Navigating through Challenges:

Study Skills Guide

Secrets for Lifelong Learning

❖ *Find the Leader Inside of You*

Leadership is an attitude-not a position. Every one of us has a leader inside of us who wants to achieve greatness. What is your vision? Where are you trying to go? Do you know how to get there? Articulate a vision for yourself, your family, your community. What do you want to learn? Identify your learning goals and use the leader inside of you to make it happen! Then keep it going—be a self directed learner and lead yourself by continually learning new things that will contribute to your growth and development!

❖ *Know Your Learning Style*

Isn't it amazing that we are all unique? No two people have the same fingerprints or DNA. How well do you know yourself and your own unique ability to learn? Do you learn most by hearing, seeing or doing? Can you adapt your learning style to fit any situation? Go to http://www.vark-learn.com/English/page.asp?p=questionnaire and assess your personal learning style. Then use the study strategies to tailor your study habits and maximize your learning.

❖ *Connect Your Learning to Your Passion & Purpose*

What motivates you? What excites you most? What inspires you? What are your highest aspirations? Reflect on who you are. What are the unique gifts and talents that you are blessed with and that you can offer to the world? Then decide what you want to learn to propel you forward and to equip you for success with your career and life.

❖ *Live a Balanced Life*

Living, learning and working are challenges that help us to grow. Remember to be balanced in your approach to life. Learn to relax and have fun. Manage stress. Eat and sleep well. Exercise your mind and your body. Liberate your spirit. Cherish your children, your family, and your friends. Learning allows you to discipline yourself and reap the rewards of a joyous and fulfilling life.

❖ *Use Your Resources*

What kind of support do you want and need? Ask for it from family and friends. Do you understand Bay Path College's policies and procedures? Do you maintain open lines of communication with your advisor, faculty and other staff who can help you to succeed? Are you using technology well? Are you reviewing newsletters and other materials to stay abreast of changes and resources? Express yourself, seek advice and take advantage of your resources.

(Source: Dr. Gina Joseph-Collins 2009)

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I. Introduction

As you embark on your journey as a student in the One Day program, you will be adding to your accumulated life experiences and challenges. You will explore the world, your career goals and your life aspirations. Through all of this you will learn how to balance everything that goes on in your living, learning and working environments.

This section of the Student Resource Guide contains selected information to help you along the way. These articles will give you helpful hints, tips, and strategies to use as you grow and learn.

You have the keys…
Now drive!

II. Suggestions for A Successful One Day Experience…

1. Fully participate in each class. You can fully participate only if you are fully prepared. Show up on time and go the distance. Your best gift to yourself is to take total advantage of every assignment and every class in order to fully benefit from your investment.

2. Write down thoughts and questions to share and ask in class that communicate what you think about what you are learning, as well as how you can apply what you are learning.

3. Initiate and maintain contact with your instructor. Review your assignments at least a few days before class to make sure you are able to complete assignments properly. If you have questions about an assignment, email your instructor or other another student with these questions in a timely manner so that you can complete the assignments on time.

4. Develop contacts with one or two other students you can talk with outside of class to help each other out in between classes. Exchange phone numbers and email addresses at the first class.

5. You might find yourself working with partners and in small groups to complete assignments and conduct discussions. Be an active and reliable contributor! Refer to the "Working with others" section.

6. Frequently, you might discover that there is more than one way to solve a problem, and sometimes more than one "right" answer. It's helpful to keep an open mind and be able to brainstorm many options. Many aspects of learning are not quite so linear and clear-cut.

7. Bring your best interpersonal skills into the classroom! Expect to show respect and consideration for others, use great listening skills, and don't forget to use an appropriate sense of humor with your classroom group.

8. Be comfortable with technology. Whether it be email, on-line research, on-line classroom, or navigating college resources, it's critical to your success as a student and an employee to jump in head-first with technology. Refer to our Student Tech resources to help you get started and get comfortable!

9. Discover and use your resources. Find out about the people, places and tools that are available to support you as a student and USE THEM. You identify what you need and then go after it…whether it is a discussion with your instructor, a visit with your advisor, an appointment with a career coach, finding a mentor or stopping into the library.

It's all your move.

III. Learning and Thinking

By entering the One-Day-A-Week Saturday College, you have made a commitment to your own learning and personal growth. This section can help you better understand your learning process and learning style, as well as be comfortable engaging in critical thinking. We have also included some resources to improve your memory and concentration.

