



SUNY OLD WESTBURY

STUDY FOR SUCCESS

STUDENT GUIDE & PLANNER



**TUTORING
CENTER**

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**TUTORING
CENTER**

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SUNY OLD WESTBURY CAMPUS RESOURCES

	ACADEMIC ADVISING CENTER	NAB 1118A
	MATH REDESIGN LAB	LIBRARY
	MATH LEARNING CENTER	LIBRARY
	LIBRARY	CAMPUS CENTER
	TUTORING CENTER	CAMPUS CENTER H200/202
	WRITING CENTER	LIBRARY
	CAREER PLANNING AND DEVELOPMENT	CAMPUS CENTER
	CENTER FOR STUDENT LEADERSHIP AND INVOLVEMENT	STUDENT UNION 309
	COUNSELING & WELLNESS	STUDENT UNION LL100
	EQUAL OPPORUNITY PROGRAM (EOP)	CAMPUS CENTER K110
	FIRST YEAR EXPERIENCE (FYE)	STUDENT UNION 313
	OFFICE OF SERVICES FOR STUDENTS WITH DISABILITIES (OSSD)	NAB 2065
	STUDENT HEALTH CENTER	CAMPUS CENTER I WING
	SCHOOL OF ARTS & SCIENCES	NAB 1118
	SCHOOL OF BUSINESS	NAB 1104
	SCHOOL OF EDUCATION	NAB 1046
	SCHOOL OF PROFESSIONAL STUDIES	CAMPUS CENTER H213

INTRODUCTION: STUDY FOR SUCCESS

This Student Guide & Planner is a tool to help you succeed at SUNY Old Westbury. It contains strategies for navigating your academic experience, managing your time, preparing for exams and utilizing campus resources.

Ask yourself these questions:

- ▶ Am I involved in activities that help me explore and express my interests?
- ▶ Am I in a leadership role or will there be an opportunity to grow into a leadership role?
- ▶ Am I using my time outside the classroom in a way that will help me after graduation?
- ▶ Do I know what resources are available to me in general?
- ▶ Do I need any specific support or resources for a particular class?
- ▶ Do I have a well-designed degree plan that takes me through graduation in four years or less?

Use these questions to set short and long term goals - some for a semester, others for an academic year. Think about how you will discover and showcase your talents. Your time at SUNY Old Westbury is an opportunity to grow and flourish personally, academically and professionally. Use these questions, use this guide and all the resources of the College to achieve your goals.

TIME MANAGEMENT

STRATEGIES AND TIPS FOR EFFECTIVE PLANNING

Use class time as study time

- ▶Come prepared.
- ▶Review notes from previous class.
- ▶Listen and focus.
- ▶Try to paraphrase the professor in your own words.

Make a daily to do list

- ▶Prioritize your items, but keep it short (5 or so items both personal and academic).
- ▶Set specific, small, reasonable goals (read 10 pages from the Sociology Chapter).

Make a weekly schedule

- ▶In the beginning of the semester, make a schedule of your class, work, extracurricular activities, other obligations, include sleeping/eating time and spaces to fit in activities.
- ▶Schedule in study time at a rate of two hours of study per hour of class.
- ▶Continually review the syllabus to stay focused.

Use the daytime hours

- ▶Stay on campus and find a quiet place to study.
- ▶Try pre-reading material first.
- ▶Set up blocks of time for studying.
- ▶Use time between classes, review notes before class and after class.
- ▶Memorize important terms (try notecards).

Leave procrastination in the dust

- ▶Don't wait until the last moment to look at or begin assignments.
- ▶Don't let questions pile up, ask sooner rather than later.
- ▶Just do it, perfect past the deadline is just late.

Concentrate on one thing at a time

- ▶Focus and be active in what you are currently doing.
- ▶Plan breaks in your study routine, for example study for 35-45 minutes and break for 10-15 minutes.

Do not overbook yourself

- ▶Use your weekly schedule to stay on task.
- ▶Learn to say "No".
- ▶Know your cut-off point, stop when needed.

