Suggestions for Success from Faculty

Best Study Practices

1. Take notes
2. Active listening is the key
3. Study at least three times EACH week to imprint information
4. Make-up practice study questions
5. Don't let your work pile up or you will get behind
6. Leave the TV, DVD, iPod, etc. off
7. Close the door—minimize distractions
8. Use the library
9. Read the material—highlight/take notes as you read
10. Use bullets as you take notes; leave white space to add key points
11. Review your notes after class
12. Follow class syllabus
13. Read the chapters before lectures
14. Scan chapters/material—pay attention to bold topics
15. Select a time to study and be faithful to that time
16. Know in advance what will be on the test so you don't over study
17. Read out loud the material, not just once but many times
18. Follow directions
19. Read questions carefully so that you don't misread words or skip over words
20. Write down and/or highlight key words & points in class during lecture.
21. Re-write key points from class each day.
22. Do assigned Homework; repetition is the key to making the information a part of your memory banks.

Best Way to Study for Exams

1. Don't cram at the last minute
2. Review material—notes, chapters, etc.—daily
3. Don't —read‖ into the test question—first impressions are usually correct
4. Set a time limit
5. Minimize distractions
6. Take frequent breaks
7. Listen to instructor
8. Use the practice quizzes
9. Review material—again
10. Know what kind of questions—TF, MC, short answer, fill-in
11. Study daily—don't cram at the last minute. That's not studying…it's regurgitating.
12. Sleep well the night before
13. Look for key points and phrases
14. Try to come with analogies or build connections between what you know and new material.
15. Take notes during class (active listening)
16. Make an outline

17. Quiz someone else
18. Form a study group
19. Repetition, repetition, repetition
20. Re-read the chapter; re-read the Outline & associated Key Points
21. Flash cards are helpful because they can be carried & studied anywhere

Best Things to Do in Class

1. Keep an open mind in class
2. Try to see the big picture—don't get lost in details
3. ATTEND!!
4. Stay alert!
5. Take notes
6. Read assignments before class—refer to syllabus
7. Come to class on time—don't leave early
8. Come ready to work/learn
9. Ask questions
10. Don't talk over the instructor or others in class
11. Listen
12. Leave iPod, phones, games, etc. at home or off
13. Participate
14. Communicate with the teacher
15. Read, listen, take notes, ask questions
16. Know what type of learner you are
17. Record lectures
18. Sit in the front of the class
19. Come early, stay late, set up time with instructor
20. Develop relationship with instructor
21. Turn off the cell phone & computer
22. Quit talking to your neighbor
23. Pay attention to the Instructor!

Best Resources

1. Textbook--Read the material prior to class
2. Prepare for class
3. Refer to syllabus
4. Good nutrition
5. Get enough sleep
6. Read with pen in hand to make notes or underline
7. Use the library
8. Make friends in class and study with them
9. Buy the book
10. Your instructor
11. The Internet

12. A good attitude—an attitude that wants to learn and one that understands the value of the education you are earning (I'm here because I have to be on my parents' insurance. May be true, but not a good attitude.)
13. The Tutoring Center

Best Way to Fail My Class

1. Skip class
2. Don't turn in assignments
3. Don't prepare for tests
4. Being absent
5. Don't follow syllabus or rubric
6. Don't listen/pay attention when I explain my expectations at the beginning of the quarter
7. Don't come
8. Don't take notes
9. Don't participate
10. Have a bad attitude
11. Don't let me know if you're having a problem that prevents you from performing your best
12. Be unwilling to try something new
13. Multiple absences=failing grade
14. Don't show up to class
15. Don't ask questions
16. Get behind on Homework and/or exams

Common Mistakes Students Make

1. Not asking questions
2. Assuming an answer—not asking for clarification if they don't understand
3. Not reading the book, chapter, etc.
4. Waiting too late to start studying—study from the first night of class
5. Waiting to the last minute to start a project
6. Procrastination in general
7. Not coming to class--absences
8. Arriving late (which interrupts everyone else)
9. Not taking notes
10. Playing games, texting, talking, listening to music, on Facebook during class,
11. Not turning in assignments
12. Absent on exam day

Instructor comments:

- I always try to impress the students with the importance of looking at the syllabus before and after every class so they can plan and be prepared. Every quarter someone misses a significant amount of easy points by failing to look at the rubric I hand out for an assignment and therefore failing to include everything in the assignment that is required.
- I say over and over that I need them to contact me whenever they are having trouble or are going to miss a class. I come right out and say I am much more flexible and willing to help them if they tell me before the fact when they are going to miss a class or a deadline. Still there are always some who come to class after missing the one or two previous ones

and are surprised they have been given zeros for what they missed.

- Thinking that college will give you as many —do-overs‖ as high school did.
- Don't ask questions…the only stupid question is the one you did not ask for fear of being thought of as stupid.
- Students do not read the questions when they are doing homework. They also feel it is unnecessary to show work. I think these are two common mistakes they make in their study habits.
- Pet Peeve—Students who are not paying attention for whatever reason…then interrupt you to ask you to repeat what you just said.
- I'd like to talk with the local high schools and find out why so many of their graduates have: never written a research paper; such poor vocabulary; such poor math skills; never been required to read a book; no clue as to the simplest function of a computer.
- I will help anyone who helps themselves, but if you miss multiple classes, do not expect me to pass you. In my class, I do not GIVE grades…you EARN your grade.
- By far the most common mistake my students make is failure to read the instructions.
- If you don't understand something, raise your hand and ask a question.
- Online student mistakes: Not starting the class on time or not following the schedule. Once you miss a few assignments, it is very hard to get motivated to continue. And,ask questions of your instructor. Realize that the turn-around time for answers can be 1-3 days, so try to start early so you have time to get an answer before the due date.
- Basically, questions are missed because they did not READ the question missing such words as except, or early or late'; or they say –what if‖ so this is a THOUGHT PROCESS problem because what if is not what the question is asking or they change answers or say to themselves, I really think it is A but I better put C. This is a TRUST problem or it is LOK = lack of knowledge. They just did not know it.
- The more you review the more likely you will retain and recall the information for exams. Reading, highlighting, taking notes, flash cards, etc. involve different mental activities that reinforce the material. The more ways information is processed and stored the more efficient the recall.
- Best way to fail a class – not use explicit instruction or universal design
- Best way to help all students in a class – actively engaged instruction using explicit instruction and universal design of instruction
- One research-based instruction practice is the use of outlines and graphic organizers for ALL learners
- Another on the top of the best practices list is teacher generated outlines and word lists for class materials, presentations, etc. This practice is not to –baby‖ students, but as a best instructional practice
- Remember our focus as education professionals (teachers/instructors) - student learning and success using research-based best practices respecting all learners