

How to succeed in college essay



**ASSIGN
BUSTER**

THE COMPLETE SUMMARY PART I GETTING ORIENTED ACADEMICALLY

Chapter 1 : Making the Academic Adjustment to College. 1. 1Comparisons between high school and college. In college you will be more academically independent and responsible to yourself because you need to make decision for yourself in order to achieve great academic performance. Besides that, you may have a lot of work need to be done when you entering the college. In college, class meetings is fewer and students is given the freedom to practice develop sense of responsibility.

Students in college also need to take initiative to make a contact with instructor to make the instructor get to know you. 1. 2Reasons for Attending College. You maybe in college to earn degree to become more educated, to become certified for a particular job or to make money after earning the degree. You may wish to think of earning a degree as the practical and immediate outcome of your college experience. But, acquiring an education is an important and satisfying achievement in itself. Try to see these goals as complementary rather than conflicting. 1. 3The Purpose of College.

Acquiring an education can enhance your self-esteem. To the extent that the degree represents effort and achievement, a college degree can give you the satisfaction of acquiring knowledge and developing new skills. Education provides the means that can change the way you think, process information and perceive the world. 1. 4College as a System. The basic requirement for earning a college degree is to complete the number of credits needed. Be sure you understand the requirements of your degree program, understand your college policies for first year students.

If you don't understand a policy, consult with academic advisor. A college also develops a core curriculum. Most educators agree that students should study something in addition to their area of specialization to broaden their expertise.

1. 5 Important of Grades. Making good of grade is a badge of effort, a sign of achievement. There are also other requirement that includes in grade which is attendance, class participation and written work. If you find yourself getting low in many courses, seek help immediately.

1. 6 Calculating Your Grade Point Average (GPA).

To calculate your GPA , you convert your letter grades to numbers. These numbers are stipulated by your college. In most college, an A = 4. 00, a B = 3. 00, a C = 2. 00, a D = 1. 00 and a F = 0. 00. college calculates pluses (+) and minuses (-) differently.

1. 7 Final Course Grades. You must ensure that you understand how each instructor computes the final grade. Ask, if it's not clear, how much weight is assigned to each of the following ; written assignments, class participation, quizzes and tests, midterm and final examinations and any special project.

Chapter 2 : Managing Your Time.

2. 1 Using Time Effectively.

To begin making more productive use of your time, you need to know that not only how you have been spending it, but also how you want to use your time more effectively. It is important that you be clear in your mind about what things are important to you and how you can find time to devote to them.

2. 2 Changing Your Attitude Toward Time. To help you get through difficulty in making time for both the things you have to do, try to remember why you came to college and remind yourself of your goals and what is required to achieve them. Realize too, periods in your life when your free

<https://assignbuster.com/how-to-succeed-in-college-essay/>

time seem minimal will eventually end. . 3Developing Strategies to Use Your Time Productively. First, you must scheduling your time by arrange a master schedule of everything you do. It help you to adjust fixed routines. You can develop schedules for different purposes and different stretches of time. You can start by creating a monthly calendar. By that, you can get a closer view and remind yourself of which obligations are imminent and which remain a few weeks away. 2. 4The Problem of Procrastination. To procrastinate means to delay – sometimes, to delay to the point of not doing the thing at all.

People tend to procrastinate because they don't enjoy the thing or you afraid of failing at something. Besides that, you may procrastinate because you are disorganized. 2. 5Techniques for Avoiding Procrastination. Breaking a large task down into smaller, more manageable parts is a practical and useful approach. Let your interest and your momentum carry you. Besides that, you can reward yourself for completing tasks given. You also can leave extra time by plan to finish the task given before the deadline and then revise it.

Chapter 3 : Getting the Most from Your Courses. 3. 1Syllabus.

You need to understand the course requirement by reading the syllabus given. Then, you might comment on the syllabus by get in the habit of questioning course requirements so that you understand exactly what will be expected of you. You also might need understand the responsibility of attending class well. You also need to ensure that you note the instructor's name, the location of their office and their office hours. You also must know the nature of the examinations and the requirement on written work. You should asking about the grading to know how your instructor evaluate your performance. Chapter 4 : Getting To Know Your Instructors. . 1Knowing the

academic rank. There are a few instructor that the students need to know when they entering college like professor, assistant professor, lecturer and instructor. Excellent, good, average and bad teacher exist at every rank. What earns faculty promotion from one rank to another at research institution is professional activity usually in the form of research and publication. However, they become college teachers because their enjoy sharing their knowledge with others. 4. 2Asking question in class and out. In class, students must active to participate in question and answer sessions.