A. *Learning and Learning Styles*

1. Learning to Learn: http://www.studygs.net/metacognition.htm
2. Learning Styles Inventory: http://www.personal.psu.edu/bxb11/LSI/LSI.htm

B. *Critical Thinking, Concentration and Memory*

1. Critical Thinking: http://www.studygs.net/crtthk.htm
2. Critical Thinking Skills in Education and in Life: http://www.asa3.org/ASA/education/think/critical.htm
3. Concentration: http://www.lifelearning.utexas.edu/l_concentration.html
4. Using Memory Effectively: http://www.studygs.net/memory/
5. Thinking and Memorizing: http://www.studygs.net/shared/testing.htm

Learning Retention

We Remember		Level of Involvement
10% of what we read	Reading	Verbal Receiving
20% of what we hear	Hearing Words	
30% of what we see	Looking at Pictures	Visual Receiving
50% of what we see and hear	Watching a Movie Watching a Demonstration Seeing It Done on Location	
70% of what we say	Participating in a Discussion Giving a Talk	Receiving and Participating
90% of what we say and do	Doing a Dramatic Presentation Simulating the Real Experience Doing the Real Thing	Doing

IV. Reading

Good reading skills are an essential component of your academic success as a student, as well as a successful career. It is a life skill. Many of us could use support with some aspect of reading…what's your reading challenge? We have some great resources to help you with whatever you want to focus on. See the resource list below for help with reading faster, reading smarter, marking textbooks, and other techniques for ectiveness.

1. Reading (1) http://www.studygs.net/crtread.htm
2. Reading (2) http://www.studygs.net/texred2.htm
3. Critical Reading: http://www.lifelearning.utexas.edu/handouts/critical%20reading.pdf
4. Marking and Underlining Your Textbooks: http://www.studygs.net/marking.htm
5. Getting the Most From Your Textbook: http://www.athabascau.ca/counselling/whats_in_it_for_me.php
6. Survey, Question, Read, Recite, Review: http://www.studygs.net/texred2.htm
7. Pre-reading Strategies: http://www.studygs.net/preread.htm

V. Listening and Note-Taking

Listening and note-taking are two key skill sets for student success…and you will have a great chance to excel at both when you attend every class for the whole session. A deeper kind of listening is called "active listening." Active listening means listening to many aspects of what the speaker is saying, including context, tone of voice, and feeling of delivery and the "message" alongside the words. It also means making eye contact with the speaker, giving non-verbal indications that you are listening, and asking questions or making comments related to the message being delivered. Active listening helps you engage in what the speaker is communicating, and increases your comprehension in class. What you can do to ensure you are on target with these skills?

1. Active Listening: http://www.mindtools.com/CommSkll/ActiveListening.htm
2. Taking Notes in Lectures: http://www.studygs.net/lcturnote.htm
3. Organizing Research with Note Cards http://www.studygs.net/wrtstr5.htm

VI. Writing

Writing is also a life skill. You will be writing in every course throughout your academic experience, as well as in most careers and many other aspects of life. We have gathered a collection of sources that might assist you in improving your writing skills in areas such as: generating and framing ideas for writing, grammar and sentence construction basics, MLA formatting, vocabulary, punctuation and spelling.

1. On-Line Writing Lab: http://owl.english.purdue.edu/owl/
2. Writing Basics: http://www.studygs.net/writing/index.htm
3. The Process and Types of Writing: http://www.studygs.net/writing/
4. Vocabulary and Spelling: http://www.studygs.net/wrtstr6.htm
5. MLA Formatting: http://owl.english.purdue.edu/owl/resource/747/01/

VII. Research

You have a wealth of research resources and assistance right here on campus at Hatch Library. The library is full of helpful people and the website content is comprehensive. We have included a few on-line research tools for you to check out.

