Please read and inform student-athletes about this information

Practical Study Tips

Set Goals

Setting goals helps you decide what is important, gives you a plan for success, and keeps you focused. Setting goals takes five steps: decide what you want to accomplish, set smaller goals to motivate yourself, decide what it will take to get you there, evaluate your progress and when you've accomplished your goal, set a new goal.

Set Big Goals First. Tell them to think of how they want to finish the semester or year. What grades do you want? What do they want to learn? What do they want to achieve? Create positive, precise and realistic goals, and write them down. Their goals should be manageable- not too difficult, but not to easy. If they want to improve their math grade, thing about what you want to accomplish in the class, decide if it is realistic and go for it.

Break Down the Big Goal into Mini-Goals. After they make goals have them think about mini-goals that can help them accomplish their big goals. For instance, if they want an A in math, think of baby steps that will get them to their goals, like doing better on test, and homework assignments. Give deadlines for mini-goals and have them check their progress often.

Plan How You Will Tackle the Mini-Goals. It takes training and practice to meet your goals. Plan strategies- organizing time or study materials, visit academic services a couple times a week, study instead of cramming for tests, form study groups or set aside specific times uninterrupted to study or do homework. Plan it and do it.

Evaluate Your Goals. After each mini-goal is met, check their progress. Are they meeting their mini-goals at the time they said they would? Do they need to break a small goal into an even smaller goal? Is their big goal to easy or difficult? They may find they have met their goals easily and need to reset or revise their goals from time to time to achieve the bigger goal. On the other hand though, they may find their goal was too difficult and need to revise them to make them realistic and manageable.

Set New Goals. Once they reach one of their goals, set new ones. For instance, they may want to maintain their grade in math or achieve higher.

Get Organized

For some students, it is not the learning material that makes getting good grades difficult. It's disorganization. Spiral-bound notebooks, different color folders for each class, or math assignments filed in a notebook, are signs of organization. Good organization can sharpen study skills, improve grades, and save time.

The Notebook. Learning materials need to be easy to get to. Notebooks with dividers, folders and binders can help you organize your notes, assignments, and test.

Assignments

- Write down assignments for all classes in one place, like a weekly planner.
- Record the due date by the assignment and any special notes or information about the assignment.
- Ask the teacher to explain any part of the assignment that is unclear.

In Addition, have them keep record of their grades for each class. Tell them to record each assignment and the grade they received on the first page of their notebook. This way they know exactly how they are doing in class. Understand how each grade they receive affects their grade in the class. Notice what kinds of assignments they do well on and what kind of assignments they need to work on. If they do badly on an assignment or test have them meet with their teacher immediately. This will let the teacher know that they care about their grades. Have them ask the teacher how they can improve their grades on future assignments.

Create a Study Environment

Set a place.
Set a time.
Set breaks.

True learning takes time. They need a consistent approach: a specific place, a routine time, and scheduled breaks.

The Place
Choose a place that is quiet and has few distractions. Keep study materials- pens, pencils, paper, dictionary, and folders nearby so they can be found when needed. Make sure the study space has good lighting and no ones eyes will be strained.

The Time
Make a study appointment with yourself. Pick a time of the day when you are at your best-alert, fresh, relaxed, and awake. Try to stick to the same time everyday, as often as possible. Look at what needs to be done and set a plan, and begin to study.

Breaks
Short breaks refresh your mind. Schedule the first break before studying begins. It will give you something to work toward. On your breaks, change scenery: take a walk, go outside, or breathe deeply. Studies have shown that physical well-being affects your mental well-being. Once refreshed, you'll be ready to dive into your homework with renewed energy.

How to Teach Study Skills

- Give tactics or methods that have worked for you in your own studies.
- Make flash cards after every new section of lecture notes. Try to color code them by chapters or topics.
- Use color to emphasize particular material that will be on tests or to coordinate main points.
- Use what has worked for the student in the past; modify it for each new class.
- Have students put class notes into their own words and talk about them to their tutor.
- Suggest more than one method of studying to improve their skills.
- Have them organize their time by using the class syllabus as a guide.
- Use mnemonic devices when memorizing information from class notes.
- Suggest to students to make a point to always ask the instructor regarding exact directions regarding writing a paper or an assignment.
- Give concrete examples and ask students to think of their own examples.
- Outline the chapter to help students study for test.
- Teach them organized note taking skills.
- Time management, eliminate distractions.
- Recommend reading text and refer to it when a student has questions for the tutor. This shows students where to get help when they're studying on their own.