You should not afraid to ask question to your lecturer. Under the best circumstances, an instructor will allow time for student question even in large lecture course. Your question can give an instructors clearer sense how well he or she is communicating essential concept and issue. You can also go to the her office during the regularly scheduled-office hours. 4. 3Seeking help. If you are having the trouble in a course, whether that trouble be related to understanding difficult concepts, to completing projects or adjusting to the social or intellectual climate in the classroom, speak to the lecturer about it.

One more thing don't afraid for ask an appointment and let instructor know what you do understand and identify precisely where your trouble lies. Ask lecturer for advice about what else you can do beyond attending to his or her explanation. 4. 4Conferring with instructor. You should be aware of some ground rules for student-teacher conferences. First remember that you are visiting an instructor in his or her department office, as this will be the most likely meeting place. Second, be clear about how long the meeting will last. Third, make effective and efficient use your time with instructor.

Fourth, observe rules of academic etiquette. Fifth, if you feel need for greater privacy, you can ask for it. 4. 5Choosing your instructor You can choose by the instructor's official reputation. You can be guide by student course evaluation or go by hearsay. You can also meet the instructor yourself, request a syllabus and act on your impressions and instincts. You can ask about upcoming course, and you can explain your interested in the subject.

Chapter 5 : Learning About College Support Services. 5. 1Computer Labs.

You will find the university computer lab an extremely important resource.

If you know that you will be using the computer center to draft and revise your written assignments, find out from the staff not only when the center is open but also when it is use most heavily. If you have your own computer, find out how to link up with the university computer. Visit the computer lab for specific information on using its facilities and services. 5. 2Language Labs. You'll need to know what restrictions may be put upon your use and what the sign up and sign in procedures may be. You can expect to find the language lab equipped with individual headphones and tape players.

But you will also find the book, magazines, and newspaper in the languages taught at your college and perhaps in a few that or not. 5. 3Workshop, Tutorials, Lecturers. Most university or college offer workshop, tutorials, meetings, informal discussion in connection with such university resources as computer and language labs. As a student we must take advantage from this chance or facility provided by university to us as student. Use them properly and as a way to increase the scope of your college experience. 5.

4Club and Other Activities. Club membership can be an academic experience as well as a social one.

It can also give you a chance to develop practical skill related to your major or your career ambitions. It provided you with a chance to relax and have fun with doing thing you enjoy. They can improve your skill and enrich your academic experience. 5. 5Career Planning. Find out what office handles career planning, job responsible and internships. Even though you may be a first year student, you should inquire about career planning services, and internship, for you might be surprised to learn about opportunities for which you qualify even now.

You might receive useful advice about how to plan for your career from experienced and knowledgeable counselors. 5. 6Counseling and Support Service. Your college or university will offer many kind of support services, some of them more directly related to our academic concern. Perhaps you may be qualified to help provided services in one of these areas because of your background or experience. And you may discover that some of the services these additional university resources make available can make a difference not only in your overall college experience but in your academic performance and success as well. . 7Volunteer Organizations. Your school or college also offer opportunities for you do a volunteer work such as community services. Some university offer academic credit for various types of social action and volunteer action or work. Through volunteer work you can improve your faculty with a foreign language, develop your social conscience, enrich your spiritual sense of self. PART II DEVELOPING ACADEMIC CONFIDENCE Chapter 6 : Improving Study and Notetaking Skills. 6. 1Developing Notetaking Skills. 6. 1. 1Rules for Notetaking. The first rule for good notetaking is to be prepared.

It involves the studying you do before class like reading assigned chapters, doing exercises and also bringing the necessary tools to class whatever you need to take good notes.

6. 1. 2 Finding a Place to Sit. Find a place in the classroom or lecture hall where you are comfortable and from which you can see and hear the instructor clearly. More closer to the front you are, more fewer distractions you will receive from other students. However, being in good spot enables you to concentrate better on classwork and makes notetaking easier.

6. 1. 3 Listening Guidelines. You can improve your listening skills by following these guidelines.

