

You may need to hone your skills further.

You undoubtedly faced many unknowns and disruptions in fall 2021 and likely developed new coping skills. Perhaps you became more patient with yourself, your classmates, and your instructors. Perhaps you saw to your own wellbeing, made plans, and adjusted your studying to gain control. These skills and more will be needed again. Use this guide to begin as you plan for success this spring.

In this guide, we'll talk about:

- Staying organized
- Avoiding multitasking
- Making the most of video lectures
- Setting a schedule
- Trading old strategies for new ones
- Working with a group or project team
- Staying connected to other people
- Available resources

Could you improve your skills?

You know first-hand that staying current with courses and email requires organization. Read on for some tips.

1. Staying organized

Congratulate yourself if you stayed organized throughout the fall semester! You'll need to continue to track schedules, locations, and due dates this spring.

Be aware of these things for *each* course:

Are parts of the course live or in-person?

- What are the in-person parts of the course? (lecture, lab, etc.)
- Where can you find these parts, and how do you access them? (live-stream, discussion board, classroom, etc.)
- Are these parts at specific times or can you watch them anytime?

When are tests and assignments due?

- Does the syllabus list the dates?
- How do you submit assignments?
- Will any quizzes or exams be done online?

What should you do if you need help?

- Does the instructor have virtual or campus office hours? Where and when? Do you have the link?
- Does the course have an online forum for asking questions?

Tracking this information for all your courses with a spreadsheet or chart is useful. Check out the example at the end of this guide.

2. Avoiding multitasking

When working alone and time is less structured, one is tempted to multitask. Research shows that few people can succeed at doing multiple things at once or can switch between tasks quickly.

Some downsides to multitasking:

- **Assignments take longer.** Each time you return to an assignment (from Instagram, for example) you have to refamiliarize yourself, find your spot, remember what you were going to do next, etc.
- **You are more likely to make mistakes.** Distractions and switching between tasks tire out the brain.
- **You will remember less.** When your brain is divided, you are less able to commit what you are learning to long-term memory.

Try this instead:

- **Focus on one thing at a time.**
- **Take breaks between tasks.**

Consider working on a task for 25 minutes, then rewarding yourself with a five-minute break. Research suggests this pattern helps most people achieve better concentration and alleviates “cognitive boredom”..

3. Making the most of video lectures

Some tips:

- **Stick to the instructor’s schedule as much as possible.** Staying on schedule will help you have a feeling of normalcy and prevent you from falling far behind. Cramming multiple lectures into a short viewing period is a bad idea as less information is apt to “stick”.
- **Find out how to ask questions.** Does the course have a chat feature? A discussion forum?
- **Close distracting apps and tabs.** Humans are not as good at multitasking as they think! (See # 2 above.)
- **Continue to take notes as you would if you were in the classroom.** Many studies show that notetaking improves recall of material and helps to increase test scores.
- **Watch recordings at normal speed.** Watching at faster speeds can decrease retention and result in lower test scores.
- **Replay the difficult parts.** This is a good way to get a better grasp of the material. Also consider viewing the entire video again, while reviewing and revising your notes.

4. Setting a schedule

Setting a personal schedule can help provide structure and improve your motivation. If you don't already keep a weekly or daily calendar, try doing it. Include time for exercise and self-care.

Here's an example of a daily schedule:

	Scheduled Activity	Course Tasks	Personal/ Self-care
8AM			Shower & breakfast
9AM	Call in for remote lecture		
10 AM		Read Chapter 3	
11 AM			Video chat with friend
12 PM			Lunch
1 PM		Begin problem set 5	
2 PM	Recap lecture with classmate		
3 PM			Exercise

5. Trading old strategies for new ones

No doubt you adjusted some study strategies last fall. Continue to look for ways to adapt your usual habits or to form new ones.

For example:

- **Ask yourself what type of study environment works best for you and match that to what is available.** If you study best without distractions, should you really be working in your room? Perhaps try an empty classroom. The library may also be available, with an appointment. Should you study in a chair, rather than on your bed or couch? Maybe you need to move to a new spot when you change tasks or study for a different class. Do you need background noise? How about a white noise app?
- **Group study could be helpful.** Contact classmates to arrange a virtual session, or an in-person session with proper distancing.
- **If you thrive on tight timelines, but now have a more open time each day,** think about how working with others or setting up a schedule could help. If following a schedule becomes difficult, see if you can do even just fifteen minutes of coursework at a time.

6. Working with a group or project team virtually.

Here are some ideas for doing group work over Zoom:

- **Try not to procrastinate.** A group project can become out-of-sight, out-of-mind if you don't see your group members regularly. Resist the urge to put the project off. Make small progress regularly on the project and stay in touch.
- **Meet regularly.** Consider a quick text about the project on your group chat every few days. Have real conversations over video during any week that you're working together.
- **Set a goal for meetings and use a shared notes doc.** Try to establish the purpose of your meeting in advance. Take notes in a shared doc so you can all contribute and follow along.
- **Keep videos open when you can.** Aim to keep the videos of participants visible on your computer screen while screen sharing or working on documents. Doing that will help you see the expressions of your teammates and stay connected to each other.
- **Check on each other and ask for backup:** if someone has been absent from your group meetings or chat, ask them directly if they're still able to participate in the project. If you aren't getting responses within a day or two, let your instructor know – this isn't being petty, it is your team's responsibility.

7. Staying connected to other people

Because we may have to limit in-person time interactions in our daily life, connecting with family and friends is more important than ever. And staying in touch with instructors, classmates and team members is also important. Consider:

- **Scheduling video calls with family and friends.** Talking to loved ones can be really helpful when you feel stressed or nervous about something. Taking a break to laugh is also important.
- **Connect with classmates,** for example, to talk through a tough problem.
- **Attend virtual office hours or study groups** so that you can stay up on your coursework.

