Preparing for Class

- Do your homework!
- Read critically; form your own opinions
- Review your notes from the previous lecture and reading for the day
- Communicate immediately with professors about any study problems
- Focus on the task at hand before class, take a moment of silence to gather your thoughts and mentally prepare yourself to the topic
- Write any objectives that come to mind at the head of your notepaper:
  - preparing for an up-coming test,
  - understanding a particular concept,
  - gaining a good foundation on a topic
  - understanding or reviewing the readings

In Class:
- Arrive on time for class.
  Professors do not take lateness lightly
- Position yourself in the classroom
  to focus on the subject matter; consider the best location for:
  - listening
  - asking questions
  - seeing visual materials
  - discussing--not only with the teacher but also your classmates
- Avoid distractions
  that may interfere with your concentration
  (daydreaming, looking around the room, talking to a friend, passing notes, dozing)
- Evaluate as you listen:
  - Decide what is important and should be placed in your notes and what can be left out;
  - Listen long enough to be sure you understand what was said before writing.
  - Ask clarifying questions (but wait for "breaks" in the instructor's stream).
- Review your class objective(s) throughout the class period
  - Did your objective(s) mesh with the instructor's introductory remarks?
  - Has the class digressed from stated objectives, yours or the instructor's?
- Make a to do list including
  - assignments;
  - reviewing difficult concepts;
  - joining study groups;
  - make appointments with a study pal, tutor, or the instructor.