ACADEMIC SUCCESS

THINGS TO DO EACH SEMESTER

1. Closely follow the academic success program

2. Make one set of copies of the workstudy forms for each class and bind together in one notebook and make sure you get each and every question answered.

3. Make sure that you write on the forms because the answers to these questions will dictate how and what you study to prepare for your exams and how you write your papers.

4. At the beginning of each quarter meet with the last quarter’s professors to go over you final, don’t rely on grade cards, you must see your original work.

5. Sit in the front row as close to the professors or TA as possible.

6. Ask at least one question or make a comment at every lecture and discussion section

7. Visit both your professor and TA at least once a week at office hours (one on one)

8. Incorporate these visits into you daily schedule because these visits are crucial

9. Meet both your professor and TA the week before the quarter begins

10. At the end of the first week of classes, both your professor and TA, should know you personally

11. If you have any take home exams, meet at least one professor in that discipline, and visit them one every two weeks (This professor can be valuable resource for you take home exam)

12. Discuss all papers, exams, homework, and grades with your professor, TA or reader.

13. Document in writing all mistakes that you make on paper, exams, and homework.

14. Try to familiarize yourself with the recommended reading and quote the author in essays and papers

15. Discipline yourself to be academically aggressive, do not allow yourself to be intimidated.
Course Information

Course ______________________

Professor______________________   TA_______________ ___________
Office __________Hrs___________   Office __________ Hrs_________
Campus # _____________________   Campus ___________________
Home # _______________________   Home # ____________ __________

1. What is it that I’m supposed to get out of this class? ___________________________

____________________________________________________________________________

2. What is the Professor’s goal for this class? ________________________________

____________________________________________________________________________

3. Why did the professor select these particular books (as opposed to other books) that pertain to
this subject matter? ______________________________ _______________________________

____________________________________________________________________________

4. As I do the reading, what central theme should I focus on? ____________________________

____________________________________________________________________________

5. What will the general paper or essay topics be for this quarter? _________________________

____________________________________________________________________________

6. What must I do to earn an “A” grade? (Or letter grade goal)? _________________________

____________________________________________________________________________

7. Are there any old exams available, will they be representative (ask TA & tutor)? ___________

____________________________________________________________________________

8. Are there previous lecture notes available? ________________________________

____________________________________________________________________________

9. How will grade be earned, who will issue grades and will there be a reader or grader? _______

____________________________________________________________________________

10. What percentage of the grade will the TA be responsible for? _________________________
11. Is there extra credit and will the professor consider it? ______________________________

12. Is the course cumulative? ______________________________

13. Is their recommended reading, if so why these particular readings? ____________________
___________________________________________________ ___________________________

14. Is there homework due, if so what percentage of the grade? __________________________

15. What type of midterm will I have and how many? _________________________________

16. What type of final will I have? _____________________________________________

17. What does the professor find most exciting about this subject matter? ________________
___________________________________________________ ___________________________

18. What is the professor’s specialty? _____________________________________________

19. Why is the professor teaching this class as opposed to other courses? ________________
___________________________________________________ ___________________________

20. What did the professor earn his PhD degree in and where? _________________________

21. Will the professor give you his home phone number for future questions? ____________

NOTES & OBSERVATIONS

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____________________________________________________________________________
____________________________________________________________________________
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____________________________________________________________________________

4
QUESTIONS TO ASK THE PROFESSOR ONE WEEK BEFORE A MIDTERM

If you were me, how would you prepare for this midterm? ______________________________

______________________________________________________________________________

How will the midterm attempt to measure my understanding of the course materials? _________

______________________________________________________________________________

What will the midterm consist of? ______________________________________________________

______________________________________________________________________________

What will be the relationship between the lecture, readings, and the midterm? ______________

______________________________________________________________________________

What chapters should I emphasize and reread? _________________________________________

______________________________________________________________________________

Are there any specific concepts, theories etc. that I must master for the midterm? ___________

______________________________________________________________________________

How should I approach this midterm? _________________________________________________

______________________________________________________________________________

Very specifically, what will you be looking for in this essay? ____________________________

______________________________________________________________________________

What will and “A” essay contain, what won’t an “A” essay contain? ______________________

______________________________________________________________________________

Who will grade my midterm? _________________________________________________________

______________________________________________________________________________

NOTES & OBSERVATIONS
QUESTIONS TO ASK THE TA ONE WEEK BEFORE A MIDTERM

If you were me, how would you prepare for this midterm? ________________________________
                                                                                               ________________________________________________________________

How will the midterm attempt to measure my understanding of the course materials? ________
                                                                                               ________________________________________________________________

What will the midterm consist of? ___________________________________________________________
                                                                                               ________________________________________________________________

What will be the relationship between the lecture, readings, and the midterm? _____________
                                                                                               ________________________________________________________________

