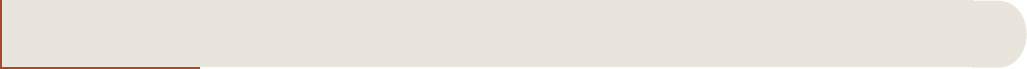


Week 6

***Making the
Most Out of
How You
Are Taught***



Overview

- Early course preparation
- Preparing for lectures
- During your lectures
- Making effective use of your professors

Early Course Preparation

- Start of a course can be likened to the start of a race
 - Any hesitation at the start will result in you trying to catch up during the whole race
- Using the course syllabus
 - Contains all the important information about the course → study it thoroughly
- Acquiring textbooks and other materials

Preparing for Lectures

- Review notes, read text, attempt problems, formulate questions
- Little like “warming up” for a physical workout
- Makes lectures a reinforcement rather than an initial exposure
- Small effort can have a big payoff

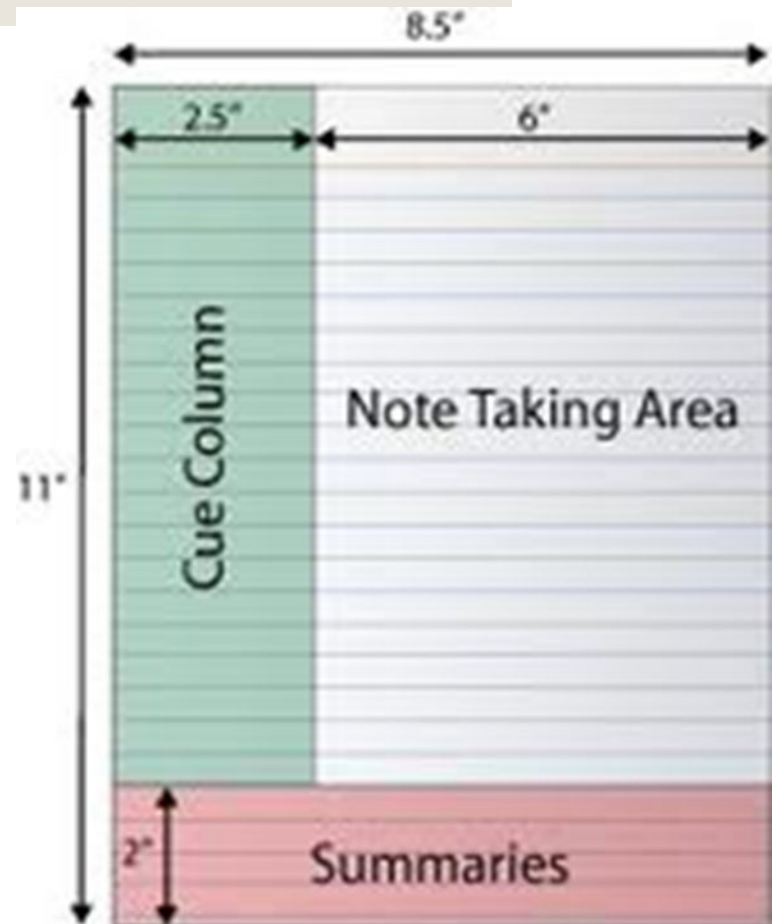
During Your Lectures

- Sit near the front
- “Be here now” (concentrate)
- Practice good listening skills
- Take good notes
- Ask questions in class
- Eliminate distractions →



Note-Taking

- Good notes give you a record of what's important
- Spiral notebook vs. three-ring binder
- Advantages/disadvantages of taking notes on a computer



Note-Taking

Hand written or Typed?

- Take notes by hand
 - On paper or digital pen on tablet (if allowed)
- Notes written by hand require a complex cognitive process
 - Information is retained better compared to typing notes
- Focus on what's important, main ideas
 - Will enhance your review process

Asking Questions in Class

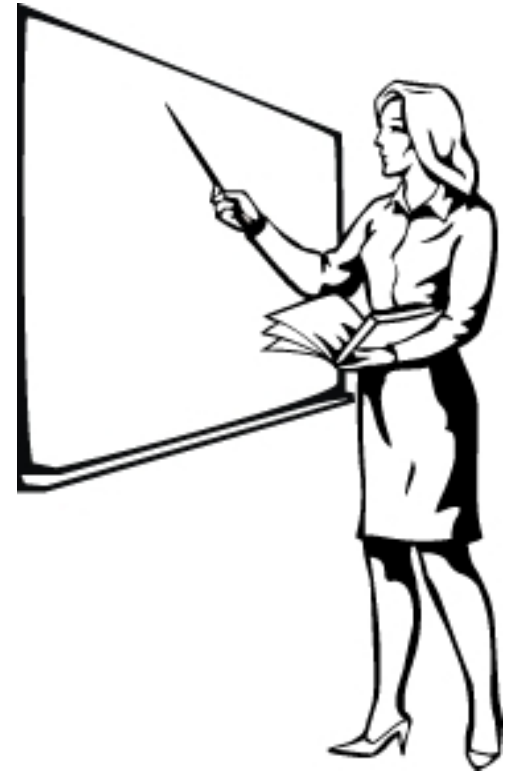
- Memory level questions
 - Who, what, where, when
- Convergent thinking questions
 - Why, how, in what ways
- Divergent thinking questions
 - Imagine, suppose, predict, if...then, how might,...
- Evaluation thinking questions
 - Defend, judge, justify, what is your opinion about...

Important Roles for Your Professors

- One-on-one instruction
- Academic advising, career guidance, personal advice
- Monitor your progress; hold you accountable
- Give you the benefit of the doubt on borderline grades
- Help you find a summer job
- Hire you on their research grant
- Serve as a reference
- Nominate you for scholarships or academic awards

Characteristics of Your Professors

- Believe their areas of technical specialty are important and interesting
- Chose an academic career over professional practice; believe they are outstanding teachers
- Are very knowledgeable, and love to convey what they know to others



Behaviors to Avoid

- Coming late to class
- Yawning or sleeping in class
- Talking in class
- Using your smartphone or computer in class for non-class related things, e.g. messaging, playing games, doing homework etc.
- Leaving class early
- Failing to do assigned homework
- Complaining that exams are too hard or grading was unfair

Winning Behaviors

- Make sure you know the names of your Professors
- Make sure your Professors know your name
- Tell your Professor you like the course and the topics and that you appreciate the good job the Professor is doing in teaching the course
- Visit Professors during their office hours

Winning Behaviors

How to talk to your Professor?

Adapt the “Six Ways to Make People Like You”:

- Become genuinely interested in your Professors
- Smile
- Call your Professors by their title and name
- Be a good listener, ask the Professors to talk about their research, area of expertise, etc.
- Talk in terms of your Professors interest
- Make your Professors feel important, and do so sincerely

Communicating with Professors



- Emailing Your Professors

- Write from your college or university account
- Include the course number in your subject line
- Use an appropriate greeting
- Be clear, concise, and polite
- Don't ask things in your email that you can readily find yourself, e.g. in the Syllabus or the course page
- Proofread your email
- Sign with your full name