Firstly, you must ready to listen for unexpected detail and the unusual examples, be a focused rather than a distracted listener, find ways to connect what is said with what you know, identify key points and supporting details, be an active rather than passive listener – try to anticipate, ask question about anything unclear and participate as much as you can.

6. 1. 4 Attending to Handwriting. Strive to write clearly, if it slows you down. You may even wish to print especially important information. If have serious problems with handwriting, you may able to use a notebook computer a tape recorder.

If can, develop your own form of shorthand. Be consistent in your use of abbreviations and symbols so that you can remember later what it stand for.

6. 1. 5 Watching and Noticing. Watch you instructor closely. Nonverbal signs may be used to emphasize a point. If the instructor writes something on the board, be sure to write it down. Besides that, this also a way to be involved and attentive in class because your instructors expect you to pay attention

to them. 6. 1. 6Participating in Class. Many classes require participation. You should try to participate as fully as possible.

Ask question, respond to the instructor, comment further on discussion initiated by the instructor or by students. You can keep focus, take better note on the important aspects of class discussion. By discussion, have a greater chance to remember material enlivened especially if you participated actively. 6. 2Notetaking Techniques. 6. 2. 1It isn't necessary to write everything down. You may wish to use the Cornell Notetaking System by Walter Pauk of Cornell University. To use this method, draw a line down the page 2 inches or so from the left margin and draw a second line across the page 2 inches or so from the bottom.

With your page divided into three areas, you have space to record different kind of notes. Second one is by using a double-column notebook by Ann E. Berthoff, formerly of the University Massachusetts at Boston. You can simply divide page into two parts . 6. 2. 2There are also other notetaking strategies such as underlining. Underlining is a system of checkmarks or symbols in the margin of your text. You just underline important factual passage and highlight important ideas. 6. 2. 3Annotating also is the notetaking strategies by putting brief annotations or notes in the margins.

Marginal notations can be question, reactions, objections or symbols question marks (???) to indicate places where the text confuses you. 6. 2. 4Some final suggestion for notetaking strategies is to organize both your class and reading notes, label and date your notes, edit and revise your notes, separate your comments and observation from the ideas of your

instructor. 6. 3Improving Study Skills. 6. 3. 1To best study is by finding a suitable study environment. For example, a desk or table with ample space for you to spread out your books, papers and notes. Good environment to study is a place free of distraction. 6. 3. 2You also need to mapping out a schedule of study time. Ideally, you should try study at times when you are most alert and do your work best. You must also manage and allocate sufficient time to prepare for classes and reviewing notes. 6. 3. 3Before you start studying, you need to setting goals for studying. You need to have an idea of what you want to accomplish and how long you plan on studying to reach your goal. 6. 3. 4Other than that, you need to improve your understanding. First, you need to translate into your words what you recorded from your instructor. If you able to translate it, it show you really understand it.

You must not forget to preview what are you studying before you start a chapter. Different with review, which you do it quickly when you finish studying. 6. 4Remembering what you have studied. 6. 4. 1The first principle of remembering is you cannot remember what you have not learned. The second is, be selective. You not be able to remember everything. And the third principle is associate what you are learning with what you already know. 6. 4. 2There are some time-honored techniques for you to remember details. First is mnemonics which memorize by linking them in easy-to-remember way.

You may learned by create a rhythm. The second is by acronyms which means a word that made up of the first letters of a series of words. You can create your own one to help you remember sets of details and key concepts.

<https://assignbuster.com/how-to-succeed-in-college-essay/>

Chapter 7 : Taking Quizzes, Tests and Examinations. 7. 1Types of tests. Tests is a set of questions that when answered demonstrates how much or how little you know about the subject. Quizzes is a brief and cover a small amount of material perhaps the reading for a single class. An examination is a chance to redeem yourself if you are well prepared. 7. Preparing for Tests and Exams. Your long-term preparation for tests and examinations includes faithful class attendance, careful class preparation, reviewing and notetaking. Your long-term preparation essentially includes everything you can and you should do in taking the course seriously. Your short-term preparation for tests can be vary widely. For a course in which you have been doing the work commendably all along, you may need no more than a once over lightly. 7. 3Studying for Tests and Exams. What will enable you to use your study time effectively is by finding a comfortable place to study.