What chapters should I emphasize and reread? ______________________________________________
                                                                                               ________________________________________________________________

Are there any specific concepts, theories etc. that I must master for the midterm? ___________
                                                                                               ________________________________________________________________

How should I approach this midterm? ______________________________________________________
                                                                                               ________________________________________________________________

Very specifically, what will you be looking for in this essay? _______________________________
                                                                                               ________________________________________________________________

What will and “A” essay contain, what won’t an “A” essay contain? _________________________
                                                                                               ________________________________________________________________

Who will grade my midterm? ______________________________________________________________
                                                                                               ________________________________________________________________

NOTES & OBSERVATIONS
MIDTERM SELF ASSESSMENT

1. Did I receive the grade that I thought I deserved? ________________________________

2. Did I follow the Academic Success Program and get the questions answered on forms 1, 2, and 3 if not why? ________________________________

3. Did I go over my midterm with the professor, TA, or reader, if not why? ________________

4. How close was I from the next grade up? ________________________________

5. Do I need to challenge the professor, TA, or reader for a higher grade? ________________

6. How many times did I meet with the professor or TA before the midterm? ________________

7. Did I miss any lectures, if so how many and why? ________________________________

8. Did I do my best, if not why? ________________________________

9. Did I do all of the assigned reading for the midterm, if not why? ________________________________

10. Did I do all of the assigned homework, if not why? ________________________________

11. Was there anything on the midterm that was a total surprise, if so why? ________________

12. Did I study the right material, if not way? ________________________________

13. Did my study time lack quantity, if so why? ________________________________

14. Did my study time lack quality, if so why? ________________________________

15. What mistakes did I make on this midterm and in preparing for this midterm? ________________

16. Why did I make these mistakes? ________________________________

17. How do I avoid these mistakes in the future? ________________________________

18. What did I do well and should continue to do? ________________________________
PROFESSOR, TA OR READER WHERE DO I STAND NOW?

Given my midterm, paper, homework, etc. and participation, what grade have I earned thus far?

What could I do to improve my position before I go into the next exam (extra credit, rewrite paper, turn in corrected or missed assignments)?

Looking at your grading system, what must I do to earn an ____ grade in the class? _________

Numerically, what must I score on the next exam(s) in order to earn an ____ grade in the class?

If I get an ____ on the final, will you give me a ____ for the class? _________________________

What must I do to be totally prepared for the next exam? _______________________________

NOTES & OBSERVATIONS

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__________________________________________________________________________________
QUESTIONS TO ASK PROFESSOR, TA OR READER
2 WEEKS BEFORE A PAPER IS DUE

A paper is the only exam opportunity that you will have in which you can develop your ideas, work on the paper, then discuss it with the professor, TA, or reader and get their valuable feedback. You are to take this feedback, incorporate it into your paper then turn it in.

1. Exactly how should this paper be written?
2. What is this paper intended to do?
3. What will you be looking for in this paper?
4. What type of scale will be used to grade the paper?
5. Who will grade my paper?
6. What will an “A” paper contain?
7. What is your definition of an “A” paper?
8. What will be the difference between an “A” and a “B” paper?
9. Will you please show me an “A” paper that I may read?
10. Can I rewrite the paper for a higher grade?
11. When can I see you again to show you my thesis statement and outline?

THE FOLLOWING QUESTIONS ARE TO BE ANSWERED ONLY AFTER THE ABOVE QUESTIONS HAVE BEEN ANSWERED.

12. What do you think of my thesis statement, please give me you redlined comments?
13. What do you think of my outline and rough draft, please give me you redlined comments?
14. Am I on the right track?

NOTES & OBSERVATIONS
PAPER SELF ASSESSMENT

Did I receive the grade that I thought I deserved? ______________________________________

Did I follow the academic success program and get the questions answered on form 6, if not, why?
__________________________________________________________

Did I write the paper according to the responses on form 6? _____________________________

How many times did I meet with the professor, TA or reader before I turned in my paper? _____

Did I follow my thesis statement and outline? _________________________________________

Did I do all of the assigned reading for the paper, if not why? __________________________

Did I go over the paper with my professor, TA or reader, if not why? _____________________

Was I able to do a rough draft before writing the final draft? ________________

How close was my paper from the next grade up? _______________________________

Do I need to challenge the professor, TA, or reader for a higher grade? _______________

What mistakes did I make on this paper? _________________________________________

Why did I make these mistakes? ________________________________________________

How can I avoid these mistakes in the future? ______________________________________

What did I do well and should continue to do? _________________________________

Looking back on it, if I could do it over, what will I do differently? _________________

