

**PREVIEW before each class** - Review your syllabus for prompts. Skim the chapters to be covered in class. Review chapter objectives/introductions & conclusions. Highlight headings and boldface words. Scan diagrams and charts. Make an outline of the chapter(s) you read. Develop written questions that you would like answered during the lecture. Get organized for the next class.

**ATTEND class** - Go to every class (arrive 5-10 minutes early), even if it isn't required! Take meaningful notes and ask questions during lecture. Be an active listener. Sit near the front. Consider utilizing a note-taking system, such as the Cornell method. Capture all that is said in class and what is on the board/PowerPoint. Synthesize lecture and reading material.

**REVIEW** - Within 24 hours of each class, go over your notes and identify where you have gaps or correct any misunderstandings of the material. Go over notes and review highlighted material in your textbook. Summarize the main ideas and put them into your own words. Be sure to understand all of the material covered in class that day and grasp the big picture.

**STUDY** - Repetition is the key. Organize your notes into different formats such as outlines, flashcards, or mind maps to supplement your notes. Make connections to show hierarchies, similarities/differences, & cause/effect. Utilize the Intense Study Session\* method below. Clarify unclear concepts with your professor during office hours or make an appointment.

**SELF-TEST**- Periodically perform reality checks to see if you are retaining information. Predict & answer practice test questions. Boost memory with mnemonic devices. Apply concepts to yourself or to real-world situations. Utilize resources, such as tutoring, to make sure you can talk about concepts aloud to another student to confirm that you have mastered the material.

**\*Intense Study Session**

