

University Study Skills



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Working together for success!

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Time Management

College courses require less time in class but you need to spend **MORE** time reading and doing assignments outside of class to succeed. Remember, being a full-time student is a full-time job! Here are some tips to help:

► Create a **weekly schedule**

- ◆ Write in fixed blocks of time for classes, work, meals, commuting and/or important family time.
- ◆ Count on devoting 3- 4 hours outside of class for every hour you spend inside class (12 credits = 36 – 48 hours of studying outside of class every week!)
- ◆ Plan specific times to work on correspondence/internet courses
- ◆ Go ahead and plan time in for fun things (absolutely no homework and no guilt on Saturday nights!) as well as necessary things like doing laundry
- ◆ Consider commuting time, time between classes, work or family commitments, and other priorities as well.

► **Plan out your semester**

- ◆ Use the syllabus from each class (you should get one in every class on the first day)
- ◆ Put all assignments, papers, tests and quizzes on one calendar – use semester planning calendar

► **Procrastination**- avoid some of the pitfalls

- ◆ Set priorities and goals, use small rewards as you meet them (study tonight, take tomorrow night off)
- ◆ Break large projects in to smaller tasks – like the TERM PAPER
- ◆ Study for least-liked subjects first

► Use your study time **efficiently**

- ◆ Schedule study time when **most alert**
- ◆ Study at about the same time each day
- ◆ Study a little bit **every** day (even Saturday and Sunday)
- ◆ Carry notes, flash cards to effectively **use small amounts** of time
- ◆ Study even without assignments due, avoid “cramming”

▶ **The biggest time wasters:**

- ◆ Television, computer games, telephone calls, unexpected visitors or socializing
- ◆ Use those small amounts of time – 5-10 minutes spent waiting for class to start, for the bus, before meeting a friend, etc., carry a book, notes and/or flash cards to make use of this time.

Effective Studying:

▶ **Make sure you are Prepared** (things to do constantly, all semester)

- ◆ Attend class
- ◆ Read (skim at the very least) the chapter to be discussed prior to the class period
- ◆ Do all assignments, whether or not they are collected and graded
- ◆ Re-read or re-write your notes
- ◆ Visit the instructor during office hours, ask questions, show interest
- ◆ Figure out how you learn best (listening, doing, reading) and adapt your study techniques

▶ **Active listening and Note taking** (How to ‘get’ what is covered in lecture)

- ◆ Write down what the instructor is discussing, not just what he writes down
- ◆ Take notes even if outlines or handouts are provided (it helps you to pay attention!)
- ◆ Think about questions posed, do math problems, add personal touches to help recall discussion later
- ◆ Volunteer to answer questions
- ◆ Develop a shorthand that you understand for words that come up often (ex.: phtsyn for photosynthesis) so that you can get the main ideas down without scribbling

▶ **Indicate in your notes**

- ◆ when the instructor uses the terms or actions below (star the idea, highlight it, etc.) or if non verbal cues indicate that the topic is important (facial expressions, body language)
- ◆ when you have a question, need clarification, or need to add to notes (if you can’t or don’t want to ask in class)
- ◆ If the instructor uses an illustration to get a point across, do your best to copy the illustration in to your notes – this will jog your memory about what the point is
- ◆ **EMPHASIS ON A TOPIC USUALLY MEANS IT IS IMPORTANT!**



During lecture, listen for key terms and write down whatever follows them:

You'll see this again

For example (or several examples)

This is important

Most importantly

As stated earlier

Another way to

The main issue is

Finally

Pay attention

This will be on the test

▶ **Don't spend the semester sprinting through marathons!**

▶ **Where should I study?**

- ◆ Find a quiet place
- ◆ Use music if needed but limit other distractions (TV, loud noises, siblings, roommates)
- ◆ Don't get too comfortable (avoid studying in bed)
- ◆ Designate a study space and let family members know that this is your study space and time.

▶ **When should I study?**

- ◆ Start way before exam begins to be sure info goes in to long term memory
- ◆ Review notes after each class
- ◆ Avoid cramming by keeping up with course material
- ◆ Use your weekly and semester plans as a guideline

▶ **What should I study?**

- ◆ Listen for clues from instructor
- ◆ Review your notes for the key terms or your sign that the topic was important
- ◆ The material highlighted or emphasized in lecture is what the instructor thinks is important – it will probably be on the test!
- ◆ Review the headings in the text from the assigned readings
- ◆ Compare notes with a classmate

▶ **Remember! The key to success is self-discipline!!!**

- ◆ Take breaks, don't get bogged down (Study for 50 minutes, take a 10 minute break)
- ◆ Stay positive and use a reward system
- ◆ Talk to your instructors
- ◆ Form a study group, take advantage of different learning styles, stay on task
- ◆ Don't be afraid to ask for help!!