TIME MANAGEMENT

MY TIME MANAGEMENT PLAN

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Make a semester calendar

- ▶ Try a wall calendar for major exams, due dates and meetings. Or a vision board.
- ▶ Pocket or phone calendar for reminders of classes, appointments, meetings, errands with alarm and notifications turned on.

Set deadlines and give yourself rewards...

...Have realistic expectations of yourself.

NOTE TAKING

METHODS FOR EFFECTIVELY TAKING NOTES IN CLASS

Notetaking: This skill is essential and you can learn it. It is worth the effort as it can be a tool for success in your courses, in organizational work and in your career. Just writing words on paper, is not necessarily good note taking. Notetaking skills enable you to process knowledge and integrate concepts; you can organize and understand information. Notetaking should be done before, during and after class for maximum benefit. Try using charts, graphs, or other visual aids.

Before Class

- ▶Review the text to become familiar with terms and concepts that will be needed or covered in lecture.
- ▶If there is something confusing or difficult in the text, you will be prepared to take more detailed notes in class or ask questions.

During Class

- ▶There are different styles of notetaking. Find the style the style that works best for you and the course.
- ▶It is not practical to copy down every word the instructor says. Record examples, main ideas, the most important information.

After Class

- ▶Review your notes within a day to minimize forgetting and maximize retention.
- ▶Note the Gaps in Information. During lecture you may have missed some information and this is the time to fill in the gaps.
- ▶Summarize your notes, write a short paragraph or synopsis of what you learned. Focus the main ideas of the class; this can serve as review for the next class.
- ▶Rewrite to reorganize thoughts and concepts so they will make mor esense to you and make it easier to study later.

...Ask questions, ask questions, and ask questions.

TEST TAKING

METHODS FOR EFFECTIVELY PREPARING FOR EXAMS

Become FAMILAR with the exam

- ▶ Ask your professor:
 - How long is the exam?*
 - What is the format of the questions?*
 - What concepts are most important?*
 - What chapters will the focus be on?*
- ▶ Are there any practice questions available?
- ▶ If you taken other exams in the course, look them over

REVIEW the work, SCHEDULE the time

- ▶ Make a list of all the tasks needed to prepare for the exam.
- ▶ What topics are the most important ones?
- ▶ Prioritize your study tasks, start with the most important.
- ▶ Make a study schedule but try to keep you your routine.

MANAGE the work

- ▶ Deal with unread material, don't ignore.
- ▶ Preview material and organize it into sections:
 - What can you skim?*
 - What parts you can you omit?*
 - What parts must be read?*
- ▶ Set time limits for the reading and stick to them.
- ▶ Try these techniques for reading:
 - △ Skim everything first, except omitted part, and take notes.
 - △ Read and emphasize key ideas and sentences.
 - △ Ask yourself who, what, where, when and how.
 - △ Self-test at the end of each part.

Practice, PRACTICE

- ▶ Practice what you will asked to do on the exam. If it is solving problems, solve problems.
- ▶ Answer questions from the text or any unfinished assignment.
- ▶ What questions would you ask, answer them.

Find study PARTNERS

- ▶ Try to find others to study with, especially students who are prepared for the exam.
- ▶ Study sessions should be a time to clarify information not to begin reading.

TEST TAKING

METHODS FOR EFFECTIVELY PREPARING FOR EXAMS

PREPARE yourself emotionally and physically

- ▶ Get into your “game day” attitude, ready to do your best.
- ▶ Stay away from others who are anxious, it can be contagious.
- ▶ Arrive early and tune out all distractions, including other students.
- ▶ Focus on your strengths, focus on what you know.
- ▶ Keep your brain supported by keeping your physical-self healthy.
- ▶ Eat well-balance meals.
- ▶ Get enough sleep the nights before.
- ▶ Not too much caffeine.

PREVIEW the test

- ▶ Before answering, look over the entire exam.
- ▶ Ask the professor to clarify anything that is unclear to you.
- ▶ Read the directions completely and carefully.

