

***MINDS MATTER:
SUCCEEDING IN AN ONLINE
ENVIRONMENT***

March 25, 2020



Tonight's Lineup

- Welcome by Nichole Ramirez, Assistant Director, VIP
 - VIP Program - Important updates on Blackboard
 - Why Minds Matter
- Minds Matter: Succeeding in an Online Environment
 - Panelists – Undergraduate Research, Time Management, Self-Care
 - Resources
- Question and Answer (Q&A) [Recording]
 - VIP PD Lecture students: Complete Minds Matter Lecture Attendance Form
 - Others: Email additional questions to vip@purdue.edu

Introductions

Tonight's panelists:

- JJ Sadler, Associate Director
 - Office of Undergraduate Research

- Shannon Stanley, Assistant Director
 - Academic Success Center

- Prof. Xiang Zhou, Assistant Professor
 - Education Studies – Counseling Psychology

PURDUE UNDERGRADUATE RESEARCH CONFERENCE – GOING VIRTUAL

Changes due to COVID-19 restrictions

Presented by: JJ Sadler, Associate Director



Abstract Submission Process

Going virtual requires an extra step of approval

- Deadline extended: March 25 at 11:59pm
- Submitting abstracts are the same as before - Qualtrics
- ***NEW*** Requires research mentor's explicit approval to be presented – Email from OUR

Submitting Your Presentation

Going virtual required a new process using technology you may know

- Selected poster abstracts will be informed March 30 – Email from OUR
 - Start now, though
- Create a one-slide PowerPoint/Keynote presentation with voiceover narration
 - For groups, everyone should contribute to the slide(s) and the script, but only one person should read the script with a phrase that indicates who helped creating the presentation.
 - 5 minutes for posters; 10 minutes for oral presentations
- Upload the narrated presentation to **YouTube** and unlist the video
- Submit the video's link with the Qualtrics form in your acceptance email by April 8 at noon EST
 - Ensure captions are correct to ensure everyone can understand your presentation

Viewing/Sharing Your Presentation

Presentations will be visible April 14-21, 2020

- Abstract booklet will still be created and available to the public
- OUR webpage that requires Purdue career account credentials will list links based on college
- Judging and awards will still occur for most colleges (Engineering is included)

- Not a researcher? View what research is currently conducted with undergrads
 - Search the abstract booklet for keywords or topics

Warnings

Consider what you include in your presentation

- Individuals can still distribute the link to your presentation
- Some projects forbid online presentations of data or methods – consider being more general
- Always consult with your research mentor(s) on what is appropriate
 - This may include withdrawing your abstract – Contact the OUR if so

Resources Linked Online

Unsure how to narrate, upload, or unlist?

- Videos are linked to help you navigate the various steps to this process
- Contact the OUR or [Student Software Trainers](#) for a one-on-one consultation
- Go to the OUR homepage and click on the COVID-19 Response button to access

Research Conference COVID-19 Response

- Oral presenters will be notified by March 20
 - Students will present their PowerPoint slides with a voice-over of no more than 10 minutes and upload the file to YouTube. [Narration using PowerPoint](#). [Narration using Keynote](#). [Uploading PowerPoint to YouTube](#). [Uploading KeyNote to YouTube](#).
- Poster presenters will be notified by March 30
 - Students will present a single PowerPoint slide, their poster, with a voiceover of no more than 5 minutes in length. [Narration using PowerPoint](#). [Narration using Keynote](#). [Uploading PowerPoint to YouTube](#). [Uploading KeyNote to YouTube](#).
- Students will submit a YouTube link of their presentation through a Qualtrics form sent in their acceptance emails by **April 8 at noon EST**.
 - For group projects, it is recommended that students work together to generate the content and the script, but to designate one person to conduct the voiceover and mention the group effort.
 - Students must **"unlist"** the presentation to allow the presentation to be viewable only with the direct link and not searchable.
 - Links to the YouTube presentations will be behind a Purdue login for faculty, staff, and students to view for a week and provide feedback to the presentations using a Qualtrics form as if they would face-to-face and ask questions in the comments section.
 - More information on how to create these videos will be included on the Undergraduate Research Conference website and included in the acceptance emails students will receive.

Found on: [purdue.edu/undergrad-research/conferences/covid19.php](https://www.purdue.edu/undergrad-research/conferences/covid19.php)

IT IS OKAY & ENOUGH

Data or access to files limited?

Consider focusing more on the rationale and methods.
Normally, there are posters of in-progress projects.

As always, consult with your research mentor!

THANK YOU

The OUR is checking emails and answering phone calls.
Contact us if you have any questions or concerns.

