GUIDE TO SUCCESS

One of the best ways to be successful at ASU is to visit with your professors. Professors were once students too and are interested to discuss the course material, their educational background, and industry experience. The instructor can provide insight into how to take useful notes, study for exams, how to get the most out of the lecture, research and graduate school options, and internship/career advice. When you visit with the instructor, be open to what the instructor has to say and have certain questions in hand (write them out ahead of time – you may also like to bring the notes you have been taking for review). Approach the instructor from the standpoint of wanting to understand and learn the material and ultimately doing well in the course. A student who goes through college seeing their professors only in the classroom misses many avenues for self-growth, academic opportunities, networking for future goals, and possibly requesting a letter of recommendation. Also, once you have developed a relationship with your professor, it will be easier to discuss any instructional concerns you may have.

INSTRUCTIONAL QUESTIONS OR CONCERNS

Being part of a large university creates opportunities to learn from a diverse instructor population with different teaching styles and modalities for delivering course content. Courses are offered by a diverse set of faculty including those who are research intensive, those whose primary responsibility is teaching, and part-time faculty who are working in the field. Based on enrollment or modality of offering, faculty may also be supported by graduate student teaching assistants and graders. This diverse higher education delivery platform may differ significantly from the high school experience, and while it provides opportunity to expand the student’s ability to learn and develop problem solving skills, concerns with requirements and instructors may occasionally arise. CIDSE students with instructional concerns should review and adhere to the following guidelines for attempting to resolve their issues. First and foremost keep in mind that the faculty and advising staff are experienced, dedicated educators who are here to help you achieve your educational goals but at the same time, they have a responsibility to ensure standards are maintained and student outcomes are achieved prior to graduation. The university culture recognizes the value of diversity in multiple dimensions as well as the presumption of expertise and academic freedom of the faculty.
PROCESS FOR RESOLVING CONCERNS

• Contact the TA (if available) or instructor to explain your concern and seek resolution;
• If the TA/instructor has attempted to assist you but you are still having academic difficulty that is causing personal stress or hindering your academic success, see your Academic Advisor;
• If the TA/instructor is not responsive or does not provide a legitimate response/accommodation then contact your Program Chair.
• If you still feel there is a legal, ethical, or procedural violation, contact the Office of the Associate Dean of Engineering for Academic Affairs.
• Circumventing this process will be considered a violation of professional ethics and protocol.

REMAIN FOCUSED

When faced with instructional concerns, it is important to remain focused on the rest of the course while addressing specific areas that are under review. Be sure to stay connected with your academic advisor if there are any changes in your situation.

NOTE:

• Misrepresentation of facts or disrespectful behavior when confronting your instructor or teaching assistant is considered an academic integrity violation.
• Maintain all documentation.
• Act proactively and promptly.

IN SUMMARY, GUIDELINES FOR SUCCESS

• Be sure you have the necessary prerequisite knowledge before starting a course;
• Attend class and on-line exercises regularly;
• Devote time each week to studying to avoid getting behind;
• Contact the TA (if assigned) or instructor during office hours at first sign of trouble and come prepared to ask precise questions and to explain your difficulty
• Accept the fact that you grow intellectually and professionally by being challenged and learning to deal with diverse expectations and environments.