



SUCCESS AT WORK =
SUCCESS AT SCHOOL

Academic Success Center



Similarities between Work and School

Working a Job

- Attendance is mandatory
- Do what is expected of you
- Listen to what your boss tells you.
- Be on time!
- Manage your time while working to be efficient & productive!

Attending College

- Attendance is mandatory
- Participation is key!
- Take your professor's advice/Go to them in times of need
- Turn in assignments on time (or early)!
- Time management is important!

Attendance & Participation

- Be aware of the attendance policy for each professor and for IUP
- Missing class has adverse affects on your grade
- Attend campus events
- Participate in class discussion
 - *Get involved in the lecture by asking questions, answering questions in class, giving your input when it is appropriate*
 - *When you do so, you are more likely to remember that information when it comes to test time and beyond.*
- Ask questions!
- Turn off technology during class
- Join a club or group of interest on campus
- Participate in events being held by the university

Listening & Communication

- Follow the syllabus
- Record important due dates in a calendar
- Listen to what your professor is actually saying during a lecture
- If your professor gives you advice, take it!
- Email professors and university personnel appropriately
- Get to know your professors...in person!
- Meet with your adviser when you need assistance
- Go to professors' office hours
- When utilizing the library, ask the librarian for help

Time Management & Wellness Tips

Time Management

- Prioritize your assignments
- Make lists!
- Block out time for studying/school work
- Block out time for fun and relaxation
- Use downtime wisely

Wellness Tips

- Exercise
- Eat Well
- Get Sleep!
- Be careful when choosing to party
- Recognize that you will be overwhelmed at times
- Put yourself first and foremost
- Look out for one another
- Be Positive!
- Know that you are NOT alone.

Where Can I Get Additional Help?

- Campus Police
- Counseling Center
- Academic Support
- The Alcohol, Drugs, and Other Drugs Program (ATOD)
- Students at Risk/The Concern and Response Team (CART)
- Disability Support Services
- Veterans and Service Members
- LGBTQIA Safe Zone Program
- Center for Health and Well-Being
- Actively Moving Forward (Peer Grief Support Group)
- And Many, Many. Many More....

***Visit:** http://www.iup.edu/studentlife/student_services/ for more info about being a student at IUP.