Checklist (general)

for academics to reflect on students' transition

Prior to arriving on campus and in the first few weeks of their studies, students find themselves trying to adapt to life and learning at university. Below you will find a number of practices that could benefit first year students in this transition period at university.

Each practice is linked to a particular challenge that has been identified as pertinent through our literature review and previous focus groups. Youwill find **here** further information about each challenge area. After reviewing them, check the ones you are already taking into account and make notes of those that may be beneficial for your students.

Has the university provided students with information about the following?

Academic "welcome days"	
Support services at the university	
Organization of studies, routines and spaces	
Mentoring programs (student-student and academic-student mentorship)	
Group activities that may take place at campus (e.g. sports, cultural associations, study groups, student associations, etc.	
University resources about preparing for academic work methods (workshops on university work methodology, online self-training modules on soft skills, etc.)	

Is it clear to students where to access the following?

Visual aids to explain university / studies organization	
Social media of university	
Overview of administrative staff and their functions	
Slides, infographics etc. to know where to go within university for help	

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Learning guide / learning contract of the subject (clearly communicate objectives, skills, tasks, competences etc.; ensure that students understand them; clarify assessment/ exam procedures....)	
University's LMS (Learning Management System) / course set up	
Different channels of communication between teacher and students (e.g.: email, tutoring hours, phone, virtual meetings, etc.)	

When interacting with your students, do you...?

Explain to them that it is normal to experience difficulties in the first months (homesickness, identity challenges, being overwhelmed by studies / university life); all is part of their transition?	
Value their participation in class, even if their comments are not all exact or correct?	
Remind them of the subject's tasks, goals, learning contract, important dates...?	
Create an inclusive environment by taking into account their heterogeneity?	
Facilitate the flow of speech and discussion during students' oral presentations?	
Help them to identify their goals for their first academic year?	
Provide them with tips on how to manage anxiety and stress?	
Communicate fundamental academic values to students (honesty, responsibility, respect, etc.)?	

Do you already utilize, and/or would you like to learn more about the following teaching activities that may facilitate students' transition?

Group tasks to facilitate interaction with other students and build community	
Active methodologies that encourage student participation and motivation	
Study strategies	
Opportunities to take teacher training on these methodologies if available and necessary	

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