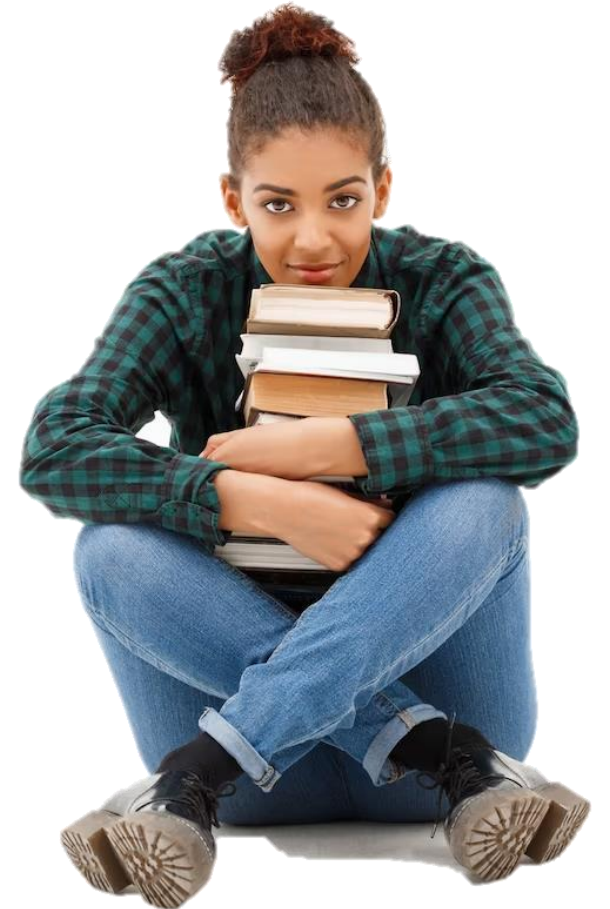


# What Successful Students Know

A Quick Guide to Help You Manage College



# A Message From Dr. Polk



- Welcome!
- Congratulations on your decision to go to college or even for taking this step in learning more about it.
- I created this PPT for my personal students but I hope you find it helpful, too.
- I encourage you to contact me if you have questions. You can chat with me right here through the website.

**YOU DESERVE**

# To Understand Course Content

The more you practice what you're learning, the better your outcome in class is likely to be. Learning new things can be confusing and Psychology can be complicated.

**These steps will help you in every course:**

## **TEACH BACK**



Talk to others about what you're learning and explain it in your own words.

## **ASK**



If you find that you can't explain what you've learned, ask questions about the parts you don't understand.

## **REVIEW**



Use reliable websites, videos, and academic articles to help you better understand what you're learning.

You are the center of your educational success team, so speak up.



Your instructor is your partner and wants to help you.

**YOU DESERVE**

# To Be Proud of Your Work

Plagiarism is taking someone else's work or ideas and passing them off as one's own. Not only does plagiarizing rob you of personal pride & confidence, but it's also unethical and can result in academic trouble.

**Following these steps will help protect you:**



## **DIRECT QUOTES**

During your research, you may find a perfectly-worded passage. It's okay to use them if you add a citation as long as you also use quotation marks.



## **PARAPHRASE CAREFULLY**

Making no or only subtle changes can be considered dishonest. One standard asserts that 15 consecutive words left unchanged from the original is enough to meet plagiarism.



## **GIVE CREDIT WHERE CREDIT IS DUE**

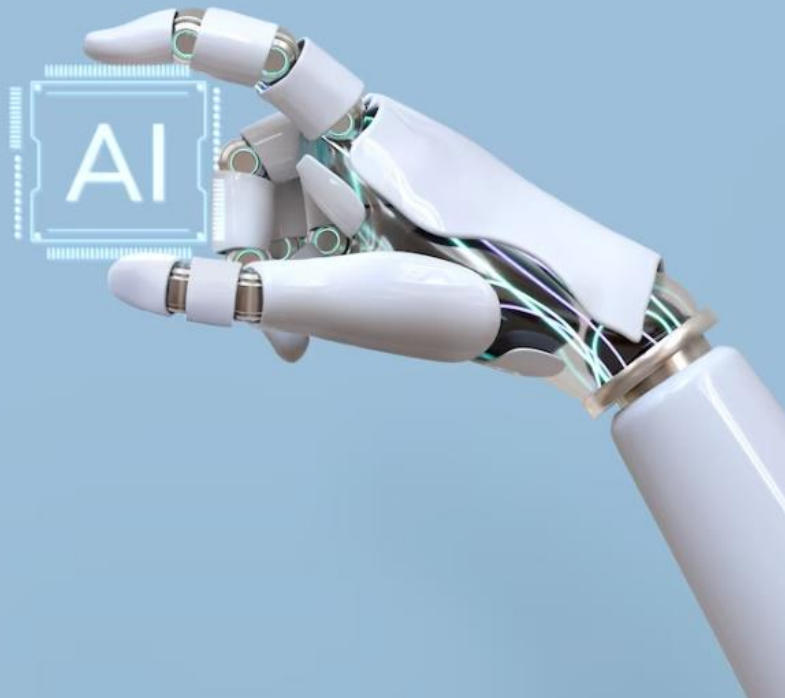
Even when you successfully paraphrase, you still need to include a citation to the original source, to make it clear to the reader that this is not your own personal insight, but rather an observation made by someone else.



