Overview

- Check-In
- The Study Environment
- The Syllabus
- Academic Reading & Writing
- Notes & Test-Taking
- Study Tools for Your Consideration
- Check-Out
Check-In

Think about strategies you use or that were mentioned in the video. You can write a list and share them out with the larger group.
The Study Environment

Where you study and who you study with matters
General Tips

- Diminish Distractions
- Check out the library
- Kick it in a coffee shop
- Lock yourself in your bedroom
- Find your prime time, set a schedule & stick to it
Technology ≠ Social Media

How to Make Technology work for you

Clock app on your phone

Todoist

Calendar app on your phone

Mindful Browsing

Focus Keeper
Study Group Tips

Create a study group with students from your class and get to know one another.

Set an agenda for each meeting. (select activities to work on, set times)

Practice teaching and testing each other. Conduct discussions or debates to produce understanding. (reinforces memory)

Compare notes to make sure you all heard the same thing in class and that you all recorded important info.
The Syllabus

The Detailed Class Roadmap
Course Syllabus

Filter for essential information:

- **Grading policy:** late assignments, grade distribution
- **Professor’s info:** office hours, contact information
- **Timelines:** Week 1- Ch. 1, Week 2 Ch 3 etc
- **Due dates:** fixed test dates/ homework
- **technology policy:** cell-phones, laptops, other devices.
- **attendance policy:** tardiness, absences
- **learning outcomes & objectives**
- **Accomodations:** address physical & mental challenges, extenuating family circumstances
Make your Planner work for you!

- Put in the test/assignment due dates from all your Syllabi.
- Put in Timelines for each class, either a page or across the calendar
- Make sure you have all your Professors’ info in 1 place
  - Assign a place in your planner just for contacts
- Make (1) average weekly class schedule to make sure you put in enough study time- even during your busiest weeks
- Have a consistent study time scheduled, and stick to it
Academic Reading & Writing

The Detailed Class Roadmap
Effective Skimming

• **Survey**
  chapter titles, intro & conclusion paragraphs, bold face, *italicized headings*, abstract/summary paragraphs, first & last sentence of paragraphs

• **Question(s)**
  Create using section headings, develop purpose questions at beginning

• **Read**
  Find answers to purpose/section questions

• **Recite**
  Answer questions without referring to text, helps with short-term v long term memory

• **Review**
  Reread parts of text or notes, verify answers to questions
In today's challenging economic environment, it can seem more difficult than ever to consider career moves, and overall happiness when making career decisions. Nevertheless, as you learn more about what makes you happy and successful, you are more likely to build a fulfilling career into account when choosing schooling, training and where to work, and career decisions even in tough economic times.

**ROLE OF LEISURE**

At one time, an employee who diligently handles her financial obligations and personal leisure and other non-work activities may have been considered uncommitted. The workplace however, acknowledges that these pursuits, sometimes providing fitness, recreation, and child care facilities. A satisfied, balanced individual is likely to lead a longer and more active life as an employee, as mentioned in the next "Facts & Figures" box. Leisure activities allow individuals to let go, begin processes, and sustain their creativity, self-esteem, and personal growth. All these qualities enhance performance on the job and contumaciously have the negative effects of stress on many work situations. In addition, many people who have turned leisure pursuits into careers. Consider Michael Phelps and his swimming, Serious Williams and her tennis, and Sophia Amoruso who started Nasty Gal, a fashion company, due to her interest in vintage clothes. The more an individual can balance the demands of family, work, and personal leisure, the better he or she can embrace the inevitable changes that challenge us daily.

**FACTS & FIGURES**

In the current economic environment, work-life balance now ranks as one of the most important workplace attributes—second only to compensation, according to research conducted by the Cooperative Executive Board (2009) on more than 50,000 global workers. Employees who feel they have a better balance between life and work tend to work 21 percent harder than those who do not.

**WHAT DO YOU THINK?**

Can you think of an example of when you worked harder at a location where you had more control of your work life? Share the experience on your online community's discussion forum.

**Exercise your options**

If someone offered you a valuable prize for stating your mission right now, what would you say it is? Do you have a goal or mission that you have yet to achieve? If so, set it out for yourself and consider it part of your life's mission.

