Checklist for Introduction to the Arts and Sciences Topics
Check the boxes below to indicate what you feel needs to be covered in more depth.

City and the Campus
☐ How to utilize the Port Authority bus system
☐ How to find information on CourseWeb
☐ How to work in groups effectively

Academic Skills and Services
☐ How to use the following
  o Academic Resource Center
  o Math Assistance Center
  o Writing Center
  o Computer labs
  o Other University resources that assist students, such as office hours, help desks, and language tables
☐ How to use the library and its electronic databases
☐ Methods for managing time and planning your day to day schedule

Academic Honesty
☐ The University Academic Integrity Code
☐ Ethical standards of behavior – plagiarism, cheating

Academic Communication
☐ How to build relationships with faculty
☐ How to send professional e-mails to faculty and staff
☐ How to communicate effectively with faculty, staff, and other students
☐ How to request letters of recommendation
☐ Acceptable behavior in classroom and lecture settings
Educational Goals
☐ About probation, midterm grades, and grade options
☐ About
  ○ study abroad
  ○ undergraduate research
  ○ undergraduate teaching
  ○ service learning
☐ What to do if you are undecided
☐ How to stay in contact with your academic advisor
☐ How to do Self-Service Registration
☐ Where to go for information concerning careers
☐ The value of general education requirements
☐ Possible majors, minors and certificates are that students can pursue as undergraduates
☐ The intrinsic value of the liberal arts