8. Available resources

Maine Maritime Academy personnel and resources are available to you. Review the list on the next page, and watch your email and phone notifications for updates.

Remember, this will pass.

Even though COVID may have disrupted your life, and you may feel that it came at the worst possible time, take a minute to remember that **this is temporary**. You will find your way when the situation settles down. You will get back on track, and things will return to normal. We don't know when, but it will happen. Until then, take a deep breath, do your best, get some rest, stay distanced and masked, and wash your hands regularly.

Maine Maritime Academy resources during COVID

Some Academy personnel, including faculty, are on campus and others are working from home. **Continue to reach out when you need help.** You can find Academy email and phone numbers in the Campus Directory (<https://mainemaritime.edu/about-mma/campus-directory/>). Messages left on the campus phones of staff members automatically forward as audio files to their email.

Other resources include:

- **Office hours.** Your instructors have posted their office hours on Canvas. Office hours are also on the Campus Directory (<https://mainemaritime.edu/about-mma/campus-directory/>).
- **Tutoring.** If you want a tutor assigned, request this through the link at tutoring.mma.edu or via the Tutoring Help button on the MMA app. Please note that not every request can be fulfilled. (Please also consider becoming a paid tutor. Write to tutoring@mma.edu for more information.)
- **Advisors.** You still have a regular academic advisor, and, possibly, an academic probation advisor. Expect them to contact you by email, and continue to contact them with your questions.
- **Regularly scheduled help (Math/Physics Lab, Nav Lab, Writing Center).** Information about these help sessions is at tutoring.mma.edu and via the Tutoring Help button on the MMA app.
- **Regularly scheduled course help sessions.** Check with your instructor for updates.
- **Library help.** Contact the library (library@mma.edu; or use the chat feature on the [library website](https://mainemaritime.libguides.com/)) for specific help, or use the library guides (<https://mainemaritime.libguides.com/>).
- **Counseling help.** Three clinicians are available to help; contact counseling@mma.edu for more information. Paul Ferriera, the Counselor and Prevention Education Coordinator, can be reached by phone (207 326-2419) or email (paul.ferriera@mma.edu) for phone or Zoom meetings.
- **Accommodation for disability.** Joceline Boucher, the Accessibility Services Director, can be reached by phone (207 326-2489), email (joceline.boucher@mma.edu), and in-person. If you had an accommodation letter in fall 2020, you need to renew it this spring.
- **Student of concern.** If you suspect a classmate is struggling, please report this, either anonymously or by including your name, at this site: https://mystudentlife.mma.edu/6EDE9C80/22/133/Students_of_Concern-Students_of_Concern.
- **Scheduling your online course responsibilities.** Please see this site (<https://mainemaritime.edu/support-services/wp-content/uploads/sites/12/2020/12/Spring2021CoursePlanner.docx>) for a fillable scheduling template you can download and update. A copy of the guide is also at the end of this guide (scroll down).

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Maine Maritime Academy

Get Involved, Get Engaged, Get Help



Find activities on Facebook and Instagram

Events, both in-person and virtual, are advertised on our social media pages!
Join us for some fun!



Get out - Get local!

Check out all that Castine has to offer. Walk to Dyce's Head Light House, hike Witherle Woods, find all of the forts and battle signs in town.



Resources for Academic Assistance



Would an evening help session in math, nautical science subjects, physics, or writing help? See the Help-Tutoring button on the MMA app, go to tutoring.mma.edu, or visit the Buoy House for more info. Or use your instructor's office hours - find them on the course syllabus. Need accommodations for a learning difference? Contact accessibility@mma.edu; 207 326-2489.

Resources for Mental Health

3 clinicians ready to provide support and guidance,
email: counseling@mma.edu



[mma_counselingcenter](https://www.instagram.com/mma_counselingcenter)

Spring 2021 First Half-Semester Planner – Continue to Update as Information Becomes Available

Class:	Class:	Class:	Class:
How is the lecture material going to be delivered? (for example, in-person, on Canvas, with Zoom, etc.) List the ways here.			
If the course has a lab, how will the lab material be delivered?			
Does the course have specific lecture times? If yes, when? Day/hour Will classroom lectures alternate with online sessions? On what days?			
Are office hours online? Through Zoom? Canvas? Other/? List the hours here. Day(s)/hour(s)			
Will exams be online? In class? At the Field House (if so, at what time)? List exam type(s) here.			
What resources do you need to be successful? For example, tutoring, Writing Center help, a separate notebook?			
Do you have questions or concerns? Write them down and then contact your instructor. (Check the syllabus on Canvas for the instructor's contact information.)			

Need help? The Math/Physics Lab, Nav Lab, and Writing Center can assist. Visit tutoring.mma.edu or the MMA app's tutoring button to access these and other resources!

ASSIGNMENT DUE DATES FOR THE FIRST HALF OF THE SEMESTER (WEEKS 1-6)

<p>Week 1 – ONLINE ONLY January 11-16</p>					
<p>Week 2 – ONLINE ONLY January 18-23</p>					
<p>Week 3 <i>(follows after a transition week; dates subject to change)</i> February 1-6</p>					
<p>Week 4 February 8-13</p>					
<p>Week 5 February 15-20</p>					
<p>Week 6 February 22- 27</p>					
<p>Mid-semester grades posted by Feb. 26, for freshmen and PFD students, at: mymma.mma.edu (or find them on the MMA app, via the myMMA icon)</p>					