**Creating Your Mission Statement**

Once you are aware of your values and needs, you might begin to ask and answer questions, such as these: "Why am I here?" "What am I meant to do?" "How can I make a difference?" Look back at how you answered questions in Exercise 3.2, Explore Your Values. Reflect on your answers to what would change in the world or in what careers you would consider if you had unlimited funds. These questions not only tap into what you consider important in your life but also suggests vision of your purpose in life. Some people believe we are given only a higher purpose; others believe our purpose is what we define it to be. As you focus on your career, you will gain clarity about addressing your needs and expressing your values. In the next chapter you will discuss how your personal story can be translated to a statement of self-actualization. As you strengthen your career focus, you will gain clarity and experience how the work you do in a job, whatever it is, is your purpose. It will help you understand the importance and experiences of the work you do. It will help you understand the goal of your job, and provide a sense of personal growth.

**Summary**

Your values set an internal compass that helps you navigate the turbulence and complexity of challenging times and keep you moving forward. Keep them in mind as you move forward and keep your values in mind as you continue to grow and develop your career.
Example of Reading Notes

- Important: Have a place for reading notes (such as another notebook or a certain part of your binder)
- Title: Such as the Class/pages/chapters, also any attached HW so you can remember to reference that too
- Sections: The notes are self-organized, don’t re-invent the wheel
- Review Questions: Helps keep note of questions that might be on the test/Reading comprehension checks
- Note the use of Symbols and bullet points/incomplete sentences
- Note the use of colors, it doesn’t have to be a lot, just enough so that everything doesn’t blend together

How long do you think it took to take these notes?
General Reading Tips

- Read in blocks & time yourself
- Set specific reading goals & reward yourself
- Take a break to clear your head (listen to your body)
- Take notes: Look for key words: Jot questions on margins, recite key ideas
- Re-read confusing text read out loud
- Talk to someone who can help (i.e. tutor, professor, peers), hold mini-reviews
- Use another medium for clarification
- Use glossary or dictionary to define words you do not know
The Writing Process can feel like this...
The Writing Process

- Some writers believe they have to perform certain steps in a certain order to write correctly; however, **view writing as a process**.
- Some writers only start writing when they have everything figured out.
- Some writers oftentimes figure out what they will write, as they write.
- Writing is NOT in your Genetic Codes.
- With effort and practice, you can improve as a writer.
In Writing a College Paper, Think About...

- THESIS: What is your main argument?
- EVIDENCE: How are you backing up your argument?
- STRUCTURE: paragraphs, essay
- AUDIENCE: Who are you writing for?
- GRAMMAR: punctuation, spelling
- PRESENTATION: margins, font, format (i.e MLA)
- VOCABULARY/WORD USAGE: Are you using academic language in your writing?
How much do you really know about a subject?
What kind of learner are you?

My results
- Visual = 13
- Aural (Auditory) = 6
- Read/Write = 5
- Kinesthetic (Tactile/Touch) = 12

- This can effect how you take notes and what study tactics work best for you
- Keep in mind that some classes may be tougher to adapt to certain learning styles
<table>
<thead>
<tr>
<th>Preparation Strategies</th>
<th>Review Strategies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Develop study sheets</td>
<td>Recite study sheets</td>
</tr>
<tr>
<td>Develop concept maps</td>
<td>Replicate concept maps</td>
</tr>
<tr>
<td>Make word cards</td>
<td>Recite word cards</td>
</tr>
<tr>
<td>Make question cards</td>
<td>Recite question cards</td>
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<tr>
<td>Make formula cards</td>
<td>Practice writing formulas</td>
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<tr>
<td>Make self-tests</td>
<td>Work problems</td>
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<tr>
<td>Do study guides</td>
<td>Take self-tests</td>
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<td>Re-mark text material</td>
<td>Practice study guide info out loud</td>
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<td>Make a list of 20 topics that would be on the exam and define them</td>
<td>Take notes on re-marked text</td>
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<tr>
<td>Do problem outline</td>
<td>Recite list of 20</td>
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<tr>
<td>Summarize material</td>
<td>Do “missed” problems</td>
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<tr>
<td>Chart related material</td>
<td>Recite main points from outline</td>
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<tr>
<td>List steps in the process</td>
<td>Recite notes from recall cues</td>
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<tr>
<td>Predict essay questions</td>
<td>Recite out loud</td>
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<tr>
<td>Plan essay answers</td>
<td>Re-create chart from memory</td>
</tr>
<tr>
<td>Write essay answers</td>
<td>Recite steps from memory</td>
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<tr>
<td>Answer questions at the end of the chapter</td>
<td>Answer essay questions</td>
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<tr>
<td>Prepare material for study group</td>
<td>Practice reciting main points</td>
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<td></td>
<td>Write essay answers from memory</td>
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<tr>
<td></td>
<td>Recite answers</td>
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<td></td>
<td>Explain material to group members or study partners</td>
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Examples of Study Strategies

