Advice for Students

Informative
Helpful
Essential

Ferris State University Seminar
This handbook was developed to assist students in the transition to Ferris State University. We know that if you use the strategies presented here as a guide, you can be successful.

The authors of this handbook have more than 120 years of experience working with students in various educational areas and grade levels.

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Woodbridge N. Ferris was the founder of Ferris State University and served as president between 1894 and 1927. He was an educator of vision and many of his speeches and writings addressed issues that are still present 130 years later. We have borrowed the most relevant quotes for inclusion in this handbook as a way of showing that we are continuing Mr. Ferris’ tradition, beginning with perhaps his most famous quote:

“I have come to help you, boys and girls, if you will let me.”
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Section 1

Making Sense of Your New Academic Environment

“In the Ferris Institute tardiness is an insult.”
From The Sayings of W.N. Ferris, p. 79.
Ferris State University – Student Job Description

Position TITLE: Undergraduate Student

I. **Summary of Function:** Primary duties are to attend classes, study assigned materials, submit assignments on time, pass all classes, make good life choices, and graduate on schedule.

II. **Characteristic Duties:** Includes the following but other duties *may be assigned.*

**Essential:**
1. Attend all scheduled classes and laboratories.
2. Read each course syllabus carefully to understand requirements and deadlines.
3. Manage time by using a planner AND make a daily to-do list.
4. Complete assigned reading, papers, speeches, and projects on time.
5. Learn essential college applications such as MyFSU, MyDegree, MAPWorks, FLITE catalog searches, and BlackBoard (FerrisConnect).
6. Complete course attendance and study time totaling minimum of 40 hours per week.

**Marginal:**
1. Get enough sleep.
2. Eat a healthy diet.
3. Exercise.
4. Socialize.

III. **Responsibilities:** Reports to course instructors, academic advisors, SLA facilitators, laboratory coordinators, hall directors and RA’s.

IV. **Supervisory responsibilities:** Self.

V. **Required Qualifications:** To be successful in this job an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and or ability required. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

1. **Education:** High School Diploma with minimum HSGPA of 2.7 and minimum ACT-C of 17 or completion of 12 credits at community college all graded C or higher.
2. **Skills:** Strong written and verbal communication, computational, and organizational skills.
3. **Abilities:** Ability to work with diverse students, faculty, and staff; assess and evaluate course progress; plan, organize and meet deadlines.

VI. **Compensation:** Students will be compensated according to their progress with regard to meeting course objectives and learning outcomes according to the following scale:
1. **Outstanding** – A, A-
2. **Good** – B+, B, B-
3. **Satisfactory** – C+, C, C-
4. **Poor** – D+, D, D-
5. **Unacceptable** – F
6. **Subject to Academic Review** – any GPA below 2.0 or failure to pass at least 67% of credits taken in a year
College is Different from High School

The late comedian, George Carlin, had a classic bit that compared the language used to describe baseball and football. His idea was to show how the language of each sport demonstrated the peacefulness of one vs. the violence of the other. For example, baseball is played in a park while football is played on the gridiron; football players wear helmets while baseball players wear caps; and so on. A similar comparison is possible for the differences you will experience as you transition from high school to college as indicated by the following list:

• In high school, you took classes with teachers; in college, your classes are led by professors. Most professors are subject matter experts and received no formal training as an educator.

• In high school, your days were pretty much all the same; in college, every day is different. It will be important to pay attention since your schedule will vary.

• In high school, some adult was always telling you what you should be doing; in college, you have more freedom than you will ever enjoy again. Be sure to use your better judgement about how you spend your time.

• In high school, the key to success was memorization; in college, memorization is only the first step to academic success. It will be essential to move to understanding and using what you learn to make the grade.

• In high school, you could get most of your work done at school; in college, you have to complete hours of assignments on your own time every day. Time management on a daily and weekly basis will be critical.

• In high school, homework was graded and counted for the course grade; in college, homework is checked and typically does not figure into the grade. College grades are often an all or nothing proposition with almost no consideration of attendance or homework or class participation.

