

# PATHWAYS to LEADERSHIP AT BROOKLYN PUBLIC LIBRARY

## Before the Course(s)

- As soon as it is available, review your entire syllabus.
- Include any important dates (i.e., deadlines for assignments, exams, office hours, and live classes) in your calendar; especially note any days/weeks with multiple deadlines.
- Reflect on your personal and professional commitments; determine which pockets of time will be available for schoolwork and note them in your calendar.
- Determine which materials you will need to be successful in your course(s) and where to source them from (i.e. your university library, local library, online, your employer, etc.).
- Set up your workspace, whether creating a comfortable place to work at home, making a recurring room reservation at your local library, or something else.

## Within the First Two Weeks of the Course(s)

- Attend your professor's office hours to introduce yourself, establish a dialogue, and clarify expectations for the course. *During this time, you can also discuss any challenges students typically experience in the course and how to best prepare for them.*
- Check your university email at least once a day. *This is how your university will communicate announcements, open opportunities, and other information with you.*
- Track how you feel about your course, including the workload, content, and any challenges you are experiencing. *It is recommended to write down how you feel, even briefly, to identify any patterns and areas you anticipate needing support.*

## During the Course(s)

- Attend your professor's office hours as needed.

- Check your university email at least once a day. *This is how your university will communicate announcements, open opportunities, and other information with you.*
- Utilize your university resources, like the writing center and library staff.
- Continue to track how you feel about your course, including the workload, content, and any challenges you are experiencing. Ask questions and ask for help when you need it!
- Tap into your networks of support and practices of self-care regularly.

### After the Course(s): Pro-Tips from a Pathways to Leadership Scholar

- Save your assignments. *This is a useful practice in case your program requires a final portfolio of work, or you want to submit any assignments for publication.*
- Revisit assignments - especially those that involved a lot of writing - and review areas of success and areas for growth.
- Review class slides and notes for any readings and resources you might have glanced over while trying to submit assignments on time. *Check out the descriptions of jobs that pique your interest and especially review course materials that are most helpful in building relevant skills for jobs you may seek out during or after graduation.*
- Stay up to date with what's happening in the field. *A quick Google search for "library news" will bring up plenty of articles for review. Book Riot, Publisher's Weekly, Library Journal, and American Libraries Magazine are especially popular industry news sites.*