Besides that, manage your time. If you study best in the morning, don't schedule your heaviest exam prep at night. You also need to set your goals for your study sessions. Try to accomplish something specific at each session. After accomplishing one of your goals, reward yourself. 7. 4Types of Question in Tests and Exams. First, there may be a true-false questions which needed you to mark first all the questions you are confident are true or false. Multiple-choice questions also are among the most difficult for students it often contain two apparently correct responses.

Fill-in questions require you to complete a statement by introducing words or phrases that you supply yourself. And lastly, essay questions. In this essay questions, you need to write an essay whether it short essay or long essay.

Chapter 8 : Reading with Understanding. 8. 1Developing an Ability to Read.

<https://assignbuster.com/how-to-succeed-in-college-essay/>

Reading actively with you pen in hand, you can underlining, annotating and jotting notes. You also can reading reflectively by reading slowly and deliberately . Besides that, you can reading interpretively where you reading to understand.

Lastly, reading evaluatively by reading to evaluate the persuasiveness of what you read. 8. 2Reading and Interpretation. You need to interpret to make sense of something. Besides that, in interpretations, you can making inferences. An inferences is a statement we make about what we don't know based on what we do know. Your inferences will lead you to an understanding of what you are reading 8. 3Reading and Imagination. When we read, we imagine a voice in our heads or a figure and character behind the voice. Imagination leads you to think, shift perspectives, understand another's point of view.

Chapter 9 : Developing Thinking Skills. 9. 1Comparing Creative and Logical Thinking. CREATIVE THINKING| LOGICAL THINKING| Puts things together and synthesizing them| Analyse thinking and taking them part| Generates new ideas| Develops and evaluates ideas that have already been formulated| Explores many alternatives, it is unconcerned with being right in every particular| Focus on finding a single answer and being right at each step of way| Is inclusive, admitting all ideas no matter how trivial or outrageous they may seem| Is selective, screening out and eliminating unpromising possibilities| . 2Techniques of Creative Thinking. There are many ways to develop the ability to think creatively as establish a quota of alternatives. You can generate many alternatives as seem reasonable. In reversing relationship, you need to turn something around and approach in from an <https://assignbuster.com/how-to-succeed-in-college-essay/>

opposite direction. This can spur you to think creatively. Besides that, creative thinking can be developed by denying the negatives. A poor idea may lead to a better one. You also can ask questions in order to think creatively because most productive kinds of questions lead to further thought.

9. Overcoming Obstacles to Creative Thinking. 9.3. 1 Perceptual Blocks. This block inhibits ability to make sense of what we are looking at. They interfere with our thinking by blocking what we can see. To overcome it, you need to learn how to see new things with patience, effort and practice observing and noticing. 9.3. 2 Cultural Blocks. This block may derive from your connection with particular ethnic, racial and intellectual traditions as well as from your class and gender. It blocks and limits and inhibits thinking. To avoid this block, you need to recognize and acknowledge it and be aware of it. . 3.

3 Intellectual Blocks. This block is an obstacle to knowledge. You also may lack the skill to express the ideas effectively. To break through an intellectual block, you need either to acquire additional information and you must use effective ways, study, review and prepare yourself. 9.3. 4 Emotional Blocks. Occurs when feelings inhibit thinking. This includes fears and anxieties. This leads to inhibit your ability to speak your mind and impede your creativity. You have to overcome your aversion to whatever inhibits your thought and learn to tolerate ambiguity. 9. . 5 Oppositional Blocks.

Oppositional blocks result from polarizing, or setting up mutually exclusive categories without providing a middle ground between them. Considering degree or extent pushes you to consider gradations and to make distinctions can make you explore to be a more critical thinker. Chapter 10 : Becoming Familiar with Your College Library. 10. 1 Uses of College Library. The library as a repository of information where you can find answers to every kind of

question. Besides that, the library also as a general source which suitable to read and relax.

Apart from that, library also is a great place to study. 10. 2Finding Books. 10.

2. 1 Accessing Books Using the Library Catalogue. You need to know using the online library catalogue. An integrated catalogue combines author, title and subject information in a single catalogue system arranged

alphabetically. This the most efficient integrated catalogue. 10. 2. 2

Accessing Books Using Online Computerized Databases. Computerized databases will speed your search for books and they provide enormous amounts of information quickly and easily. 10. 3Getting the Books.