## **BEWARE OF CUTTING & PASTING**

Put any text you have cut and pasted into a different color or font than your own writing so that you can easily see what is someone else's & clearly indicate the source.

# Artificial Intelligence & Academic Honesty



- A growing concern is the use of artificial intelligence (AI) chatbots to write entire essays and articles. While it may be tempting to use AI in this way, please be aware that this is also considered a form of plagiarism.
- Check with individual instructors for more details about their policies.

**Confused about something your instructor tells you?**

Ask again.

Repeat it back in your own words to  
make sure you understand.

# Speak

# up

**Your instructor  
wants to help you.**



# 6 Reasons Not to Skip Class

The next time you're thinking about skipping a class, consider these facts:



**You're wasting your own money.**

Tuition & financial aid is usually paid by number of credits. You could even have to pay it all back.



**Your grade may suffer.** When participation counts, you're missing points for attendance, comments, and discussion during lectures.



**Playing catch up sucks.** You'll need to find out what you missed, what happened in class, new due dates, & IF work can even be made up. You'll likely spend more time catching up than you would've in class.



**Skipping class leads to anxiety** over what you've missed, scrambling to catch up & even your reputation.



**Missing 1 class makes it easier to miss another** & it can lead to a bad habit that you never meant to get into.



**Skipping sends the wrong message.** Showing your professors that you're reliable & serious about your commitments can lead to potential professional & academic opportunities.

## 3 Times You May Want to Skip Class



**You need a mental health day.** Sick days aren't just for physical well being; sometimes mental & emotional health is just as important. Make that day count: meditate, spend time with a loved one, go for a walk, do some creative expression. Don't waste it; use the day to truly recharge so you're stronger when you return.



**You need to work.** If you're struggling to make ends meet, it may be worthwhile. It shouldn't be a habit, so make sure that work & class schedules don't regularly conflict.



**You need to finish an assignment.** If participation is worth zero points, and an upcoming assignment is worth 15% of your grade, it may serve you to spend class time completing your work. Be sure to check your syllabus so you'll know what you're trading and if it's worth it.



# 5 Ways to Set Yourself Up for Success



**Read the syllabus.** It sets course expectations & let's you know how to contact your instructor, about assignments & when they're due, how to access your textbook, deadlines, accommodations, & policies for attendance, grading, plagiarism, & make up work. It's the manual for each class - refer back to it throughout the course.



**Review ALL resources.** At the very beginning, consider printing documents, such as rubrics, that you will use throughout the course.



**Introduce yourself.** Most instructors create an opportunity to get to know you better. The more your professor knows, the more they can help you & enrich overall course interactions.



**Complete ALL "Get started" activities.** This can include a quiz to stay enrolled or to ensure you understand key info for the course.



**Gain access to all course materials.** Most classes require specific resources. Make sure that you have what you need before it's time to get started.

# 3 Ways to Keep Up With Communication



**Check your email daily.** Most instructors use email as the primary communication, so not checking frequently can leave you out of the loop and may even keep you from opportunities.



**Read all Announcements.** Instructors use announcements to send important information to the whole class at once. Read these carefully to learn about changes, vital upcoming dates, and other important...well, announcements.



**Learn from Instructor Feedback.** Find where you did great and how to improve by paying close attention to the comments and notes from your instructor.

# 8 Time Management Tips for Students

College can be stressful, but learning skills to managing your limited time well can make all the difference.



**Create a calendar** to manage upcoming college deadlines and class due dates, exams, social events, work and other time commitments.