Email: UGresearch@purdue.edu

Phone: 765-494-6505

TIME MANAGEMENT FOR ONLINE COURSEWORK

Shannon M. Stanley

Assistant Director of Academic Success

academicsuccess@purdue.edu

Time Management Online

Good time management habits are even more important in an online learning environment

- More distractions
- Less external accountability
- Learning is more self-directed
- Can be easier to fall behind and harder to catch up
- Stress may impact motivation

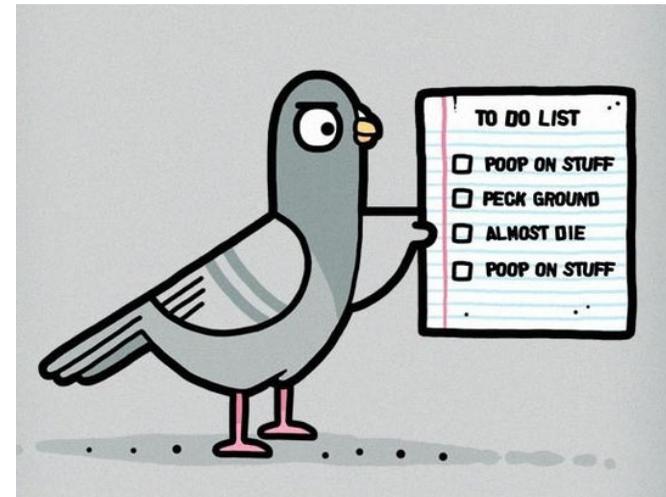
Me trying to cram 2 weeks worth of studying into one night because I have the time management skills of a potato



General Time Management Strategies

Many of the same strategies that you'd use to manage your time in in-person courses are applicable to online coursework

- Use a calendar or agenda
 - Big picture
 - Short term/day-to-day
- Make to-do lists
- Break big projects into smaller chunks
- Schedule breaks & self-care



Online Time Management Strategies

Because of the nature of online learning, these basic strategies may need some tweaks:

- Schedule out as many aspects of your courses as possible
 - Lecture time – **especially** if asynchronous
 - Homework time
 - Study time (distinct from homework time)
 - Office hours or other support resources
- Be specific
 - What will you study, and how will you study it?
 - What tasks do you need to complete for homework or projects?
 - What will you do for a break after you reach your study/task completion goal?
- Be consistent
 - Set up your schedule to mimic your on-campus routine as much as possible.
 - Build time into your routine to plan for the day or week.

Important Tips

Other important tips and strategies:

- Prioritize your time
 - Portion of grade
 - Amount of time needed to complete
 - Easier/more interesting vs. harder/less interesting



- Have a designated workspace
 - **Not your bed!**
 - Minimize distractions
 - Comfortable, well-lit, visually pleasing

Important Tips

Other important tips and strategies:

- Take breaks
 - Taking breaks helps your focus, motivation, and retention of information
 - Schedule time for a 10-15 minute break every 2-3 hours of work (set a timer!)
- Use resources
 - Instructor/TA office hours
 - Academic Success Center – www.purdue.edu/asc



Academic Success Center Resources

The ASC offers several resources to support you during this transition:

- Webinar Workshops specifically for online learning:
 - Time Management and Procrastination – March 30, 4:30-5:30 EDT
 - Additional webinars available throughout April on study skills and preparing for finals
- Virtual Consultations
- Handouts

Monthly Schedule						
Month: _____						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

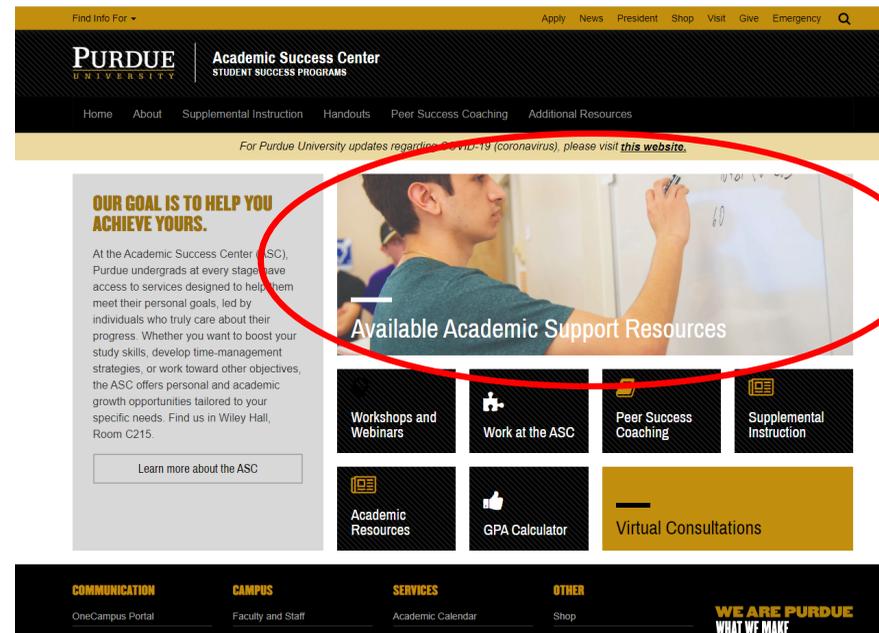
PURDUE UNIVERSITY Weekly Schedule							
Purdue University Academic Success Center							
Week of Sunday, _____ through Saturday, _____							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6:30 – 7:30							
7:30 – 8:30							
8:30 – 9:30							
9:30 – 10:30							
10:30 – 11:30							
11:30 – 12:30							
12:30 – 1:30							
1:30 – 2:30							
2:30 – 3:30							
3:30 – 4:30							
4:30 – 5:30							
5:30 – 6:30							
6:30 – 7:30							
7:30 – 8:30							
8:30 – 9:30							
9:30 – 10:30							
10:30 – 11:30							
11:30 – 12:30							