PLAN your time and RELAX

- ▶ Allow time to review your answers.
- ▶ Allow the most time for the questions worth the most points.
- ▶ Start with the questions you know, build your confidence.
- ▶ Finish the entire exam, always put down some answer unless there is a penalty for guessing.
- ▶ Do not panic if you do not know an answer or if you are asked a question you did not anticipate.
- ▶ Analyze the question; try to form a logical answer based on knowledge of the course material.
- ▶ Avoid OVER analyzing or oversimplifying or you will stray from the actual question.

Analyze the exam RESULTS

- ▶ Examine your errors, why were your answers incorrect or incomplete?
- ▶ Did you read the question incorrectly?
- ▶ Did you prepare properly?
- ▶ Was it more difficult than you anticipated?
- ▶ Did you plan your time well?

USE this exam to prepare for the next exam

Did the questions cover details or main ideas?

Were the questions from the text?

Were you expected to do more analysis of the material?

Were you anxious or nervous and did this influence your performance?

FINALS SURVIVAL

THRIVE DURING FINALS WEEK

You can deal with stress

- ▶Get yourself organized, know what's coming and when.
- ▶Include relaxation time into your schedule.
- ▶Decide to be positive, stick with others who are positive.
- ▶Remember to reward yourself.

First up - make a game plan

When are the exams?

What material is covered?

What is my grade now and what is my goal?

How did manage on past exams?

What strategies were successful, which were not?

What new strategies or assistance do I need?

Plan your study times

- ▶Begin studying at least a week before finals.
- ▶Make study periods large blocks of time.
- ▶Include short periods of review.
- ▶Take breaks and, yes, exercise or at move around.
- ▶Do not change your usual routine.
- ▶Change up what you study and how you study.

To Cram or Not To Cram?

- ▶Best to avoid with a game plan, but if necessary - cram.
- ▶Organize the material (notes, textbook) and divide it into categories-
 - What is most important?*
 - What do you know?*
 - Where are you weakest?*
- ▶Figure out what you really do not know and focus on that.
- ▶Make choices and then act.

FINALS SURVIVAL

THRIVE DURING FINALS WEEK

Study aids can be helpful

- ▶ Try flash cards, mind maps, summary sheets.
- ▶ Use old exams.

Figure out your known distractions

- ▶ Try to stay away or eliminate them during study time.
- ▶ Try "Stay Focused" (Chrome Extension).

Remember the 25/75 rule

- ▶ Organizing saves time and makes studying more effective.
 - 25% of your time organizing information.
 - 75% of your time testing, recalling, reciting, writing, etc...
- ▶ Find out what you do not know before you have the exam in front of you.

The night before the exam

- ▶ Be calm, review the material.
- ▶ Focus on remembering the material.
- ▶ Do short periods of self-testing.
- ▶ Cramming new material probably not helpful.
- ▶ All-nighters not really helpful - try to avoid (stressful to mind and body).
- ▶ Remember you are prepared, stay confident.
- ▶ Be sure you have all needed materials for exam (pen, pencil, calculator...)

Right before the exam:

- ▶ Stay calm, remember you are prepared.
- ▶ Try breathing exercises to help you relax.

Do not forget to take care of yourself

- ▶ Not too much caffeine or sugar.
- ▶ Keep your regular eating and sleeping habits.

IMPROVING CONCENTRATION

FOCUS YOUR THINKING

What is Concentration?

- ▶Thinking.
- ▶Engagement with a task.

Avoiding Distractions

- ▶Your environment should be set up to study.
- ▶Try studying on campus, after class. Then use home, to relax.
- ▶If you live on campus, use the library or quiet spaces. Use the residential hall, to relax.

Is your mind drifting from the task?

- ▶Plan your tasks, list priorities.
- ▶Set realistic goals, break up assignments in manageable sessions.
- ▶Take the plunge, just do the assignment!
- ▶Don't daydream!

How to Concentrate While Reading

- ▶Divide the material into smaller sections, one chapter at a time.
- ▶Preview material.
- ▶Pretend to interact with the author, it will help you stay engaged in the material.

Outside Problems Interfering with Your Concentration?

- ▶Use Campus Resources. They are free and available to all Old Westbury students.
- ▶Talk to your professor(s). Make an appointment to discuss the material and ask their tips for concentrating.
- ▶See your Academic Advisor.
- ▶Difficulty concentrating can be a sign of anxiety or depression, consider an appointment at the Counseling and Wellness Center.

