TIPS & TRICKS FOR WORKING FROM HOME

General tips for working from home

1. Get dressed; don't work in your pajamas.
2. Maintain regular hours.
3. Set ground rules with the people in your space.
4. Schedule breaks.
5. Keep a dedicated work space.
6. Exercise and stretch regularly.
7. Build transitions into (and out of) work.
8. Remove distractions - don't get too sucked into the news, social media, or anything else. Setting a schedule for when you can use these distractions can be useful.
9. Communicate! Check in with classmates and professors on a regular basis, especially if you're struggling with an assignment or topic.
10. Make to-do lists to keep you motivated, organized, and productive.
11. Use a planner or calendar to keep yourself on task and from forgetting meetings and deadlines.
12. Find ways to socialize outside of work hours.
13. Transfer your commute time to intentional rest time.
ONLINE CLASSES, PROJECTS & RESEARCH

Classes

- Treat your now-online class the same as you did when it was in-person. If you can choose when you view lectures, try to stay with your in-person class schedule to give your week structure.
- Actively participate in class discussions, whether they are conducted live or via discussion boards. This means sharing your opinion, asking questions when you need clarification, and reading what other students are posting.
- Everyone learns differently so give yourself some time to adjust to this new mode of learning. Figure out how you learn best and communicate this with your professor and classmates if necessary.
- Create virtual study groups.
- Take notes like you would in a traditional classroom setting.

Group Projects

- As a group, decide the best way for everyone to communicate. Maybe this is via texting, GroupMe, Facebook Messenger, Google Chat, Zoom, editing a Google doc/sheet/slide at the same time and using the chat feature, email, or some other outlet. Make sure everyone in the group is aware of the chosen communication method and include everyone on all correspondence so the entire group is aware of all decisions made.
- Actively participate in group discussions and group decisions. No one wants to be in a group with someone who fails to respond and show up to group meetings.
- Assign individual roles and deadlines to ensure the project gets done.

Research

- Classes may be online and campus may be closed, thus eliminating traditional lab work, but students can still pursue research opportunities. Use this time to identify a project or topic you're interested in studying and search for scientific articles that can provide background information on the topic.
- If you're not graduating, use this time to identify and contact professors who are pursuing research that aligns with your interests. Once campus re-opens, having an established connection with these professors could help you start conducting research in the lab or in the field quickly.
ONLINE RESOURCES

Technology

- Zoom
  - Website
  - Connect your account to CofC
- Oaks
- Google Suite (Drive, Sheets, Docs, Chat)
- Microsoft Teams
- Voicethread
- Adobe
  - Adobe Scan Mobile App
  - Adobe Acrobat Pro and Adobe Create Suite software request
- Office 365
- D2L Pulse Application

CofC Resources

- Career Center
- Self-Service and Support System
- IT Chat Portal

REMEMBER...

The College of Charleston and the Department of Geology and Environmental Geosciences is here to help! We understand that this is an unprecedented time and we are here for students as they go through the transition to online classes and deal with personal and family-related difficulties that have arisen from COVID-19.

STAY CONNECTED WITH US!

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