• In high school, you could take exams over or earn extra credit in order to improve your grade; in college, do-overs and extra credit are rare. It will be vital to do well the first time, every time.

• In high school, courses all count the same so that a good grade in gym or band could raise a low grade in math or science; in college, band and gym courses are usually 1 credit while academic courses are 3, 4, or 5 credits so that advantage from high school no longer exists.

• Most importantly, you left high school as a senior, knowing all the written and unwritten rules of the game. You are entering college as a freshman, starting over again in a new venue with different rules, customs, and norms. Assume nothing!
Some College Don’ts (and Do’s)

Attendance
1. Do not be late for class (but, late is better than absent!).
2. Do not be absent without prior permission.
3. Do not pack up to leave before class is over.
4. Do not leave class early; the most important stuff usually happens at the end of class.

DO GO TO EVERY CLASS AND BE ON TIME!

Faculty Interactions
1. Do not be late for or miss appointments.
2. Do not use profanity in class or with a professor.
3. Do not come to class drunk or high.
4. Do not mock the professor or other students.

DO BE RESPECTFUL AT ALL TIMES!

Classroom Behavior
1. Do not sleep in class.
2. Do not eat and drink in class (especially noisy or aromatic foods and drinks).
3. Do not use phones in class (turn them off; don’t bring them; NO TEXTING EITHER).
4. Do not have sidebar conversations while class is in session.

DO BE FULLY ENGAGED WHEN YOU ARE IN CLASS!

Academic Integrity
1. Do not plagiarize papers, speeches, or projects.
2. Do not use unauthorized help (crib notes, text messages, friends).
3. Do not make up or fabricate data or references.
4. Do not lie to get an extension, a rewrite, or credit for attending out of class events.
5. Do not provide unauthorized help.

DO YOUR OWN WORK! IT WILL PAY OFF IN THE END!

Studying
1. Do not procrastinate.
2. Do not simply memorize.
3. Do not skip review sessions.
4. Do not rely on cramming/all nighters.

DO KEEP UP WITH ASSIGNMENTS AND PREPARE METHODICALLY FOR EXAMS!
**Syllabus Quiz or “20 Questions”**

Let’s start with the syllabus, the paper your professor hands out on the first day of class. That syllabus is a “contract” between you and your instructor detailing course description, requirements, assignments, due dates, grading policy, attendance policy, and assessment methods. *This is your “game plan” for the course.* You should pay close attention in class when the syllabus is reviewed, read the syllabus closely, and mark key information as well as ask any questions you need clarified.

To show the importance of the material included in the syllabus, some faculty give a Syllabus Quiz over the material. If your faculty does not quiz you over the material, you should make copies of this page (one for each of your courses), complete the quiz and keep it along with your syllabus for use in time management and for later reference.

1. Who is your instructor?
2. What is the title of the course?
3. When does the class meet (days and time)?
4. Where does the class meet?
5. Why are you taking this course?
6. What textbook(s) is required?
7. What is the attendance policy?
8. What is the policy on tardiness?
9. When is the first exam? Or paper? Or speech?
10. How many exams/papers/speeches are required?
11. What is the policy on late assignments?
12. What is the policy on make-up exams/papers/speeches?
13. When is the last day to drop this class?
14. When is the final exam (date and time)?
15. What are the instructor’s office hours?
16. Where is the instructor’s office?
17. What are the opportunities for grade insurance (rewrites/dropped grades/bonus for perfect attendance)?
18. What is the class policy about academic integrity?
19. What is the first reading assignment and when is it to be completed?
20. What is the minimum grade you need to earn to pass this course and move on?
Grade Insurance – So Easy, Even a Freshman Can Do It
(adopted from comments by Dr. Roxanna Potter, MCO, 2006 and former office aide)

Four or five years ago, a student worker introduced us to the basic notion of grade insurance while she was enrolled as an optometry student. Her idea worked according to the following premise.