Adapted from Walter Paul, How to Study in College and Francis P. Robinson, Effective Study.

PERFECTIONISM

PERFECT IS NOT ALWAYS PERFECT

Is this you?

- ▶ My accomplishments don't meet my expectations.
- ▶ I don't like to answer questions because I may sound dumb.
- ▶ If I give less than 100%, I will be mediocre.
- ▶ I don't start projects because I am afraid of not getting them right.

Do you think...

- ▶ Mistakes are unacceptable.
- ▶ Only the highest standards are acceptable.
- ▶ When I fail to reach my goals, it equals a shortcoming in me.
- ▶ If I let others see my flaws, they will judge me.
- ▶ What I want is not as important as achieving goals.
- ▶ There is no gray for me, only good and bad or right and wrong.

GOAL SETTING

Healthy...

- ▶ Based on my wants and desires.
- ▶ One step beyond present accomplishments.
- ▶ Working toward the goal is satisfying and important.
- ▶ Failure is specific to a situation.

Perfectionistic...

- ▼ Goals are based on other's expectations.
- ▼ Perfection is always the goal.
- ▼ Focus is end result, not journey.
- ▼ Failure represents lack of self-worth.

Overcoming Perfectionism

- ▶ List the advantages and disadvantages of trying to be perfect.
- ▶ Change your standard to 90% of the original for a few tasks.
- ▶ Set time limits on assignments. When limit is up, move on.
- ▶ Recognize tasks are more than the outcome. What did you learn?
- ▶ What is the worst thing that will happen if this is not perfect?
- ▶ What can I learn from my mistakes?
- ▶ Criticize the action, do not reject the person.
- ▶ Is your self-criticism realistic? *Is it helpful?*
- ▶ Consider a visit to the Counseling and Wellness Center.

Adapted from Perfectionism. John Stallworth, J.D., Ph.D.; David S. Litton, Ph.D.; Carol Pierce-Davis, Ph.D

READING EFFICIENTLY

YES YOU CAN READ MORE EFFICIENTLY

Reading Speed Myths

If I read fast I won't understand.

- ▶Actually comprehension will improve if you read at a rate equal to your thinking.

I only have one speed.

- ▶Your speed can vary based on the purpose for reading.

Never speed read a text book.

- ▶Fast reading can be appropriate for previewing or searching for central ideas.

Avoiding Distractions

- ▶Your environment should be set up to study.
- ▶Try studying on campus, after class. Then use home, to relax.
- ▶If you live on campus, use the library or quiet spaces. Use the residential hall, to relax.

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How to Concentrate While Reading

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SUCCESSFUL COLLEGE EXPERIENCE

IT MAKES A DIFFERENCE

Get To Know Your Instructors

- ▶ Introduce yourself in the beginning of the semester.
- ▶ Ask questions.
- ▶ Go to office hours.
- ▶ Ask about research opportunities.
- ▶ Discuss an independent study.
- ▶ In college, it is the student's responsibility to get to know the professor.

Get Involved

- ▶ Work on campus.
- ▶ Explore co-curricular activities.
- ▶ Volunteer.
- ▶ Consider an internship.
- ▶ Consider study abroad.
- ▶ Build leadership skills.

Academic Excellence Means Good Study Skills

- ▶ Read the syllabus or course outline.
- ▶ Go to class. Always.
- ▶ The best seats are the front seats.
- ▶ Find a study partner.
- ▶ Take good notes.
- ▶ Study 2 hours for every hour in class.

Your Well-Being

- ▶ Take care of your health and well-being.
- ▶ Use campus resources. See page 3 of this guide.
- ▶ Make friends and share the experience together.
- ▶ Balance activities with sleeping and eating well.
- ▶ Drugs and alcohol don't solve problems, but they can create them.

Do I know what is expected of me? Do I have a contact in class?

P.A.C.E.

PATH TO ACADEMIC AND CAREER EXCELLENCE

Complete the Checklist

- Have you consulted your academic advisor to plan and monitor your degree progress?

