

HOW TO STUDY

1. **Attend every class.** Emergencies and illness should be your only reason to miss class.

Remember: Being absent because of illness, injury, or an emergency does not mean that you are granted a grade of 100 for the work that you miss.

Reality check: Your boss may seem sympathetic that you have problems, but he/she is really thinking "how am I going to get this job done when I am shorthanded?" People sometimes lose jobs because of their absences due to personal problems. If you need this class, then you need to be here in order to have help covering the material.

2. **Take detailed notes.** Review your notes as soon as possible after class. Make any additions or corrections that are necessary at that time while you still remember what you intended to write.

3. **Read the text.** Read through each section before it is covered in class. You may not understand every thing; that is okay. It will make more sense to you when it is covered in class if you have already read the text.

The first step to learning something new is confusion. Most people want to skip this step in the learning process because it is emotionally painful. You went through this process as an infant when you learned to walk, feed yourself, talk, etc. Be as strong an individual now as you were then.

Come to class confused about the new material to be covered. You will be better off being confused at the first of class instead of at the end of class. Go back and reread the sections and study the examples again after class. The text should make more sense to you on the second reading.

4. **Study a minimum of two hours for each fifty minutes in class.** You will fall behind quickly otherwise. Use your study time constructively. Staring at the book while you talk on the phone, watch tv, and eat a sandwich is not constructive time. During this time review your notes, read the text, do homework problems. Review a little every day. Do not try to do a week's worth of homework on one weekend. You can not absorb this material by postponing study time. If you get behind, you may never catch up.

5. **Do all your homework problems.** The purpose of homework is to give you the practice necessary to master the math skills. If you don't do your homework, you will not pass this course. **If you don't do your homework, you will not pass this course.** *If you don't do your homework, you will not pass this course.* Never spend more than fifteen minutes on a problem that you cannot even begin to solve. Try again later or ask me to work it for you.

6. **Never stay up all night studying for a test.** You will do better after getting a good night's sleep and not studying at all than you will do after staying up all night.

7. **Take advantage of your free time.** Ten or fifteen minutes between classes can really make a difference at the end of a day. You could spend that time looking over notes.

8. **Seek help if you need it.** I prefer that I be your first source for help. My office hours are posted on my door as well as on Blackboard so that you will know when I am available to assist you. We also have math labs and English labs in the Humanities Building.