



HOW TO EARN AN 'A'

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INTRODUCTION

- ◆ All students can earn an “A”
- ◆ Students who attend class earn better grades
- ◆ Successful students READ their textbooks, apply study strategies, practice and LEARN the material during the semester
- ◆ Believe in yourself!



#1 - ATTEND EVERY CLASS

- ◆ If you want to get good grades in college, you must attend *every class*-not almost every class.
 - The importance of regular attendance cannot be emphasized enough. When you miss classes, you miss lectures, notes, class discussions, homework explanations, and assignments. Additionally, you may also miss quizzes, and even tests.
 - If you have to miss a class, then make it an independent study day and get notes from a fellow student.



#2 - BE ORGANIZED

**Use an assignment planner or notebook.*

-Take the assignment notebook to every class and record each assignment under the date that it is due.

**Use spiral-bound notebook with pockets for class notes.*

-Keep important information in the front of your notebook.

**Save all computer files on flash-drive.*

-Keep a separate labeled folder for each class and save all of your work on it.

**Keep returned papers, quizzes, and tests.*

-Old tests and quizzes may be helpful to study for future tests – file away in the pocket of your spiral-bound notebook.

**Record phone numbers*

-Make sure that you have the phone number and e-mail address of at least one person in each class.



#3 –MANAGE YOUR TIME

◆ *Make time for some fun.*

- College offers opportunities to explore new areas and make friends. Take time to have fun – see a movie, read a book for pleasure, play video games, etc.

◆ *Do not overextend yourself.*

- If you feel that you are doing more than you can handle, look for ways to make your life more manageable, try to make some changes.
- Are you working too many hours?

◆ *Plan ahead.*

- Take a look at what you need to do, and then think about how you can get it done most efficiently. Write out a plan. Revise your plan as needed and check off things as you complete them.

◆ *Make efficient use of your time.*

- Consciously make choices about how you use your time. Also look for ways to streamline and combine tasks (study while you're doing laundry).



#4 – PREPARE TO LEARN

- ◆ *Learn how to adapt to different instructors.*
 - Part of your education is learning how to adapt to different personalities, teaching styles, and expectations.
- ◆ *Introduce yourself to your instructor.*
 - After class, take 5 minutes and introduce yourself.
- ◆ *Be prepared for each class.*
 - Have all your assignments including the reading completed before each class even if they will not be turned in for a grade. Lectures will be easier to follow and you'll get more out of class.
- ◆ *Sit in the front of the class whenever possible.*
- ◆ *Communicate with your instructors.*
 - Do not hesitate to contact an instructor whenever you have a question, concern, or a problem.
- ◆ *Be on time to each class.*
- ◆ *Participate in class.*
- ◆ *Be a good group member.*

