

# **UW-GEAR UP | November** **COMMUNICATION & CONTENT CALENDAR**

## **ATTN: SITE COORDINATORS**

Welcome to the November Communication Calendar!

It's almost Thanksgiving AND there is a lot to do before giving thanks and taking a break. This month's guide will help you check in with your students and see how they are doing following midterms. This is the perfect time for them to get extra help and interact with teachers during office hours. November is often the time when students will register for new classes for the upcoming term. Most first year students haven't done this on their own yet. This process should include working with an academic advisor to make sure they take the right classes and stay on track to graduate. This month, I've included some personal questions to help you gauge your students' family relationships during the holidays. You can also offer students a chance to connect face-to-face with you while visiting home (especially the residential students). As always, please feel free to reach out to me if you have any questions. I'm grateful to be in your corner!

If you have any questions or concerns, please feel free to reach out to me at: [harlan@helpmeharlan.com](mailto:harlan@helpmeharlan.com).

Thank you,

-Harlan

# UW-GEAR UP | NOVEMBER 2018

## COMMUNICATION & CONTENT CALENDAR

### WEEK #1 – ACADEMICS

***DIRECTIONS: Copy, Paste, and Text the message below.***  
***SUGGESTED TIMELINE: Send RATE IT, TEXT IT every Monday***

**MESSAGE:**

RATE IT | TEXT IT: Respond with number 1-10  
I'm happy with my midterm grades (1-Miserable 10-Uber Happy)

***DIRECTIONS: Send the message below as a follow-up text***  
***SUGGESTED TIMELINE: Send the text below a few minutes after the first message.***

**NEXT MESSAGE:**

QUESTION: What is your plan to get academic help and support in the coming weeks?

***DIRECTIONS: Text the messages below.***  
***SUGGESTED TIMELINE: Send one (1) TO-DO message each week (later in the week)***

**TO-DO:** Go to office hours this month and meet with your professor to get extra help

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### WEEK #2 – ADVISING/SCHEDULING

***DIRECTIONS: Copy, Paste, and Text the message below.***  
***SUGGESTED TIMELINE: Send RATE IT, TEXT IT every Monday***

RATE IT | TEXT IT: Respond with a number 1-10  
I know exactly what classes I need to take next term (1-Clueless 10-Know It All)

***DIRECTIONS: Send the message below as a follow-up text***  
***SUGGESTED TIMELINE: Send the text below a few minutes after the first message.***

**NEXT MESSAGE:**

QUESTION: When do you have to register for classes? Who is helping you with the process?

***DIRECTIONS: Text the message below.***  
***SUGGESTED TIMELINE: Send one (1) TO-DO message each week (later in the week)***

**TO-DO:** Schedule an appointment with your academic advisor and make sure you've registered for the right classes

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### **WEEK #3 – Holiday Break**

***DIRECTIONS: Copy, Paste, and Text the message below.***  
***SUGGESTED TIMELINE: Send RATE IT, TEXT IT every Monday***

RATE IT | TEXT IT: Respond with number 1-10  
I'm excited to spend time with my family over Thanksgiving (1=Dreading It 10=Excited)

***DIRECTIONS: Send the message below as a follow-up text***  
***SUGGESTED TIMELINE: Send the text below a few minutes after the first message.***

**NEXT MESSAGE:**

**QUESTION:** What are THREE things you're thankful for this Thanksgiving?

***DIRECTIONS: Text the message below.***  
***SUGGESTED TIMELINE: Send one (1) TO-DO message each week (later in the week)***

**TO-DO:** Say "Hi" to me over Thanksgiving break.

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### **WEEK #4 – Mental Health**

***DIRECTIONS: Copy, Paste, and Text the message below.***  
***SUGGESTED TIMELINE: Send RATE IT, TEXT IT every Monday***

**MESSAGE:**

RATE IT | TEXT IT: Respond with number 1-10  
I feel comfortable talking to people about my problems (1-Uncomfortable 10-Very Comfortable)

***DIRECTIONS: Send the message below as a follow-up text***  
***SUGGESTED TIMELINE: Send the text below a few minutes after the first message.***

**NEXT MESSAGE:**

**QUESTION:** What counseling resources are available on your campus? Are they free?

***DIRECTIONS: Text the message below.***  
***SUGGESTED TIMELINE: Send one (1) TO-DO message each week (later in the week)***

**TO-DO:** Visit the counseling services website or office and see what services are available

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