



Faculty Welcome



Welcome!

As you begin your course of instruction here at Cleary, remember that your academic success is our goal. We value your participating in class (lecture or online discussions) and your suggestions on how to improve your Cleary experience.

You should consider your instructor your first point of contact for questions or clarifications about course content and expectations.

Please take the time to complete the course evaluation at the end of each six-week session. These evaluations are important tools for updating our course content and delivery.

Good luck as you continue through the program. We look forward to sharing your achievement in a future commencement.

What You Can Expect of Faculty

- Subject matter expertise
- Intellectually challenging classes
- Clear instructions
- Professional respect for students
- Flexibility as needed – especially if you keep us informed
- Timely and informative feedback

What the Faculty Expects of You

- Treat the classroom as a professional and safe environment
- Be prepared for and attend each class
- Always give your best effort
- Maintain high ethical standards in completing your work and interacting with others
- Plagiarism is not acceptable
- Be an active part of the learning community

What You Need To Succeed

- Effective Time Management is **critical**
 - Do not underestimate the pace
 - Do not fall behind – this is **not** a weekend program – make time during the week
- Treat Classroom & DL courses as equally important and time consuming
- Take care of yourself

Resources

- **10 Tips for Getting Your Work/Life in Balance:**

www.quintcareers.com/work-life_balance_tips.html

- **Work/Life Balance:**

www.worklifebalance.com/worklifebalancedefined.html