Academic Advisor _____

Last appointment _____

Next appointment _____

- Have you scheduled a career consultation to design a resume and a post-graduation plan?

Career choice _____

Planning appointment _____

Resume appointment _____

- Have you visited the tutoring centers to consult on course strategies and study skills?

I need some help with _____

Time set aside for tutoring _____

- Do you have a faculty mentor for academic and career guidance?

Faculty mentor _____

- Do you visit the counseling center to handle stress and stay focused?

How do I handle stress? _____

Is it working? _____

Do I need other strategies? _____

- Do you get involved in campus organizations and activities?

Clubs or organizations I want to find out about _____

Clubs or organizations I am involved with _____

STUDY TECHNIQUES

FIND A SYSTEM FOR YOU

Cornell System

Used for lecture note taking

- ▶ Use 1 notebook for each class - or a binder if there are many handouts.
- ▶ Start each class on a new page, record the date, topic.
- ▶ Write legibly, leave spaces between items for easier reading and to insert additions later.
 - △ Divide the page into 2 columns
 - △ On the right: take notes in class in outline form
 - △ On the left: write critical words, ideas, points, you can later write out questions from these for studying
- ▶ Leave space at the bottom of the notes to summarize what was covered and important concepts.
- ▶ Review notes as soon as possible after class, compare notes with a classmate.
- ▶ Stay active in class, being alert helps you take better notes.

4R System

Adapted from the Cornell System, for studying and reviewing lecture notes.

- ▶ Record: write down in class important ideas and supporting facts on right-hand side of page.
- ▶ Reduce: reduce the lecture to essentials by writing out key terms and questions asked/answered during class.
- ▶ Recall: cover the right column and test your knowledge with questions/terms on the left. If writing helps, write down the answers on a separate piece of paper.
- ▶ Review: go over questions shortly after the class and on a regular basis, not just the night before the exam.

STUDY TECHNIQUES

FIND A SYSTEM FOR YOU

Mind Maps

- ▶ These are helpful for people who like visuals.
 - ▶ Put main concept or idea from a lecture on the middle of a piece of paper; make it stand out with color or bold writing.
 - ▶ Put concepts and facts (as few words as possible) on lines that radiate from the central concept.
 - ▶ Sub-concepts can branch out from these concepts as well.
-
- ▶ Use color highlighters or markers to organize ideas and conceptual relationships.
 - ▶ Recite the connects using the concepts out loud or write them down in a paragraph.
 - ▶ Post *Mind Maps* in your room where you can see them every day. The material will work its way into your brain through visual exposure, but be sure to review at least once a week to verbalize the concepts.

SQR3

- ▶ Survey: preview and skim before reading an assignment. Pick out what the main topics are and start an outline.
 - ▶ Question: change titles or chapters and sections into questions. Example: “Causes of...” becomes “What are causes of...”
-
- ▶ Read: pay most attention to main ideas and arguments. Write down answers to the questions you come up with.
 - ▶ Recall: without using your books or notes, try to sketch out the main points of the chapter and answer your questions. Do this is writing or out loud.
 - ▶ Review: to keep things in your memory you need to review then regularly.

Adapted from NYU College Learning Center 2015

STUDY TECHNIQUES

FIND A SYSTEM FOR YOU

Tips

- ▶ Study every day, better than cramming.
- ▶ Schedule study sessions at the same time and place every day so you become conditioned.
- ▶ Figure out which time of the day you are most alert and energetic - study then.

- ▶ Set up an area for studying, avoid relaxing in this area.
- ▶ Set goals for each study period - schedule the toughest study chores first, easier assignments for later.
- ▶ Segment your time, take breaks, take walks.

- ▶ Break tasks down. (Writing a paper breaks down into...)
- ▶ Work with few distractions.
- ▶ Don't study similar subjects in sequence.
- ▶ Regular review of lecture and reading notes using different techniques, in short study sessions.

Getting the Most Out of Class

- ▶ **Go to class!**
- ▶ Think ahead. Skim ahead before class starts and try to relate topics to things covered in previous classes.
- ▶ Get to class early, keep listening at the end of class
- ▶ Bring materials to class
- ▶ Daydreaming during class...NG. Try focusing on something physical in the class to stay focused.

