

Office of Faculty Development
Week 1,3,7 Emails / W7_Midterm Check-in
Sp17

Subject: Midterm Progress Check-in

Dear Faculty Members,

As we work towards the end of the term, please take a few moments with each student to review their performance and progress in your course and their current standing. This should be done individually and can be conducted via email if needed.

Some resources on campus for students who may need additional support:

Academic Advising

Patty Hernandez, Director of Academic Advising
Gabriel Chabran, Undergraduate Academic Advisor
advising@artcenter.edu

The Writing Center

Hillside Campus, Rm. 202A
Monday-Friday, 9:00 – 7:00 and Saturday from 10:00 – 3:00
Email: writingcenter@artcenter.edu

Creativity Coach & Time Management

Jay Chapman
Location: Cafeteria, Monday – Thursday, 10:00 – 4:00
Phone: 626-353-6300
Email: jchapman@artcenter.edu

CARE

If you have concerns about a student's emotional and behavioral health impacting academic performance, you can always submit a CARE referral at <http://www.inside.artcenter.edu/go/care>. The CARE Team will determine a plan to best support the student based on the information you provide.

Counseling Services

You can also, always, refer a student in crisis to the college's counselors by contacting Center for the Student Experience (CSE) Counseling Services at ext. 2323 or walking the student to the CSE office (across from Library).

If you have any questions or concerns about your course or teaching in the college, please don't hesitate to reach out to me at sam.holtzman@artcenter.edu, drop by the Center for Innovative Teaching & Learning (Hillside, Rm. 211A), or visit the Faculty Development page: <https://inside.artcenter.edu/pub/course/view.php?id=6>.