**Strong Start Coverage** — With regard to the basic idea of grade insurance, it is clear that the points you get early in the semester are typically easier to earn than those that come later in the semester. Second, and just as importantly, the points earned early in the semester count exactly the same as those that may (or may not) be earned later in the semester. So, it makes good sense for students to prepare and study and perform hard early in the semester the way they do later in the semester (when they are trying to catch up) in order to maximize the number of easy, equally-valued points to be used to cover any of the harder-to-earn or blown points later. Yet, many students see the beginning of the semester as a time to coast since the workload is "easy".

We have given considerable thought to the original concept and have come to the conclusion that there are three other forms of grade insurance available for your benefit. As most people find out in real life, insurance is not appreciated until it is needed. The same lesson is true for grade insurance. So, just like you do for your car or your house, pay your grade insurance premiums on time and be covered for any academic disaster.

**Solid Foundation Coverage** — Basic grade insurance pays a second dividend (insurance people might call it *double indemnity*). Students who work hard at the beginning of the semester to get those "easy" points are, at the same time, preparing themselves to get the hard-to-earn points later in the semester by actually learning the early material well. Using math as an example, if you learn the math at the beginning of the semester at the A level instead of the B- or lower level, you not only get those easier points, but you also lay the foundation for subsequent learning and thus the subsequent points or grades. Nonetheless, many students choose to wait for the onset of the more challenging material before they "get busy" with true studying. It should be clear to you now that starting early pays off in several ways.

**Loaner Clause** — A third form of grade insurance is the provision of a substitute assignment, that is, the option to remove a poorly graded exam or paper to be replaced by a *scheduled* extra (not extra credit) assignment or exam that is to be completed by a specified deadline. At the end of the semester, the student has the choice to take the posted grades for the standard assignments OR to substitute the extra grade for the lowest grade received. The catch is that the student must complete the extra assignment as scheduled or face losing the option. Sometimes, professors will reward perfect attendance with the option to skip the final exam (or take it to replace another grade). Yet many students have ignored this opportunity until the deadline for the extra assignment has passed. This type of grade insurance certainly makes sense and we urge you to review your course syllabi carefully for this option and to use it.

**Catastrophic Loss Coverage** — Finally, there is an even higher level of grade insurance that takes this concept from the assignment level to the course level. First, we would all agree that some courses are easier for a given individual than others. Second, we would also agree that the grade value of the "easier" course(s) counts the same as the grade value of the more challenging courses (e.g., a 1-credit A in Tennis is equal to a 1-credit A in Quantum Physics). Therefore, another form of grade insurance would be to maximize the grades earned in the easier courses in order to balance or bolster the lower grades expected in more difficult courses. Why accept a B or a C in a course you know you could have aced and then wind up: a) on probation or b) ineligible for a program change or c) not qualified for a scholarship because it was not enough to counteract the D (or worse) in your most challenging class. Also consider the idea that good grades earned in the basic (often easier) classes, taken at the beginning of college, will provide GPA insurance against lower grades earned in more advanced (often difficult) classes taken later.
Avoiding the “Déjà Vu, It's Only Review” Trap

Quite often, new students will attend their schedule of classes for a week and determine that the course instructor is telling them things that they already know. We have observed that in such cases students do not pay attention, take few notes, and believe the class will “be easy.” Often a good grade on the first exam will reinforce such erroneous assumptions. This experience is common for students enrolled in English composition, mathematics, foreign language, U.S. History and other subjects that may have been taken in high school. But beware, it is a trap!

For some students, this sense of familiarity is similar to “déjà vu” or the sense of having lived through the exact same experience more than one time. Other students consider the first few weeks of class as review of material they believe that they already know. Either way, the seeming familiarity feels reassuring and causes students to exhibit a false sense of security and believe that they will not need to work hard, especially for the first exam. Some students may even interpret the feeling of review as permission to cut class. In any of these cases, students will not have “purchased” the solid foundation grade insurance coverage mentioned on page 8 and may wind up with a lower grade than they might otherwise have earned either on the first exam or for the course or both.