__________________________________________________________

NOTES & OBSERVATIONS
QUESTIONS TO ASK THE PROFESSOR ONE WEEK BEFORE THE FINAL

1. If you were me how would you prepare for this final? ______________________________
   ___________________________________________________
   ___________________________________________________

2. How will this final attempt to measure my understanding of the course materials?
   ___________________________________________________
   ___________________________________________________

3. What will the final consist of? ________________________________
   ___________________________________________________
   ___________________________________________________

4. How will the final differ from the midterm? ________________________________
   ___________________________________________________

5. How will the final be similar to the midterm? ________________________________
   ___________________________________________________

6. What will be the relationship between the lecture, readings and the final? ____________
   ___________________________________________________
   ___________________________________________________

7. What chapter should I emphasize and reread? ________________________________
   ___________________________________________________

8. Are there any specific concepts, theories etc. that I must master for the final? __________
   ___________________________________________________
   ___________________________________________________

9. How should I approach this final? ________________________________
   ___________________________________________________
   ___________________________________________________

10. Very specifically, what will you be looking for in this essay? ________________
    ___________________________________________________
    ___________________________________________________

11. What will an “A” essay contain, what won’t an “A” essay contain? _______________
    ___________________________________________________
    ___________________________________________________

12. Who will grade my final? _______________________________________________
    ___________________________________________________

13. What is the earliest possible date I can see my actual final exam? ________________
    ___________________________________________________

NOTES & OBSERVATIONS
QUESTIONS TO ASK THE TA ONE WEEK BEFORE THE FINAL

1. If you were me how would you prepare for this final? ________________________________
   ____________________________________________________________________________

2. How will this final attempt to measure my understanding of the course materials?
   ____________________________________________________________________________

3. What will the final consist of? _________________________________________________
   ____________________________________________________________________________

4. How will the final differ from the midterm? _______________________________________
   ____________________________________________________________________________

5. How will the final be similar to the midterm? _________________________________
   ____________________________________________________________________________

6. What will be the relationship between the lecture, readings and the final? ___________
   ____________________________________________________________________________

7. What chapter should I emphasize and reread? _________________________________
   ____________________________________________________________________________

8. Are there any specific concepts, theories etc. that I must master for the final? ______
   ____________________________________________________________________________

9. How should I approach this final? ____________________________________________
   ____________________________________________________________________________

10. Very specifically, what will you be looking for in this essay? ____________________
    ____________________________________________________________________________

11. What will an “A” essay contain, what won’t an “A” essay contain? ________________
    ____________________________________________________________________________

12. Who will grade my final? ______________________________________________________
    ____________________________________________________________________________

13. What is the earliest possible date I can see my actual final exam? _______________
    ____________________________________________________________________________

NOTES & OBSERVATIONS

______________________________________________________________________________
FINAL EXAM SELF ASSESSMENT

1. Did I receive the grade that I thought I deserved? ____________________________________

2. Did I follow the Academic Success Program and get the questions answered on forms 8 and 9, if not why? ____________________________________________________________

3. Did I go over my final with my professor, TA or reader, if not why? ______________________

4. How close was I from the next grade up? _____________________________________________

5. Do I need to challenge the professor, TA or reader for a higher grade? ________________

6. How many times did I visit the professor between the midterm and the final? _____________

7. Did I miss any lectures, if so how many and why? ________________________________

8. Did I do my best, if not why? _________________________________________________

9. Did I do all of the assigned reading for the final, if not why? __________________________

10. Did I do all of the assigned homework, if not why? ________________________________

11. Was there anything on the final that was a total surprise, is so why? ________________

12. Did I study the right material, if not why? __________________________________________

13. Did my study time lack quantity, if so why? _________________________________________

14. Did my study time lack quality, if so why? _________________________________________

15. What mistakes did I make on this final and in preparing for this final? ________________

16. Why did I make these mistakes? ________________________________________________

17. How do I avoid these mistakes in the future? _______________________________________

18. What did I do well and should continue to do? ______________________________________
QUESTION TO ASK AT LECTURE

Questions
1. ________________________________________________ ____________________________
2. ________________________________________________ ____________________________
3. ________________________________________________ ____________________________
4. ________________________________________________ ____________________________
5. ________________________________________________ ____________________________

Answers
1. ________________________________________________ ____________________________
2. ________________________________________________ ____________________________
3. ________________________________________________ ____________________________
4. ________________________________________________ ____________________________
5. ________________________________________________ ____________________________

QUESTIONS TO ASK AT DISCUSSION

Questions
1. ________________________________________________ ____________________________
2. ________________________________________________ ____________________________
3. ________________________________________________ ____________________________
4. ________________________________________________ ____________________________
5. ________________________________________________ ____________________________

