Higher Education Development Centre
Student Learning Development
Whaowhia Te Kete Mātauraka

UNIVERSITY of OTAGO
Te Whare Wānanga o Otāgo
NEW ZEALAND

Checklists for Effective Study

☐ I have read all the course outlines/overviews and have a good idea of what is expected of me in all courses I am enrolled in.

☐ I know who the course coordinators/tutors/administrators are in all my courses (in case you need to get information or help).

☐ I have contact details of the people to get help from in all my courses (e.g. tutors).

☐ I know which textbooks, or course readers, I need and have them/am in the process of getting them/have easy access to them.

☐ I know my logon to Blackboard and check regularly the entire relevant Blackboard sites for course announcements, resources etc.

☐ I am attending all the lectures/tutorials/labs/workshops/screenings provided by my courses.

☐ *Before* lectures, I have done the required/recommended readings for all of my classes (these will help you to make more sense of classes and make note-taking easier).

☐ *During* each lecture I am actively engaged in class, listening, processing and making notes about the material presented.

☐ *Within 2 days after* each lecture, I process my lecture notes, ask myself questions about the material and summarise, edit and add useful notes to lecture material from readings.

☐ I organise and file my notes and handouts regularly.

☐ I have marked the dates of all my tests, exams, and assignments on a calendar.

☐ I know how to get a hold of any reading or web resources that have been recommended in the course.

☐ I know what Student Learning Development is for and where it is.

☐ I know about extra opportunities that will support my learning (e.g. college tutorials, PASS, study groups and on-line resources).

☐ Every week I spend an appropriate amount of focused time on my coursework.

It is never too late to turn 'no' answers into 'yes' answers. Remember that part of your learning is learning how to be a university student. So, what can you do to turn 'No' into 'Yes'?

- Ask questions of your lecturers, tutors, college RAs and other students

- Visit the Student Learning Development website and check out our study skills resources: http://www.otago.ac.nz/hedc/students
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- Enrol for one of our study skills workshops: http://hedc.otago.ac.nz/workshop/list.do?type=SLC
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- Make an appointment to speak with one of the Student Learning Development staff: http://www.otago.ac.nz/hedc/students/talk
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- Check out our peer-assisted study sessions (PASS): http://www.otago.ac.nz/hedc/students/pass
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- If you are new to Uni, not in a college or you are a mature student, see: http://www.otago.ac.nz/hedc/students/firstyear/index.html

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