In addition, students who believe that they have “heard all of this before” will not develop the work habits necessary for success at the collegiate level. In fact, if they do not complete the syllabus quiz on page 7, they will probably not complete the out of class assignments that would reinforce or add to what took place during the class meetings. They may not know to check their BlackBoard account for the class to look for additional direction from the professor.

This false sense of security may be compounded by the fact that many college courses do not require an exam or paper until the fourth or fifth week of the semester. This common practice blurs the line of demarcation between familiar content and new material. A related issue involves the length of time between initial enrollment and finally receiving graded feedback about course performance. If the first exam or paper is not scheduled until the fourth or fifth week, the grade will not be available until the fifth or sixth week. All the while, students who have already decided that the course will consist of review and result in an easy grade assume that they are doing “fine” and that is exactly what they tell their advisor, their friends, and their families when asked, “How are you doing?” The fact is, they don’t really know and, when they get their grade, it may already be too late to repair the damage.

So, we recommend that you avoid the trap by taking the following steps:

1. **Take notes** from the first day of class. Thinking about taking notes is not the same as taking notes. Taking notes is a skill that must be specific to each course. Use the review to clarify material you don’t understand, to identify areas that need work, and to “fine tune” your knowledge of the material.
2. **Practice good listening skills.** Focus and concentrate on the main points; get them down on paper. Put the material in your own words. Reorganize the material.
3. **Read the course textbook assignments** as scheduled by the syllabus to obtain background material, examples, and even answers to some of the important questions raised in class. Do not put off reading assignments until exam week.
4. **Review and study** (and recognize that they are two different things).

Your success in classes does not only depend on your mastery of new material, but on your “mastery” of material you think you know. When you take a test in college, your goal is to know the basic material so well that you will lose NO points! Then you move on to “mastering new material.” College is about understanding and using what you have learned, not simply about “knowing.”
Section 2

Making Your Time and Money Count

“We need more self-reliance and self-sacrifice.”
From The Sayings of W.N. Ferris, p. 73
Time on Task – The 40-hour Week in College, Your Full-time Job

Every year, professors across the United States take time to inform their new students that the workload in college is different than the workload was in high school. The rule-of-thumb used by most universities is to advise students to plan to spend at least two hours out of class studying for each hour in class. Still, it is clear to us that most students do not believe this sound piece of advice, forgetting that in high school teachers gave limited assignments and typically permitted generous amounts of class time for the completion of those assignments. Moreover, the relatively low degree of difficulty in most high school courses both permitted and encouraged capable students to wait until the last moment to read assignments or do problems in preparation for examinations. And so, year after year, college professors scratch their heads and wonder why the same pattern emerges in their fall classes.

Instead of scratching our heads and wondering why class after class falls into the same trap – deferring or ignoring reading assignments, problem sets, papers, projects, etc. – and taking their collective lumps on the first round of grades, we thought it might be helpful to provide a concrete illustration of the difference between high school and college workloads using math as the example. Why math? Well, because almost all of you will take a math course AND because math classes have the highest D (Drop), F (Fail), W (Withdraw) rate in U.S. postsecondary education (something you might as well know now).

In most high schools, a student enrolled in Algebra II is scheduled to meet class for one period each day, five days a week, for 36 weeks or a total of 180 hours. Even after making allowances for scheduled in-service days, snow days, half days and other excused absences, we can comfortably show that students receive 160 hours of instruction in this subject for the academic year.

At the university level, the equivalent algebra course is scheduled to meet class for one period, three days per week, for 15 weeks or a grand total of 45 hours. Remember, the course content is exactly the same. The difference in contact time, however, is HUGE – reduced by at least 115 hours. Obviously, students must find a way to make up the difference and the ONLY way that they can do so is by spending at least 2 hours out of class for every hour in class. The arithmetic supporting this position is not debatable: 45 class hours + 2X45 study hours = 45 + 90 = 135 total hours. That is at least what it will take to learn the material – regardless of the subject. Three hours would be even better!

