

The Do's and Don'ts of



Presented by:

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Penn State Harrisburg

**7 Week courses, most 3 cr., completing 6 credits per semester
Friday evenings or Saturday mornings, with hybrid sessions**

Liberal Arts Track

- Foundations in Letters, Arts and Sciences (LAS) I Certificate (12 credits)
- Foundations in Letters, Arts and Sciences (LAS) II Certificate (24 credits)
- Advanced Foundations in Letters, Arts and Sciences (LAS) Certificate (42 credits)
- Associate Degree in Letters, Arts and Sciences (60 credits)

Business Track

- Foundations in Business Administration I Certificate (12 credits)
- Foundations in Business Administration II Certificate (18 credits)
- Advanced Foundation in Business Administration Certificate (28 credits)

Health Sciences Track

- Health Science Professions Certificate (40 credits)

Second Degree Nursing (Requirements for Entrance to Program)



Penn State Brandywine

Weekend Programs

- Accelerated Saturday BSB Degree Completion Program
 - *Held at Penn State Great Valley*
- Accelerated Post-baccalaureate Medical Sciences Certificate Program
- Accelerated RN to BS Program
 - *From Penn State Schuylkill*



Best Practices of Weekend College (The Do's Student Engagement)

- Provide as much detail as possible.
 - Method of delivery
 - % of Classroom time
 - % of online learning
- Discuss the pace of the courses.
- Inform students of grading methods.
 - On line testing?
 - Testing in class?
 - Papers / Writing?



Best Practices of Weekend College (The Do's Student Engagement)

- Assume they know nothing.
- Host Information Sessions.
 - Web-based and face-to-face sessions
 - lunch hour, evenings, after work
 - Go to local businesses (* Represent all, NJWC)
- Explain Admissions process.
- Ask about any transfer credits.



Best Practices of Weekend College (The Do's Student Engagement)

- Give students options. What is Plan B?
 - How can the student continue if Weekend College format doesn't work for them?
 - Evenings? Daytime? Hybrid from campus? World Campus?
- Explain tuition, textbooks, fees, & annual increases.
- Encourage registration for future quarters to insure proper financial aid allocation.
- Solicit constructive feedback for continuous improvement.



Best Practices of Weekend College (The Do's Student Engagement)

- Provide a plan of course delivery.
- Provide information on managing group dynamics and interpersonal conflicts.
(Example: Cohort based)
- Describe what technology will be used.
- Provide access to commonly asked questions.
- Establish a childcare policy (AD 39).
- Put yourself in their shoes.



Content of Orientation Program

An in-person, new student orientation session is essential for student success.

- General campus information
- Technology information, userids
- ANGEL demonstration
- Advising Information
- Demos of e-Lion, review the Degree Audit
- Tutoring and Career Services



Best Practices of Weekend College (The Do's Administrative)

- Seek buy-in from all administration effected by the program.
 - Chancellor, DAA, Faculty Senate, staff, Maintenance, Housing & Food Services, Marketing, Admissions, Student Learning Center, Advising, Library, Bookstore
 - PSH had just as many info sessions for administration as they did for new students.
- Reinforce academic integrity.
- Reinforce courses follow same syllabi.



Best Practices of Weekend College (The Do's Administrative)

- Seek feedback, what have you overlooked?
- Capitalize on weekend resources, encourage expansion of Weekend College to other programs.
- Send campus-wide email messages on weekends classes are running.
- Promote the visibility of the program.
 - The more students on campus during evening and weekend hours livens up the weekend campus culture.



Best Practices of Weekend College (The Do's Administrative)

- Treat this type of initiative as a project.
 - Implement a continuous feedback and improvement cycle.
 - Ask a regular intervals (bi-annually or annually).
 - Is this program worth continuing?
 - Should we keep doing it?
 - Hold a debrief meeting at end of semester.
 - What went right (start off on good note)?
 - What went bad (lead into)?
 - What can be improved?
 - Send debrief to key stakeholders. Keep the communication flowing.



Best Practices of Weekend College (The Don'ts with Students)

- Silence is not always golden: Don't assume that no news is always good news (get out from behind your desk and email correspondence and go speak to the class in person.)
- Don't forget about them during inclement weather.
 - Remind campus weather team when classes are running.
 - Communicate with text messaging for campus closures.
 - Notify networks of campus closures.



Best Practices of Weekend College (What to avoid with Administrative)

- Don't get tooooooo CRAZY!
 - If the infrastructure can't support in it's current structure, you could run into challenges (Ex. PSH runs all classes in the Library, and NOW start at normal Library hours).
- Avoid too many changes to the infrastructure.
 - Don't expect hour changes to accommodate just this program.
 - Don't expect staffing to jump at working Saturdays.



Check us out on the Web!

- Penn State Harrisburg ~
 - www.hbg.psu.edu/ce
- Penn State Brandywine
 - www.brandywine.psu.edu



Best Practices of Weekend College

Now, sit back and think

What could go wrong?

What would upset me if I were a student?

What if, what if, what if?

The Devil is in the Details!



Student Testimonials

Things I hear in my office every week:

“I have wanted to go to Penn State since I was eight years old, and thought I had missed the opportunity.”

“I know I could go to another school to get done faster and get more transfer credit, but I want Penn State on my resume.”

<https://www.youtube.com/watch?v=1009bDXxeg>



Testimonials

“Weekend College was a godsend for me. I work full-time with additional duties that require evening hours and some weekends, and I’m a wife and mother. It wasn’t possible for me to be the “traditional” college student. Weekend College allowed me to take classes and still manage work and home and keep my sanity. I took classes evenings and Saturdays. One must be disciplined and organized to manage all aspects of life and Weekend College is a way to earn a degree for busy individuals. I proudly display my diploma on my office wall.”

Carolyn A. Julian

Student Aid Adviser and Veterans Affairs Coordinator,

Penn State Harrisburg

Class of 2005