1. SPIDER Concept Maps
2. HIERARCHY
3. FLOWCHART - ALGORITHM Concept Maps
4. SYSTEMS Concept Maps

Example diagrams of different study strategies.
Note-Taking

Take a few minutes after class to **re-read and review your notes**. In this way, you retain more from lecture.

Look at your notes and try to find **connections** within different topic discussed in lecture/readings.

Take notes of your readings because it's impossible to retain it all. Use those notes to create **study guides**.
How many think that good notes can only look like this?
Activity Break

- Pull out your class notebooks if you have them
- Choose a page you like and lay it out on the desk
- Let's stand up and move around!
Parts of a Class Note

- **Title**: Name of class, Subject of the day
- **Date**: to refer back to timeframes for studying
- Some color coding - A little bit goes a long way.
- Some symbols like arrows or abbreviations of common vocabulary
- Some Organization to make studying and connecting topics easier later
- **Question** and **Answer**
- **Vocabulary** and **Definitions/Translation**
- Formulas and examples
- **Relational pictures/Charts**

What could make these notes even better?
What to do when the Professor’s teaching style is different from your Preferred learning style?

Talk to the Professor During office hours- they may be able to go over the topic again briefly and/or have resource suggestions such as tutoring or sites that others have found useful

Adapt to them: take initial notes in their style and re-do notes that help you understand
Test Day

- Stay Calm
- Get as much sleep as you can the night before
- Chill with the caffeine
- Arrive early
- Read the entire test
- Jot down a quick outline
- Begin by filling in the answers you know
- Be prepared for distractions: students who finish early, pens clicking, doors closing
- Affirm yourself for the hard work you have been putting in!
Study Tools for Your Consideration

What can I use to improve my study habits?
Provides learning tools like virtual flashcards, games, etc.

OneNote
App to also organize your notes online. Can use through myHancock.

Check out these videos to get a refresher on various topics.

To avoid plagiarism and cite sources, use tools like this.

Need to set a structure for studying, try Pomodoro!
Self-Care

“Refers to activities and practices that we can engage in on a regular basis to reduce stress and maintain and enhance our short- and longer-term health and well-being. Self-care is necessary for your effectiveness and success in honoring your professional and personal commitments.”

Source: University of Buffalo School of Social Work
Easy ways to Treat Yo’ Self

- Take a walk/hike/ go to the beach
- Take a nice relaxing bath
- A homemade face mask
- Fragrances! Use or buy a lotion/ perfume/ cologne you like
- A special flavored coffee/ tea you like- mix for making at home or from your favorite cafe
- A dinner at your favorite eatery (with friends, or for “Me, myself, and I”)
- A hobby you feel you “don’t have a lot of time for anymore”
- Reward yourself after you complete a certain task/ project- this doesn’t mean delay lunch until you finish something!
- Read a non-school related book
- Check your town’s community calendar for free events
- Give yourself the gift of time to be you!
- A Non-Academic Class
  - A scheduled class just for “me-time” every week
  - A place for you to create/ learn something.
  - A time to bond with other people with similar interests
There’s a difference… But they both get the job done

**Self Care**
- A regular, premeditated action to help you perform your best.
- i.e. Taking breaks while studying or at work
- i.e. Eating healthy
- i.e. Sleeping well

**Treat Yo’ Self**
- Things you can do for yourself in the moment
- Not a regular occurrence
- But most can become self care habits 😊
- i.e. Journaling your thoughts/stresses
Check-Out

What do you do to practice self-care?

What are some things you will take away from this presentation that are thinking about trying?
Thanks for coming!

Any questions?
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