When you have identified the book's location, you need to locate it on the shelf. To do this, follow the library's key or map to its storage of books. Look along the shelf at the other titles, you may found something useful. If you have problem to looking books, you can help from library staff to glean information from experts. 10. 4Library's Special Resources. Your university library will probably have other resources besides books and periodicals you may find helpful. These may include art, audio, video and special collection, government documents, CD-ROM Database, internet and online database.

PART III LOOKING BEYOND THE FIRST YEAR Chapter 11 : Choosing a Major and Planning a Course of Study. 11. 1Learning about Majors. Talk to professors in the field that seem promising by set up an appointment and ask also about the job prospects. You should visit the career services office and speak to a counselor about your interest. 11. 2Choosing a Major. Many baccalaureate programs require you to devote your first two years to a wide

range of general subjects. Usually, a major concentration is organized by a specific academic department.

Choose a major that you interest and pleasure to learn and how it can develop your critical and creative thinking skills. 11. 3Planning Your Major with an Advisor. Once you decide on a major or concentration, the first thing to do is seen advisor to review the college's major requirement. It is to help you understand all departments requirement. Begin to discuss an overall plan for your college coursework. 11. 4Double and Minor Majors. You might consider taking a double major because it separates you from vast majority of students who will only have only one major.

It also increase your option work and offer you unusual intellectual opportunity. You might taking minor because you want to increase the range and versatile of your academic program. 11. 5Independent Study. Offers you to work closely with a faculty member in designing, planning and pursuing course of study. It also offers you a chance to work intensively on a project of your own. To qualify for independent study, students often are required to achieved a particular GPA. Chapter 12 : College As Preparation for The Future. 12. College As Preparation for Work. College should provide you with the skills to perform competently in the workplace. What you learn at college should be useful and transferable to what you doing after graduation. 12. 2College As Preparation for Profesional Study. A preparation for a career in business. College is also to some extent a preparation for future study, whether that study be formal or informal, avocational or professional. It is also a simply way to encourage you to project beyond what you can see and know. 12. 3College As Preparation for Life.

Many of challenges you face in college are mirrored by challenges you face beyond it. In college, you develop a sense of responsibility and independence so you can rely on it later. College is the place to discover these interests and to nurture them. DISCUSSION OF MAIN ISSUE. Part one concerns getting oriented academically. Meaning that, the student will making the academic adjustment to college by managing their time, getting the most of the courses, getting to know the instructors and learning about college support service. In this part, it explains how the college system works.

Besides that, it also provide the tips on how you should spend your time. It also includes advice to working with instructors which focuses interaction between students and faculty inside and outside the classroom. This part also focuses on a academic support service and on related curricular resources available at most schools. The second part of the book, provide tools about how to develop academic confidence in students. First we discuss about improving study and notetaking skills. It give how to reinforce the successful study habits and effective notetaking strategies.

Then, we discuss about taking test and examinations. We found that, it describes different kinds of test and how to prepare for it effectively. Besides that, we also discuss about reading with understanding. Reading is important not merely for acquiring information but also in developing thinking skills, especially ability to analyze and interpret. In this chapter it focus more on various strategies for improving ability to think creatively. Lastly we discuss about becoming familiar with college or university library which gives us information to well used the library.

In part three, the main issue is looking beyond the first year that discussing on choosing a major and planning a course of study and college as preparation for the future. It provide us practical advice if we unsure about a choice of major. By choosing a major and planning a course of study advocates careful planning so that courses can be related rather than remaining as isolated islands of academic experience. Entering college or university is as the preparation for the students future which means preparation for work, preparation for professional study and lastly preparation for life.

COMMENTS OF BOOK. We found that, How to Succeed in College can help students achieve good grades by providing some tips to success. We think that, How to Succeed in College also help students to acquire the confidence , competence and knowledge they need in order to maximize their learning potential. This book also help the student to understand how the college system work. This book also invites us to think seriously about why we attend college and what we will do there. All of us agree if the students read this book, they will more tend to think, write, talk and listen critically.

In addition, we found that this book provide assumptions that a strong education is the best preparation for living and working in a complex world so that the generations can prepared themselves to facing new world. The book also focusing on practical methods to improve the student academic performance. In conclusion, we think the book well explain to us on how to achieve a good future by choosing the course that we want with addition tips and guidelines to success in college.