Curbing Test Anxiety

AHHHHH! There is a test coming up and you have no idea where to even start!

Below are some strategies so you won't ever have to be in that spot...

- ◆ Be sure to thoroughly learn the material
- ◆ Approach test with a positive attitude
- ◆ Avoid cramming on way into test
- ◆ Chew gum or eat candy to help relax
- ◆ Get a good nights sleep
- ◆ Eat a healthy meal before test
- ◆ Arrive early
- ◆ Take deep breaths if you become nervous
- ◆ Enter test with all materials you will need
- ◆ Answer easy questions first to build your confidence
- ◆ Keep things in perspective (one test rarely determines your entire life)
- ◆ Reward yourself when completed!



What is your learning style?

<i>When you...</i>	Visual	Auditory	Kinesthetic & Tactile
Spell	Do you try to see the word?	Do you sound out the word or use a phonetic approach?	Do you write the word down to find if it feels right?
Talk	Do you sparingly but dislike listening for too long? Do you favor words such as <i>see, picture, and imagine</i> ?	Do you enjoy listening but are impatient to talk? Do you use words such as <i>hear, tune, and think</i> ?	Do you gesture and use expressive movements? Do you use words such as <i>feel, touch, and hold</i> ?
Concentrate	Do you become distracted by untidiness or movement?	Do you become distracted by sounds or noises?	Do you become distracted by activity around you?
Meet someone again	Do you forget names but remember faces or remember where you met?	Do you forget faces but remember names or remember what you talked about?	Do you remember best what you did together?
Contact people on business	Do you prefer direct, face-to-face, personal meetings?	Do you prefer the telephone?	Do you talk with them while walking or participating in an activity?
Read	Do you like descriptive scenes or pause to imagine the actions?	Do you enjoy dialogue and conversation or hear the characters talk?	Do you prefer action stories or are not a keen reader?
Do something new at work	Do you like to see demonstrations, diagrams, slides, or posters?	Do you prefer verbal instructions or talking about it with someone else?	Do you prefer to jump right in and try it?
Put something together	Do you look at the directions and the picture?	Do you call someone to tell you how to put it together or talk to yourself while you put it together?	Do you ignore the directions and figure it out as you go along?
Need help with a computer application	Do you seek out pictures or diagrams?	Do you call the help desk, ask a neighbor, or growl at the computer?	Do you keep trying to do it or try it on another computer?

Adapted from Colin Rose (1987). Accelerated Learning.

Learning Resources

If you find that you are struggling, take advantage of the resources on campus. Your student fees fund them, so you might as well use them! See the Academic Advising Center if you need additional help or information.

When you encounter difficulties, take advantage of these resources:

Lab hours will be posted at the start of each semester.

Math & Statistics Lab

Chapman 305

474- 7332

<http://www.dms.uaf.edu/>

Developmental Math Lab

Gruening 305

474-5356, 455-2856

Writing Center

8th Fl Gruening

474- 7193

<http://www.uaf.edu/english/writingcenter/>

Foreign Language Lab

Gruening 608

474-7396

<http://www.uaf.edu/language>

Accounting Lab

Bunnell 208A

474- 1945

Math and English Labs

TVCC 120, DTC 205

455-2856 (Math), 455-2860 (English)

If you are a **first-year student** living in the Residence Halls, take advantage of EDGE tutors. See your RA for information.

If you need help with **Chemistry**, stop by 146 Natural Sciences and sign up for a tutoring time on the door.

Rural Student Services offers study groups for some courses. Stop by 2nd floor Brooks Building or call them at 474-7871

If you are a first **generation college student**, **have a disability or a limited income**, you might qualify for a tutor through Student Support Services. Stop by Gruening 508, call 474-6844 or visit www.uaf.edu/sssp/

Tutors are available to **all students through ASUAF**. Contact them at 474-7355
Look for lab hours and updates at www.uaf.edu/advsing/learningresources/!