Five Day Study Plan					
Exam _____					
Course		Exam Date		Exam Time	
1	2	3	4	5	
Date: _____	Date: _____	Date: _____	Date: _____	Date: _____	
Concepts to master					
Self-testing tools					

Contact the ASC

If you have questions or need additional support:

- Email Shannon
 - stanley19@purdue.edu
- Email the ASC
 - academicsuccess@purdue.edu
- Visit our website
 - www.purdue.edu/asc



THANK YOU

Please feel free to contact me or the ASC if you have questions or need additional support!

Self-Care Strategies during COVID-19

Xiang Zhou, Ph.D.

Assistant Professor, Counseling Psychology

- Be aware of individual differences in responses to COVID-19
- Outline daily structures
- Incorporate breaks, relaxation and exercises
- Limit media exposure
- Empathy for self and others
- Reach out for connection and support

Be aware of individual differences in responses to COVID-19

- We react to stress, trauma, and grief differently
 - Hopeless about future, irritated about small things
 - Insomnia, rapid heart rate
 - Overworrying about contamination and cold symptoms
 - Problem solving, community activism
 - Boredom, denial
 - Survivor guilt
 -

Empathy for self and others

- Empathy for self,
 - “this will not be the ideal semester for _____.”
 - “it is okay to _____.”
- Empathy for others
 - Your professor/parent/child/sibling/friend is doing the best they can to cope in their way
 - Downward social comparison

Outline daily structures

- Routine for classes, homework, time to wake up and go to sleep, lunch and dinner break etc.
- Learning environment: divide spaces/time

Incorporate breaks, relaxation and exercises

- Breaks during study, stay hydrated and eat healthy
- Mindfulness and meditative activities (e.g., DownDog)
- Home exercises (e.g., RecWell)

Limit media exposure

- Stay tuned to trusted sources
- Turn off notifications
- Limit media and social media, especially before sleep
- Pay attention to positive news as well

Reach out for connection and support

- Virtual hangout/Virtual office hour/Virtual party
- Counseling resources: local and CAPS
(<https://www.purdue.edu/caps/>)
- Asians and Asian Americans with increased discrimination

- Be aware of individual differences in responses to COVID-19
- Outline daily structures
- Incorporate breaks, relaxation and exercises
- Limit media exposure
- Empathy for self and others
- Reach out for connection and support

Xiang Zhou, Ph.D.
xiangzhou@purdue.edu



Upcoming VIP Lecture - April 1, 2020

How to Make Better Decisions When Your World is Upside Down

- During this on-line, interactive session, Beth and Peter Bostwick (MS. Krannert '89) will share lessons they've learned about how to make decisions during difficult times. Beth and Peter were at Purdue during Black Monday - when the stock market had its biggest drop in history. At that time, the world was upside down and jobs were scarce. Today, with the coronavirus and the instability it's creating, what will the next few years bring? How can you better prepare yourself to handle the upcoming challenges and disruptions? Is now the best time to get a steady job at a big company or start your own company? Should you stay in school or head back home? Join Beth and Peter as they share their experience and some tools to help you think about your future.

When: Apr 1, 2020 05:30 PM Eastern Time (US and Canada)

Register in advance for this meeting:

<https://zoom.us/meeting/register/tZAod-ihpzkoNUC2tk4zeVKeuQQ0dsSFwg>

Resources

List of resources for students:

- College of Engineering
 - https://engineering.purdue.edu/Engr/COVID-19/index_html
- Innovative Learning
 - <https://www.purdue.edu/innovativelearning/learning-remotely/>
 - <https://www.purdue.edu/innovativelearning/supporting-instruction/instructional-development/toolkit/#groups>
- Academic Success Center
 - <https://www.purdue.edu/asc/>
- Office of Undergraduate Research
 - <https://www.purdue.edu/undergrad-research/conferences/spring/index.php>
- Counseling and Psychological Services
 - <https://www.purdue.edu/caps/>
- Vertically Integrated Projects (VIP)
 - <https://engineering.purdue.edu/VIP>

THANK YOU

Contact us: vip@purdue.edu

* VIP PD Credit: Complete Minds Matter Lecture Attendance
Form on Blackboard (Spring-2020-ENGR-17920-025-XLST)