Managing Your Time!

1. Set aside specific study time for each subject.
2. Schedule time on weekends to study, review, and prepare.
3. Reward yourself with short (5 minute) breaks after completing each subject.
4. Study your hardest subjects first while you are most alert.

Effective Note taking

1. Abbreviate- create your own shorthand.
2. Listen carefully.
3. Pick out important ideas and concepts. They are generally bolded and/ or italicized.
4. Review notes as soon as possible.
5. Highlight key ideas.
6. Mark areas you are unsure of and then ask these questions in class.
7. Reread your notes nightly.
8. Listen ACTIVELY!

Active Listening

1. Come prepared to class. Read assigned material prior to presentation.
2. Put lecture notes in your own words.
3. Repeated information means it will be on the test!
4. Try to draw conclusions and relate new material to previously learned information.
5. Ask clarifying questions.

Reading Effectively

1. Record the reading assignment accurately in homework planner.
2. Scan the major topics before reading the assignment. This would be the material that is bolded.
3. Read the questions at the end of the chapter.
4. Know the objectives of the reading material. This is usually stated at the beginning or the end of the chapter.
5. Turn the bolded topics into questions after reading each section. Answer those questions. If you cannot answer them, reread the section.
6. Read the material under the graphs, pictures, or diagrams.
7. Read actively by outlining the material as you read it.
8. Write down questions on anything you do not understand. Ask these questions in class the very next day.

Preparing For a Test

1. Review class notes nightly.
2. Plan a study schedule. You cannot prepare effectively by studying only the night before.
3. Read all assignments.
4. Review homework.
5. Quiz orally with a study buddy or a tutor.
6. Make and use flash cards…they are very effective- WHEN USED.
7. What type of questions would you ask if you were the teacher?
8. Get good night's sleep.
9. Eat breakfast.
10. Review one more time before the test.

Special Hints for Test

1. Read all answer choices.
2. Mark out the ones you know are incorrect.
3. Watch for qualifiers: a, an, ect.

True/ False Items:

1. Look for absolutes: all, always, never. These are usually false.
2. Words like some, sometime, frequently are usually true.

3. Trust your first instinct.
4. Focus on keys words.
5. A question partially false is false.

Test Taking

1. Begins with daily preparation homework.
2. Review several days prior to the test.
3. Practice math problems, especially the ones you found difficult on homework.
4. Read the directions for the test.
5. Stay relaxed. Take deep breaths and let them out slowly several times. You can also roll your head or shrug your shoulders to reduce stress.
6. Do the questions you know first.
7. You can begin anywhere on the test. You do not need to start with question number one.
8. Review each question after completing the test.
9. Look for possible answers in other questions.

Tutoring Tips Based on Learning Style

Clues	Learning Tips
Visual o Needs to see it to know it o Strong sense of humor o Difficultly with spoken instruction o Overreaction to sounds o Trouble following lectures	o Use of graphics to reinforce learning o Color coding to organize o Written instructions o Use of flow charts for note taking o Visualizing spelling of words or facts
Auditory o Prefers to get information by listening o Difficulty following written instructions o Problems with writing	o Use tapes for reading and for class lecture o Learning by interviewing or by participating o Having test questions or directions read aloud or put on tape
Tactile o Prefers hand on learning o Can assemble parts without reading directions o Difficulty sitting still o May be very well coordinated and have athletic ability	o Experimental Learning o Frequent study breaks o Have them write while they are talking or reading o Have them repeatedly write what they are learning over and over

Tutorial Pledge

I, _____, have been informed of University rules as they pertain to my position as a tutor for student-athletes at the University of Louisville. I agree to uphold these rules as well as the honor code of the University. I will respect student privacy and will not release any student information, including grades and academic progress, to anyone outside of the Olga Peers Academic Center. I understand that failure to comply with these policies will lead to an immediate suspension and further investigation.

_____ _____

Signature Date