Answers
1. ________________________________________________ ____________________________
2. ________________________________________________ ____________________________
3. ________________________________________________ ____________________________
4. ________________________________________________ ____________________________
5. ________________________________________________ ____________________________
ADDITIONAL QUESTIONS TO ASK PROFESSORS, TA’S, TUTORS AND STUDENTS

1. How should the student approach this subject?
2. What are the common mistakes that students make?
3. For the students who fail why do they fail?
4. For the students who do well why do they do well?
5. How should the student study for this subject?
6. How shouldn’t the student study for this subject?
7. How should the student approach the TA’s?
8. How shouldn’t the student approach the TA’s?
9. How should the student approach the Professor?
10. How shouldn’t the student approach the Professor?
11. What is the relationship between the homework and midterms?
12. What is the relationship between the homework and the finals?
13. How is the grading process structured?
14. To what extent is grading subjective?
15. On what bases can a student challenge a Professor for a higher grade?
16. To what extent is partial credit given?
17. Where can students find additional and outside help?
18. What measuring stick would you use to determine if a student can handle the material?
19. How do you know if a student should not be in the course?

Exams

20. How should the student study for the exam
21. What questions should the student ask the professor & TA’s regarding the exam
22. What general information is needed for a student to be well prepared for an exam?
23. What exam taking tips do you have?
24. How important are old exams?
25. How can the student get old exams?
26. What are the trends in terms of the midterm process?
27. What are the trends in terms of the final process?
28. What type of midterms is commonly given?
29. What type of final is commonly given?
30. On the final will two or more concepts be combined into a single problem, if so what concepts?
31. Who creates the exams? TA/Professor or both?
32. In what ways will the final be similar to the midterm?
33. In what ways will the final differ from the midterm?
34. How should the student read & study the textbook?
35. How should the student approach the lecture
36. How should the student approach the lab?
37. What are the mistakes that students make in the lab?
38. What tips do you offer in terms of the lab?
39. What do you know now that you wished you could have known before you took these classes?
40. How does the student monitor their progress before it’s too late (exam time)?
THE LAWS OF QUESTIONING PROFESSORS & TA’S AT OFFICE HOURS

1. Show that you did the reading
2. Show that you did think about the material
3. Give pertinent information in your question
4. Qualify your question by making long relevant statements before asking your question
5. Use the author’s name as if you know them personally
6. Use the Professor’s or TA’s name in your questions
7. Questions regarding the exam must be carefully thought out in advance
8. There is nothing that you can not ask
9. The worst thing that can happen to you is the response “I’m sorry I can’t answer that question”
10. Be prepared to ask key questions at least two different ways, in case the Professor or TA tries to evade your first question
11. Ask direct leading questions that have yes or no answers
12. Try to ask questions at office hours one on one
MEETING WITH PROFESSORS & TA’S

I WHY MEET WITH PROFESSORS & TA’S ONE ON ONE

A. Benefits
   1. Save time studying
   2. Studying becomes qualitative as opposed to just quantity
   3. Increased probability of a higher grade
   4. Rapport established
   5. A student profile

II ONE ON ONE MEETINGS WITH THE PROFESSOR & TA

A. When and how often to meet?
   1. During office hours
   2. Right before class
   3. Right after class
   4. Office hours for their other classes
   5. Meetings part of your weekly schedule

III WHAT QUESTIONS TO ASK

A. General questions first then more specific
   1. Teaching/course objective the wide view picture
   2. How do I approach the class?
   3. How do I study for the class?
   4. Why were these particular books/reading chosen?
   5. How are grades earned?

B. Specific and detailed leading questions
   1. Midterm exam
      a. Essay questions
      b. Identifications
      c. Multiple Choice
      d. Objective (math & science)
   2. Final exam
      a. Essay questions
b. Identifications
c. Multiple Choice
d. Objective (math & science)

3. Papers
   a. What is an A paper?

IV THE ART OF ASKING SPECIFIC AND DETAILED LEADING QUESTIONS

A. Detailed and leading questions
   1. Going in a specific direction
   2. Testing your theory
      a. Proving or disproving your hypothesis

B. Start question with a statement
   1. Show professor or TA that you’ve done your homework
      a. Higher probability that you’ll get a better answer
   2. Use academic jargon and buzz words in your statements & questions
   3. Quote the author and refer to author by name in statements & questions
   4. Give information in your question
   5. Devise your question as you do the reading
   6. Questions must be well thought out in advance

C. Types of question
   1. Professor, as I do the reading…
   2. Professor, if you were me how would you …
   3. Professor, if I understood the lecture correctly…
   4. Professor, in order for me to be prepared for the exam…
   5. Professor, if I understand the reading correctly…
   6. Professor, if I understand you correctly…
   7. Professor, to get maximum credit on the essay I must…
   8. Professor, how do you suggest I …
   9. Professor, according to (Author of Text)…
   10. Professor, for a well written paper I must…