**Set reminders** in advance to stay on track and on top of deadlines and due dates. Reminders will help you prepare and prevent things from slipping through your busy schedule.



**Personalize your schedule.** Consider yourself; do you wake up energized or do you need time to fully wake up, are you a night owl, do you work best with frequent breaks? Work those into your calendar & reminders.



**Use tools that work best for you.** Some students prefer physical planners while others go totally digital. Explore what's best for you.



**Prioritize.** When there's too much to do and too little time, evaluate what's most important. Consider deadlines, the way different assignments are weighted, and even your own energy level.



**Make time for fun - and for yourself.** Ensuring that your mental health doesn't suffer includes scheduling some balance. Give yourself something to look forward to, build in rewards, take some quiet time.



**Find support.** Partner with a study buddy, schedule tutoring with the Student Success Center, contact your professor, join a study group, and use the college writing center.



**Be realistic and flexible.** Best made plans often fall apart; that's okay. Be patient with yourself & others. Be realistic about what can truly be accomplished.

**Confused about something in the course?**

Ask about it.

Repeat concepts back in your own words to  
make sure you understand.

**Speak  
up**

**Your instructor  
wants to help you.**



## MANAGING CLASSWORK

Online platforms can be unpredictable. Moodle times out and your work can be lost. Unfortunately, you may not know until you try to submit your work. But you can take steps to protect your work.

# Protect Your Work



## Create a File System

Organize files by date, semester, or class; whatever works best for you.



## Save Your Work

Complete the assignment and save it to your file.

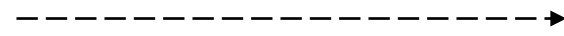


## Submit Your Work

Submit your work confidently knowing that your work is safe and accessible to you.

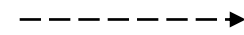
# One Example of How to Organize Computer Files to Save Your Work

Create a Main File



Fall 2022

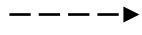
Create a Class Files



PSY150

HIS131

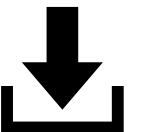
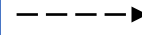
Save Individual Assignments