Faculty may reveal crucial points by:

- ▶ Repetition of ideas or themes.
- ▶ Introductory, transitional or concluding words and phrases clue you in.
- ▶ Pay attention to the main arguments and general outline of the class. Take notes on what is important, do not try to write everything down.

STUDY TECHNIQUES

FIND A SYSTEM FOR YOU

Study Skills for Reading

- ▶ Establish purpose for reading.
- ▶ Set a goal...pages, time, chapters.
- ▶ Plan a reading strategy.
- ▶ What concepts/themes are you looking for?
- ▶ Plan breaks for larger assignments.

- ▶ Monitor what you are comprehending continuously, go back and re-read if you missed something.
- ▶ If you don't understand something, ask the professor or a classmate.
- ▶ Stop and check yourself, can you explain what you are reading in your own words.
- ▶ Takes notes of important concepts, compare to lecture notes.
- ▶ Look up words you don't know, dictionary, text glossary.

MY NOTES:

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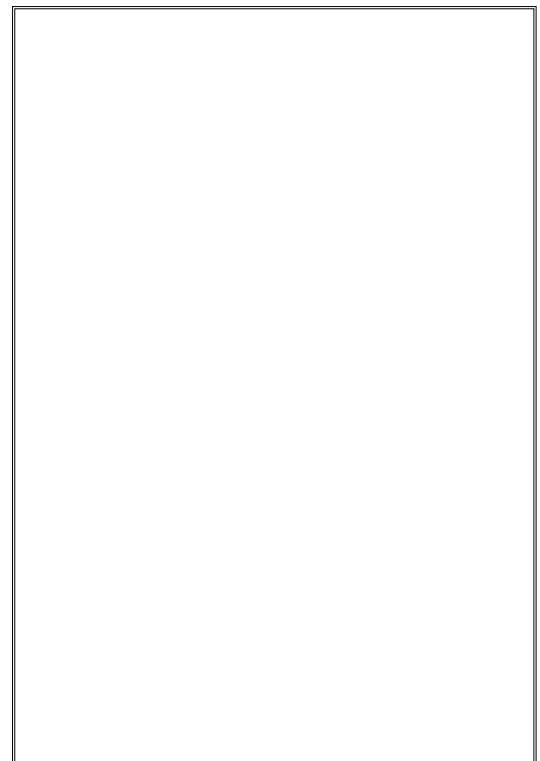
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CREATE A STUDY PLAN

PLAN TO STUDY, PLAN TO SUCCEED

Name the top 3 things that stand as barriers to effective studying for you?

- 1.
- 2.
- 3.

What things stress you out about studying?

What are some solutions to those barriers and stressors?

What class are you most concerned about?

What are some of your concerns with that class?

What skills can help you with those things you are most worried about?

Where do you feel is the most effective place for you to study?

What time of day are you most energetic and awake?

What time of day are you the busiest?

CREATE A STUDY PLAN

PLAN TO STUDY, PLAN TO SUCCEED

What are your academic goals this semester?

- 1.
- 2.
- 3.
- 4.
- 5.

Plan Making Part I: What needs to get done?

Plan Making Part II: Scheduling Time

SETTING COURSE GOALS

COURSE _____

LETTER GRADE GOAL _____

ACTIVITY	% OF FINAL GRADE	DUE DATE	WHAT I HAVE TO DO	RESOURCES	ACTUAL GRADE

5 DAY PLANNER

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

TO DO LIST

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TODAY'S PLANNED VS REALITY STUDY TRACKER

PLAN

REALITY

PLAN

REALITY

**NEED
HELP
WITH...**

STILL TO COME?

Semester Planning Calendar

_____ Semester

Months: _____ to _____

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
WEEK 1					
WEEK 2					
WEEK 3					
WEEK 4					
WEEK 5					
WEEK 6					
WEEK 7					
WEEK 8					

Semester Planning Calendar

_____ Semester

Months: _____ to _____

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
WEEK 9					
WEEK 10					
WEEK 11					
WEEK 12					
WEEK 13					
WEEK 14					
WEEK 15					
WEEK 16					