

Study Skills Workshop Handout

Backgrounds

Students enter any course from a variety of backgrounds. Some backgrounds afford an advantage in academic performance; however, good study skills and solid basic skills reduce the advantage.

Expectations

Find out the Instructors expectations. Keep course syllabi and refer to them frequently. Refer to calendars and all instructions. Follow all directions, especially on assignments and tests. Many points are given away by simply not following instructions carefully.

Study Time

In college, a general rule of thumb is that you will need to study 2 hours outside of class for every unit of course credit. An example is if you have a 3 unit course which meets three times a week for one hour, you can expect to study at least six hours a week for that course.

Semester Calendar

Write down the due dates and activities for each class. Estimate how long it takes to do each assignment, project, or study for a test. Allow 25% more time than you estimate, 35% if it is the first time that you are doing the activity. Then add an additional 10% to allow for emergencies (sickness, etc.).

Break up each activity into subparts that need doing. On a calendar, plan backwards, estimating when you will need to have the subparts done in order to accomplish the whole. Remember to add additional time in case of emergencies.

Daily calendar

Record daily activities (classes, work, practice, games, etc.). Schedule in eating, exercise, resting/relaxing. Even a short fifteen minutes a day to just sit and reflect can help ease a harried schedule. People usually know when they are able to retain material the best, try to schedule your day around maximizing your best study time. Try to stick to your schedule as much as possible. Things will come up that cause your schedule to get off track, remember that you will need to add it back in somewhere.

Science Course Studying

The two most important tasks are, usually, mastering vocabulary and understanding concepts and principles.

First, skim read the chapter before the lecture to get a general idea of what the topic is. You should be able to give a general summary of what is being covered. Try to verbalize this summary to your study partner, a friend, a parent or to yourself. **The best way to learn something is if you can explain it to someone else.**

Second, read the chapter and write down the vocabulary words on 4x6 index cards with the definitions on the back. Reviewing these is an excellent way to learn vocabulary.

Third, reread the chapter in depth. Try to understand the concepts, principles, and details. Reread those that you don't understand, and if you still don't "get it", mark them. Review lecture notes, ask another student, ask the instructor for a different definition or example. You will only get real help if you have specific questions and have done your homework first.

Fourth, find a study partner and have them ask you questions and prepare questions to ask them. This will help you to see where you may still have problems.

Study Environment

It is best to study under the same conditions as the testing environment. Usually this means in a quiet, uninterrupted area. No TV or radio noise.

PERSON: JOY SCHEDULE

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
7:00-7:30 AM							
7:30-8:00							
8:00-8:30							
8:30-9:00							
9:00-9:30							
9:30-10:00							
10:00-10:30							
10:30-11:00							
11:00-11:30							
11:30-12:00							
12:00-12:30 PM							
12:30-1:00							
1:00-1:30							
1:30-2:00							
2:00-2:30							
2:30-3:00							
3:00-3:30							
3:30-4:00							
4:00-4:30							
4:30-5:00							
5:00-5:30							
5:30-6:00							
6:00-6:30							
6:30-7:00							
7:00-7:30							
7:30-8:00							
8:00-8:30							
8:30-9:00							
9:00-9:30							
9:30-10:00							
10:00-10:30							
10:30-11:00							