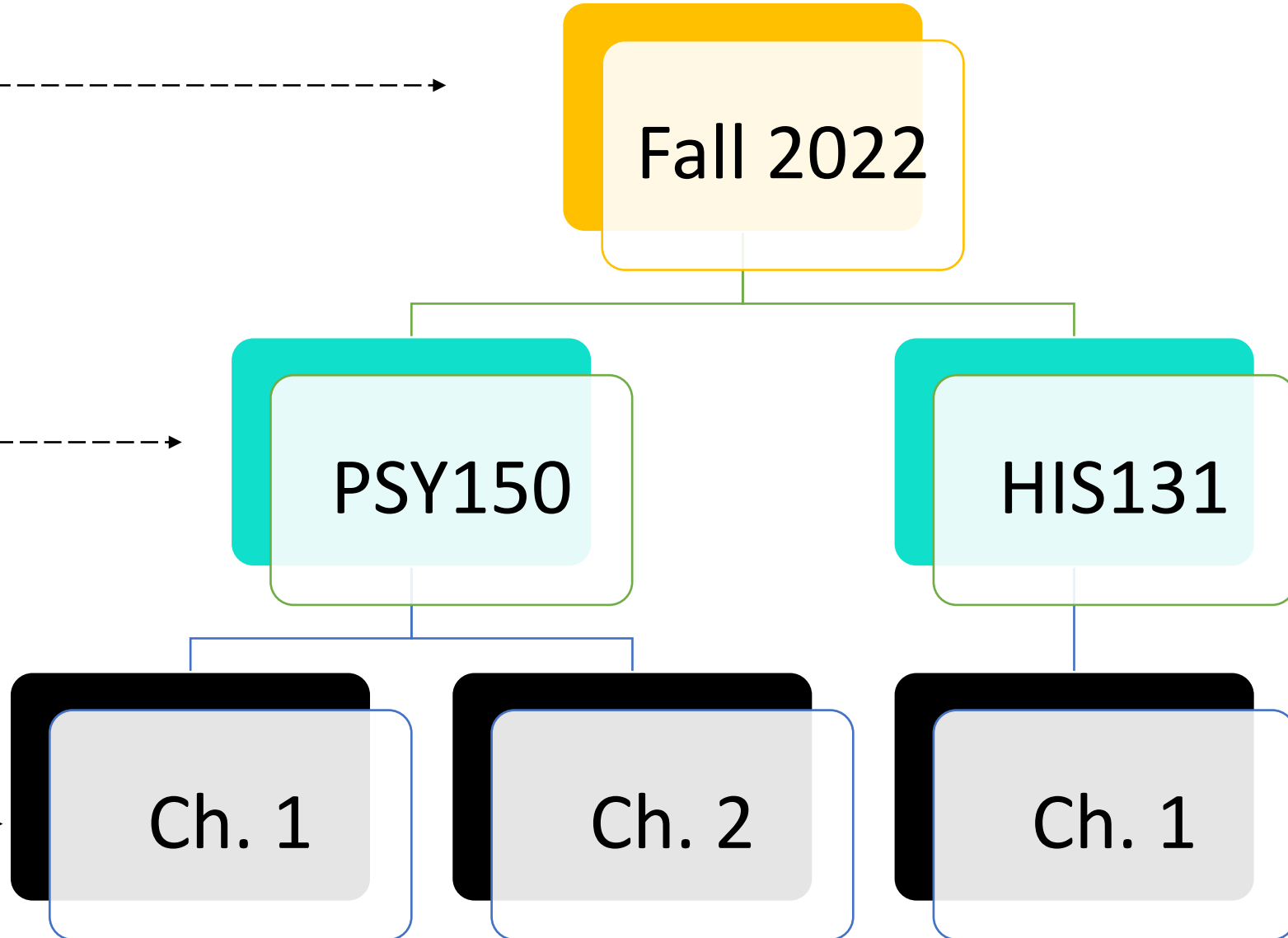
Ch. 1

Ch. 2

Ch. 1



Submit to Moodle



Writing papers, discussion forums, case studies and other types of assignments can be hard work. Most college work requires valuable research that you may want to keep for future reference.

# Why Keep Your Work?

Successful students put a lot of research and hard work into their college assignments. Saving your work digitally for future reference is easy and it can be very helpful as you take additional classes in your academic program.

You'll likely find that much of your prior research can be useful in future assignments. Be very careful NOT to resubmit graded work in multiple classes; self plagiarism is very real and can bring serious consequences. However, the references you've already found during research can be used again and that can save you a lot of time.



# BUILDING A POSITIVE RELATIONSHIP IS IMPORTANT

*Your college instructor wants to get to know you for many reasons and there are good reasons for YOU to establish that relationship. One day, you may need:*

References

Career & Training Opportunities

Mentorship

Academics Help

Networking

Actionable Steps & Direction



# Speak up

**STUDENTS**  
who participate in class

Your instructor is  
rooting for you.

- ✓ achieve better academic results than non-participating peers
- ✓ build better critical and higher level thinking skills
- ✓ gain improved memory
- ✓ develop stronger relationships with professors



# Did you know?

You only see your instructor in class; have you ever considered everything they do before and after class?



One instructor may have over 100 students and teach at least 3 classes each semester in online, seated, and hybrid formats.



Many instructors share executive duties such as interviewing prospective instructors



Many instructors serve on multiple committees that serve the college, students, and the community.



College-level instructors are considered content experts in their field and it requires reading and research to stay up-to-date.



Instructors spend a lot of time tracking and documenting individual attendance & academic performance to help students navigate college successfully.



Some instructors work before and after classes to support student activities as club sponsors and student event chaperones.

# Did you know?

You can help your college instructor help you faster. Your tone and the information you include in an email can play a role in how helpful your instructor can be to you.

Most instructors teach at least 3 classes and can have 100 or more students each semester. Just because you've met in class or sent emails in the past, it's not realistic to expect one instructor to remember several pieces of personal information for each student. Every time you message your instructor, be sure to include the following:



Your full name; include your nickname or preferred name



Include your specific question and any additional context such as "Question #7 from the Ch. 10 Quiz" or "On p. 234 of the textbook..."



Your specific course code; for example, PSY150-E390. Simply stating that you are in a PSY class will not help your instructor find you.



Every student is issued a unique student ID number. Including this number can help your instructor locate you and help you quickly and accurately.

# Summary



- Be sure you're understanding course content & instructor communications.
- Speak up if you have questions or concerns.
- Do original work that you will be proud of.
- Be mindful of your schedule, workload, and mental health along the way.
- Protect and save your work.
- Build positive relationships with your instructors, classmates, and others in college. It is likely you will need to strong connections later in life.
- Include pertinent information to help your instructor help you quickly and accurately.