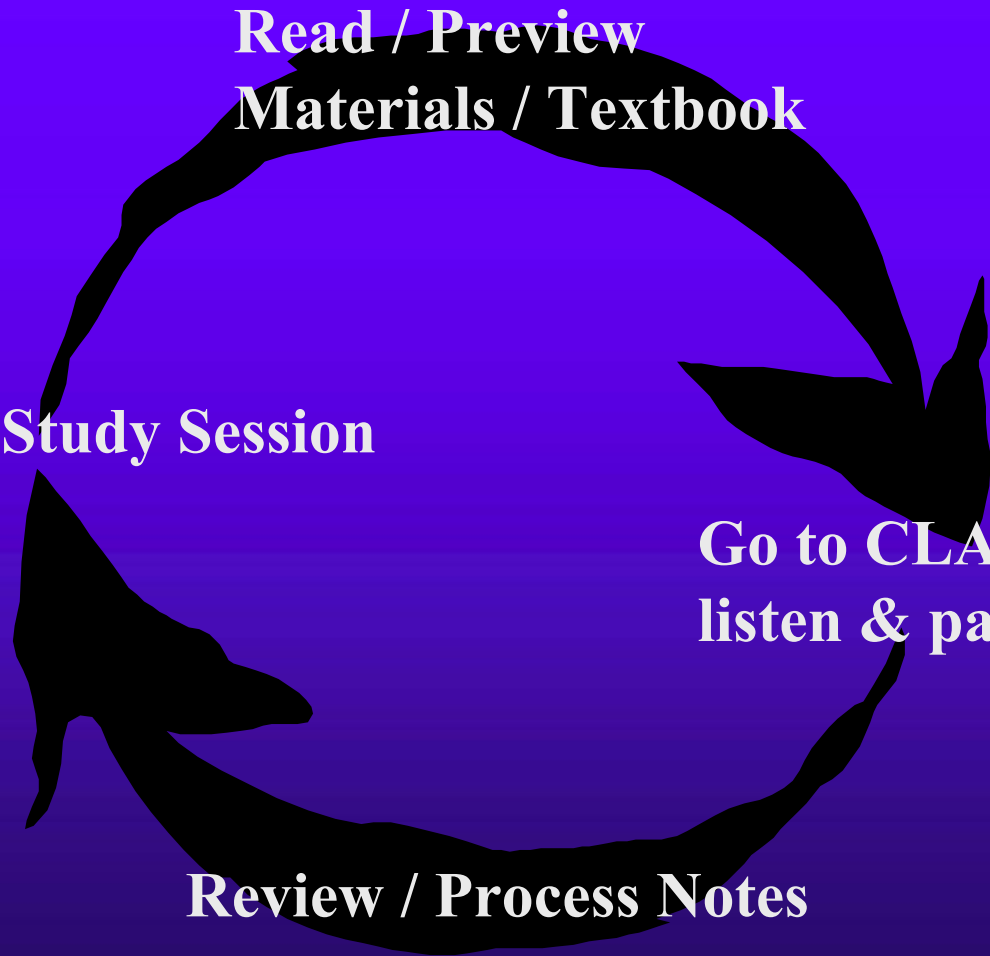
5 - USE STUDY STRATEGIES

**Read / Preview
Materials / Textbook**

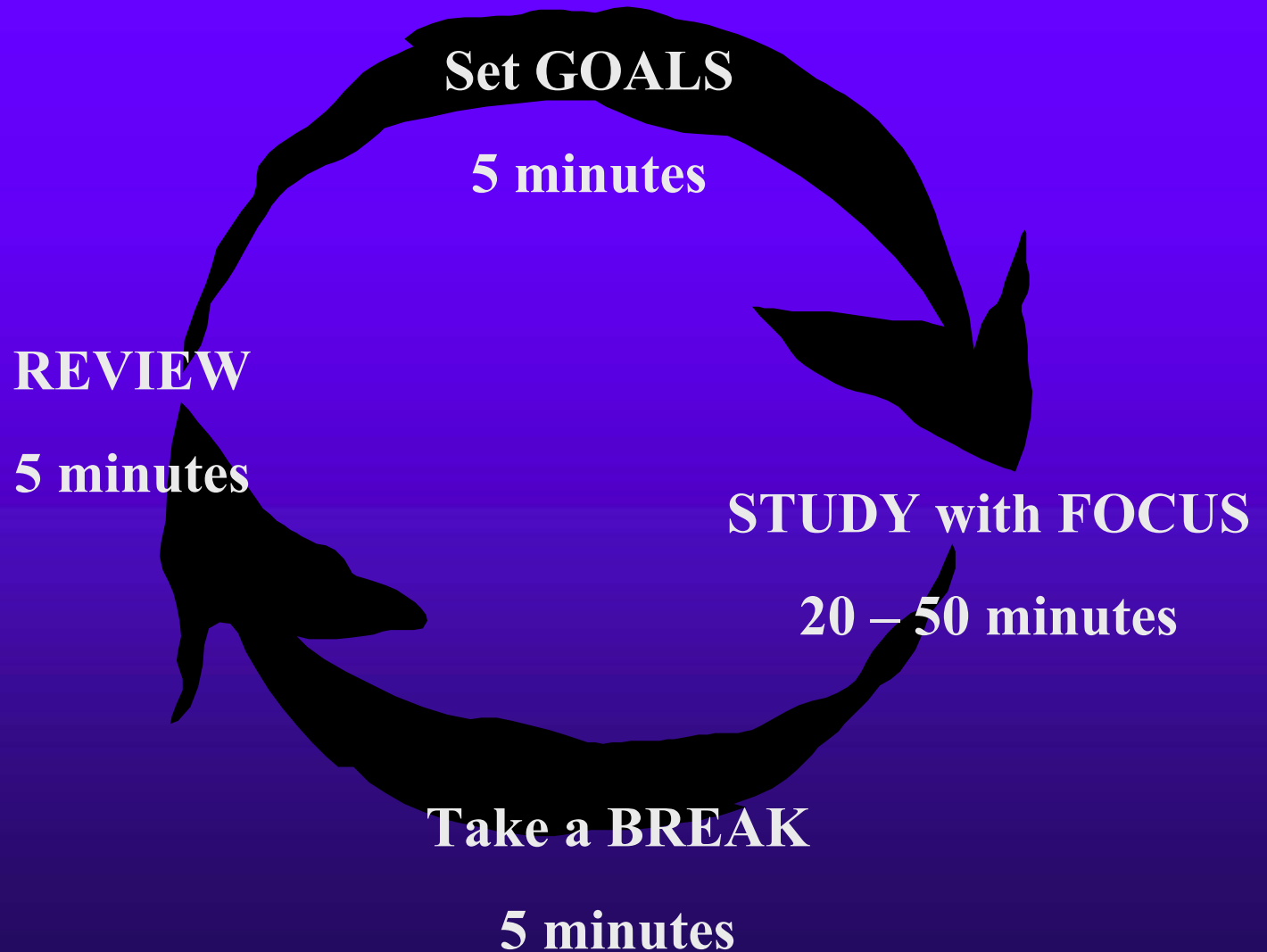
Intense Study Session

**Go to CLASS;
listen & participate**

Review / Process Notes



Intense Study Sessions





6 - READ YOUR TEXTBOOK

- ◆ *Scan* by reading subtitles, words in bold and italic print, summaries, charts, and review questions.
- ◆ *Read* with a purpose.
- ◆ *Review* by scanning the material to check your comprehension.
- ◆ *Answer the questions at the end of the chapter.*



#7 - STUDY SMART

- ◆ Find a good place to study and study with others.
- ◆ Get started a minimum of 2 days before the test and it's better to start a week early.
- ◆ Know your learning style – engage as many of your senses as possible.
- ◆ Study smart for your tests.
- ◆ Know how to use technology.



#8 - USE TEST-TAKING STRATEGIES

- ◆ Get off to a good start – get plenty of sleep the night before; no all night cramming sessions!
- ◆ Develop a plan – scan the test and answer the questions you feel confident about the answers.
- ◆ Mark questions that you want to return to.
- ◆ Increase your odds on multiple-choice questions; read all of the questions before going back to the unanswered ones.
- ◆ Look for key words in True/False questions – especially absolute words e.g. ALWAYS, NOT, NEVER, etc.
- ◆ Be prepared for open book tests.
- ◆ Go over all returned tests.



#9 - REDUCE TEST ANXIETY

- ◆ *Start studying early*
 - Procrastination
- ◆ *Mentally practice going through the testing experience.*
- ◆ *Try these five common relaxation techniques:*
 - Take a deep breath, and hold it, and then slowly release your breath
 - Start at the tip of your head, flexing and then relaxing each part of your body
 - Close your eyes and let your arms hang down at your sides. Visualize the tension from your head, neck, and shoulders flowing down your arms and out your fingertips.
 - Think of a place where you feel very relaxed and calm, close your eyes and visualize being in that place e.g. the beach.

Imagine that you have completed the test and received an “A” or “B” grade.

