



Ready, Set, Go...to Class Prepared to Learn!

Trent University, Academic Skills

Types of Classes at University

Sciences

- Lectures
- Labs
- Workshops
- Fieldwork experiences
- Online modules

Social Sciences and Humanities

- Lectures
- Tutorials
- Seminars
- Workshops
- Fieldwork experiences
- Online modules

How to use the Syllabus

- **What is a syllabus?**

- Communicates course information
- Defines expectations and responsibility
- A very important document

- **Finding the syllabus**

- Posted on myTrent - Blackboard for each course



How to use the Syllabus

- **Understand course objectives**

- Professor's expectation of what you will learn
- Review prior to exams

- **Identify course themes**

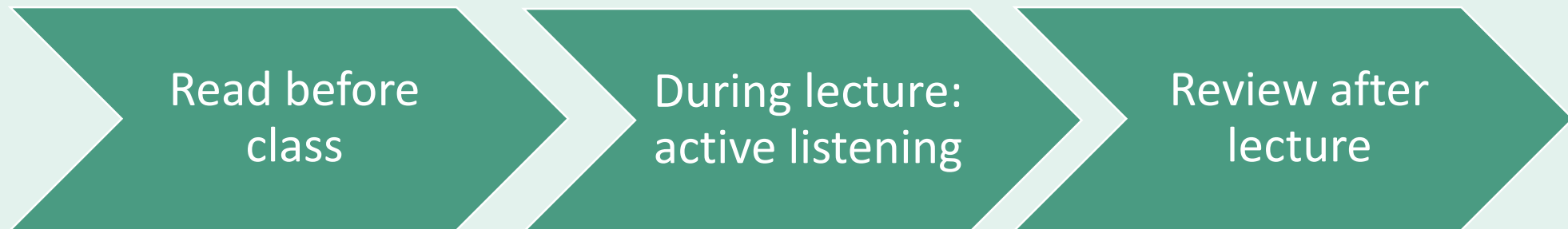
- What does the professor hope you will gain from the course?
- Link to readings and lectures – important for exam review, writing papers etc.

How to use the Syllabus

- **Understand assessment and deadlines**
 - Plan ahead for deadlines
 - Prioritize tasks
- **Follow the weekly class schedule and readings**
- **Refer to the syllabus frequently**

Learn from Lectures: Before

- **Examine the syllabus:** what do you expect to learn during class?
- **Read Before Class:** complete readings before class. Take notes from the readings.
- **Bring What you Need:** Download or print any relevant notes, PowerPoint slides, or handouts posted on Blackboard.



Learn from Lectures: During

- **Listen/Write: 50/50**
- **Hearing vs Active Listening**
 - **Hearing:** Transcribing
 - **Active Listening:** Thinking about what is said
 - Bring wandering attention back to instructor
 - Don't feel that you have to write constantly



Learn from Lectures: During

- Make notes brief.
- Emphasize key phrases, terms and titles by circling, highlighting, or using different colours of ink. Make it visual.
- Use abbreviations (b4 = before)
- Leave lots of white space. Later you can put lecture notes and reading notes together.
- Hand written versus digital notes


Cue Column
New terminology
Main themes
Important dates

October 3

Types of Leadership Theory

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Cue Column



MASLOW

Self-actualization
Esteem
Social
Security
Physiological

Motivational Theories -
- Explain how human relations affect motivation.

Note-Taking Area

Maslow's Hierarchy of needs (motivational theory)

1. Physiological Needs - survival, food, shelter
2. Security Needs - stability and protection
3. Social Needs - friendship and companions
4. Esteem Needs - status and recognition
5. Self-Actualization - self-fulfillment

- * Developed By Abraham Maslow
- * Must meet lower needs first.

Theory X - holds that people are naturally irresponsible.

Theory Y - holds that people are naturally self-motivated and responsible.

- * Developed by Douglas McGregor
- * What type of leader you are is determined by which theory you believe in.

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Why do some believe in Theory X and others Theory Y?

Motivational theories explain how and why people are motivated. 2 motivational theories are Maslow's hierarchy of needs and Theory X and Y

Summary Area

Note area
Hierarchy
Point form
Abbreviations

Summary
5-line summary
of lecture

Learn from Lectures: After

- Review right after class (within 24 hours)
- Summarize the lecture in about five lines to clarify in your mind what you have learned.
- Review webcast or slides
- Compare lecture notes with reading notes

Managing the Reading Load

- Make time for reading.
 - Approx. 20-30 pages per course per week = 100-150 pages weekly.
 - Approx. 2-3 hrs reading per course per week = 10-15 hrs reading weekly.
- Break reading time into sections
- Don't rush ahead with a highlighter & pen – skim & evaluate prior to notetaking.

Preview: Reading

- Consider form & adapt approach: textbook vs. article
 - Purpose of text: to teach disciplinary foundations, to make an argument, to test a hypothesis, to report on a problem or a program
- Identify the main idea, key findings, or argument of the text
 - **Textbook**: Chapter outline, outcomes, subheadings, summary.
 - **Argumentative Article**: Article introduction & conclusion.
 - **Scientific Article**: Abstract, Discussion

Read actively

- Use your preview to read with intention and focus
- Read a page or a few paragraphs before you take notes
- Consider what the text says and how it fits with its main idea
- Understand big concepts or ideas AND how the details fit with these ideas

Take Useful Notes

Consider the material and how you will use it:
seminar discussion, lab preparation, evidence/information for
assignment, exam preparation

Some options:

- Highlight main points and write comments in the margins.
- Take notes in bullet form on one side of the page and put your questions and reactions on the other.
- Highlight as you read and then write down a list of 5-10 key words and 1-3 central questions or ideas.
- Create vocabulary flashcards to help when studying for tests.

Reflect & Review

- Reflect on the main message of the reading and consider how it fits with the whole course and its categories or themes.
- If you have weekly quizzes or assignments, study your reading and lecture notes before you take them. Learn from the weekly quizzes.
- Use textbook tools:
 - At the end of each chapter, take practice tests or complete review exercises.
 - Check for companion websites.
 - Use study guides

Writing Workshops: Your First Assignment



Academic Skills Workshops

FOR FIRST YEAR STUDENTS

Tuesday, Sept. 17 at 4pm
TSC 2.02
Time Management

Monday, Sept. 23 at 1pm
BL 103
Writing for Social Sciences

Tuesday, Sept. 24 at 5pm
TSC 2.02
Writing for Sciences (Undergrad)

Thursday, Sept. 26 at 10am
GC 114
Writing for Humanities



Come Talk to Us!

SEE AN ACADEMIC SKILLS INSTRUCTOR IN ANY COLLEGE OFFICE

Appointments:

- In-person and online: Monday to Friday
- Book an appointment: www.trentu.ca/sep
- Drop-in appointments: Monday to Thursday – 1 to 4 pm

Online resources: www.trentu.ca/academicskills