read the syllabus**

It appears that you haven't read the course syllabus yet. The syllabus contains vital information that supports your success in this course. Schedule time to read the syllabus before our next class meeting. If you have questions about the syllabus, my office hours are listed within the document.

**Subject line: Next steps - options to consider**

It seems like you may be struggling with some of the ideas in our last assignment. I know how **frustrating [ concerning, disappointing, overwhelming ]** this can be. I also know that our biggest successes come after our biggest challenges. Did you know you can revise /

resubmit [insert step toward learning more here]? There is plenty of time for you to improve your grade!

**Subject line: Study options to consider**

Receiving a grade lower than hoped can be disappointing, but you have time to make changes. Make this experience an opportunity to learn and improve.

Think about your approach to the assessment.

- How much time did you spend studying?
- Did you spend more time studying familiar, or less familiar concepts?
- Were you comfortable, or [anxious](#) during the assessment?

These early assessments can help identify less familiar topics. That information can help you manage your study time (i.e. plan to spend more time on less familiar topics). It is also a time to reflect on your overall preparation - did you invest enough preparation time?

If you feel that you spent enough time on the appropriate topics, consider mixing up your study routine. Changing just one thing can be enough to see a positive result. Have you considered joining a [study group](#), or looked at [Effective U's Boost your Study Skills](#)?

As always, remember that [I/we](#) have office hours available to help!

**Subject line: Are you happy with the results of your first exam?**

If you'd like to challenge yourself, changing one small thing can help! Have you considered joining a [study group](#), or looked at [Effective U's Boost your Study Skills](#)?

As always, remember that [I/we](#) have office hours available to help!

**Subject line: Nice work on the exam**

Congratulations, you performed very well on this exam! Have you thought about starting a study group? [Participating in a study group](#) not only helps you maintain your understanding of concepts, it also provides an opportunity to practice your presentation, group facilitation, and leadership skills. All of which are valuable skills to refine!

As always, remember that [I/we](#) have office hours. Consider stopping by to learn more about opportunities in this subject/field.