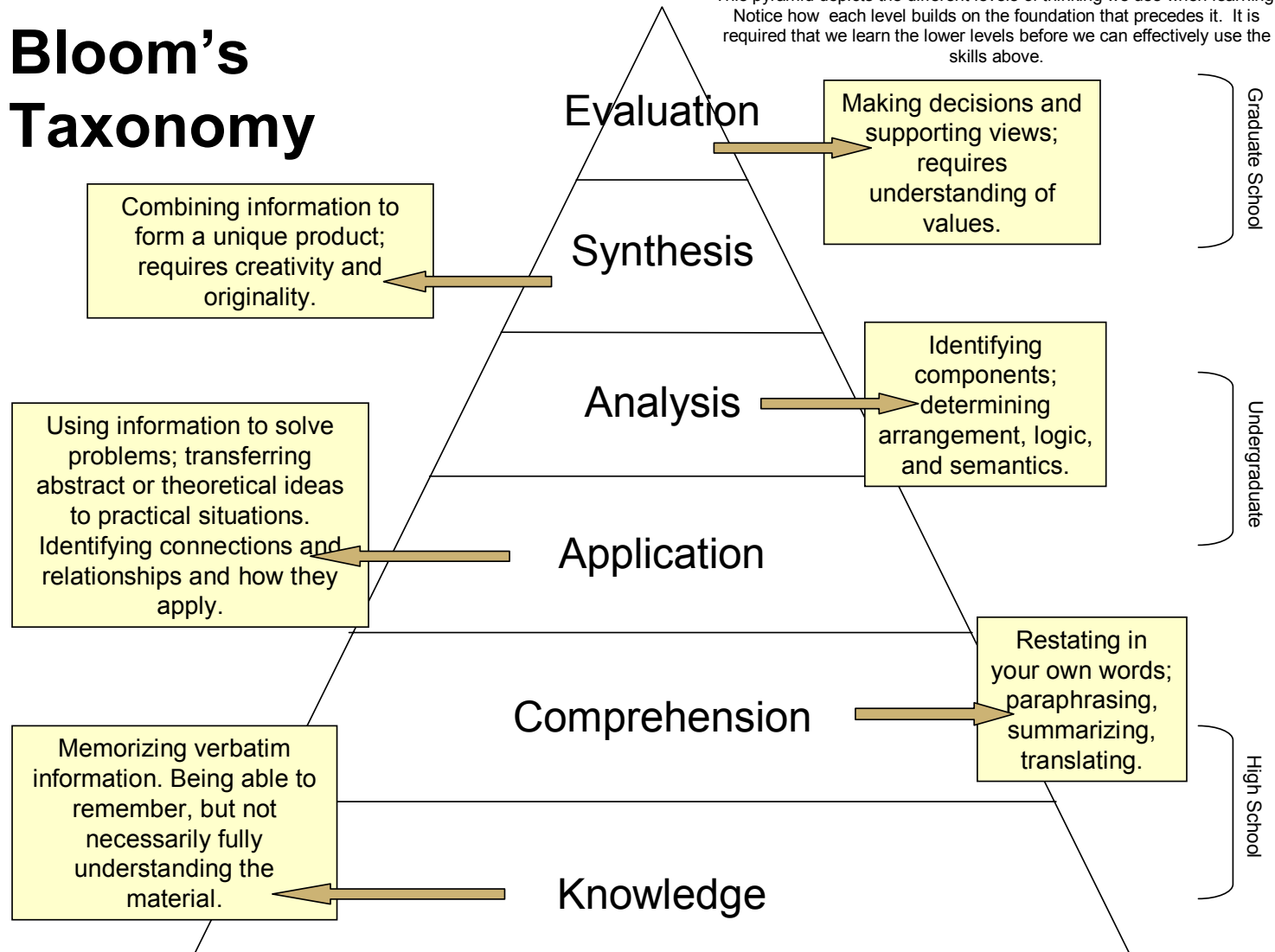


#10 - USE AVAILABLE SERVICES

- ◆ Most of your questions can be answered and your problems resolved, if you go to the appropriate person or office. Take the initiative and ask for the help you need.
 - Whenever you have an academic question or problem, see your instructor.
 - Use the Learning Center for tutoring or Smarthinking for online tutoring – available 24-hours and 7 days a week.

Bloom's Taxonomy

This pyramid depicts the different levels of thinking we use when learning. Notice how each level builds on the foundation that precedes it. It is required that we learn the lower levels before we can effectively use the skills above.





Resources

- ◆ How to Get A's in College, Frances Northcutt, Special Editor
 - ISBN-10: 1-933512-08-3
- ◆ Metacognition and Learning Styles, Dr. Sandra Y. McGuire, August 4, 2008.