A. Hatch Library

1. Hatch Library Link: http://library.baypath.edu/
2. Hatch General Research Guides for each major: http://library.baypath.edu/researchguides.htm

B. On-Line

1. The Internet Public Library: http://www.ipl.org/
2. Internet References: http://owl.english.purdue.edu/owl/resource/738/01/
3. On-Line Research Tools and Techniques: http://aresty.rutgers.edu/researchtools.htm

VIII. On-Line Learning:

On-line learning has become a primary learning tool. Participating in on-line courses has multiple benefits, including:

- convenient access to your course anytime, anywhere without spending time and money on travel
- opportunity to advance your technology and lifelong learning skills
- increased knowledge and interaction because everyone gets a chance to contribute
- diversity of interesting course materials to match your learning style
- greater control of your course schedule so you can manage family events, work expectations and time for relaxation

STRATEGIES FOR SUCCESS WITH ONLINE LEARNING

With online learning you can actually learn how to be a better learner. Here are some strategies that will help you to succeed:

- Be a self-directed learner-Active learning means you're in charge
- Be inquisitive-Let your curiosity be the best of you
- Be self-aware-Know your strengths and learning style
- Take risks-It's ok to learn from your mistakes
- Be open-minded and explore multiple perspectives
- Practice your communication skills-especially writing, reading and listening (yes—you need to "listen" to what others are sharing online)
- Use your resources-Bay Path College has dedicated support just for you!

IX. Preparing for and Taking Exams

Exams are part of your learning experience so you may as well be as comfortable as possible with the process. You can start preparing right from the first day of class by connecting with the instructor, reading and understanding the entire syllabus, and noting the exam schedule. Build review time for exams into your homework schedule as opposed to waiting until just before the test to start studying. Make sure you review text highlights, lecture highlights and other supplemental materials provided. Study groups also can help depending on your learning style and logistics. There is a good resource for group study included at the end of the list below. If you are interested in reducing test anxiety, being well-prepared certainly builds confidence. Combine being well prepared with a good night's sleep, a little exercise and some healthy food and you'll be all set…easier said than done!

1. Preparing for Tests: http://www.studygs.net/tstprp1.htm
2. Tips for Better Test Taking: http://www.studygs.net/tsttak1.htm
3. All of the Above! http://www.athabascau.ca/counselling/multiple_choice.php
4. Effective Habits for Effective Studying: http://www.studygs.net/attmot4.htm
5. Essay Tests: http://www.studygs.net/tsttak4.htm and http://www.lifelearning.utexas.edu/l_essaytest.html
6. Multiple Choice Exams: http://www.studygs.net/tsttak3.htm
7. Short Answer Tests: http://www.studygs.net/tsttak5.htm
8. Effective Study Habits: http://www.studygs.net/attmot4.htm
9. Study Smart, Not Hard: http://www.lifelearning.utexas.edu/handouts/study%20cycle.pdf

X. Collaborative Learning: Working With Others

Working with partners and working in groups are significant approaches to teaching and learning in today's classrooms. There are tremendous benefits to being a strong contributor! Many employers strongly value employees with great communication skills, cooperative work styles and the ability to lead themselves (and others) well in group environments. Your learning experience is a perfect place to practice your communication and team skills. You will also get to know exciting people, you will get more done in less time, you will have an instant help network, and you will actually procrastinate less!

1. Learning With Others http://www.studygs.net/cooplearn.htm
2. Team Style Inventory: http://www.mhhe.com/ps/hrelations/general/teaminventory.html

XI. Organization and Time Management

Getting organized and staying organized are important foundations for time management. Develop systems for keeping your materials together for each course. Take organized notes without having to copy them over. Put phone numbers and email addresses into your phone and computer as soon as you get them to avoid the search for the scrap of paper you wrote something on. The second requirement of good time management is discipline! If you plan for study time between 9 p.m. & 10:30 p.m., then don't let yourself get sidetracked by a phone call or that TV show. We all know it will just get worse! Work on your own rhythm and multi-task as much as possible – even more than you already do.

1. A Guide To Time Management: http://www.learningcommons.uoguelph.ca/guides/time_management/#home
2. Where Does Time Go? http://www.ucc.vt.edu/stdyhlp.html

XII. Balance

It's all about balance…balance of work and family and school and friends and YOU…multiple see-saws all moving at the same time. Here are some resources on stress management, relaxation and balance that might help you figure out how to orchestrate success in balancing different aspects of your life without landing on the ground.

1. Finding Balance in Your Life: http://www.mindtools.com/pages/article/newHTE_93.htm
2. Finding A Balance: http://www.cdc.gov/CDCtv/FindingBalance/
3. Stress and Stress Management: http://www.noah-health.org/en/mental/recovery/anxietyrelief.html
4. Relaxation Techniques for Stress Relief: http://helpguide.org/mental/stress_relief_meditation_yoga_relaxation.htm