OK, it is clear that students in Algebra II should be spending at least 3 hours per week in class and 6 hours studying math (i.e., reading the text, doing the assigned problems, meeting with a tutor, etc.). Since the average credit load for university students is 13 per semester, it follows that the workload for each week can be calculated this way: 13 class hours + 2X13 study hours = 13 + 26 hours = 39 hours (or nearly 40 hours) per week, the equivalent of a full-time job. Therefore, being a full-time student IS your full-time job. If, for some reason, you believed that you only needed to be a student for the 13 hours a week that classes are scheduled, this short essay should have corrected that misperception. From the beginning of the semester, you have plenty to do for all of your classes every week:

- reading assigned chapters and making study notes,
- editing notes taken during class,
- completing assigned out of class work for math and science,
- completing research in the library or on the internet for English and speech classes,
- writing papers or preparing speeches,
- preparing study materials,
- actually studying for exams

It really is a 40 hour week, often with overtime! Plan your weekly routine accordingly using the chart on the next page or create your own using Microsoft Excel.
The Several Time Management Habits of Effective Students

Freedom is the first thing about college that most students experience. Classes meet three days a week or two days a week instead of every day. Due dates for assignments seem to be far off in the future, sometimes not until mid-term. Of the 168 hours in each week, most undergraduates are obligated to be in class for only 12-15 hours. Many new students are living away from home for the first time and no one is reminding them about what they should be doing. Time seems to be abundant, yet what professors and advisors often hear when an assignment is late or is not completed properly and a class needs to be dropped is the excuse, “I did not have time” or “I did not have enough time” or “I don’t know where the time went”. In an earlier section, we discussed the need for students to put in two hours of work (reading, writing, completing problem sets, tutoring, etc.) out of class for every hour spent in class. Now we need to address the habits you need to develop to manage that time commitment so that it is productive.

First, you need to prepare a weekly time budget using the chart on page 13. This tool gives you a clear weekly plan for classes, work, athletic practices, and study time. Then, the real trick is to build the habit of using the designated study times every single day.

Second, you must use your semester planner or calendar effectively. To do so, you must sit down after the first class session(s) with the planner AND the syllabus for each class. The syllabus will almost always have a calendar that shows the due dates for quizzes, exams, papers, speeches, and projects. Your first assignment for using the 2-hour out of class rule, therefore, is to transfer that information – to the extent that it is available – from the syllabi to your planner. USE A PENCIL BECAUSE DUE DATES DO CHANGE. This information allows you to plan your out of class work so that it will not all feel as if it were dumped upon you in that notorious 4th week flurry of required work. It is up to you to make a habit of updating your planner as due dates are changed and as new assignments are identified.

Third, you must master the art and habit of the “to do list”. Every evening (or every morning), you need to make a list of the specific things that you need to get done that day. No, it is not sufficient to write “go to class” or “study mathematics” or “do homework”. Rather, you must list specific tasks such as: “complete math problem set 3.1” or “draft outline for persuasive speech about voting” or “read chapter 3 of Sociology text and answer questions at end of chapter”. With that done, you now have a game plan for the time that you have set aside for study. You also know what materials you need to have handy.

My To Do List
1.
2.
3.

Fourth, it is essential to take advantage of found time. Sometimes, classes are cancelled. Don’t go back to bed; go to the library and get something done. Read the next chapter. Put your notes in good order. Pick the topic for your next speech or paper. Similarly, the university will observe holidays and schedule mid-term recesses, but you must take advantage of those breaks to catch up, or better yet, get ahead – not merely for trips to exotic places or sleeping. Let’s start with Labor Day weekend. No classes are scheduled for Labor Day, but that does not make it a day off for students. Get something done and get ahead with at least one class. The Thanksgiving holiday recess is an excellent opportunity to catch up (or get ahead) before final exams.
The Dollars and Sense of College

Listed below are the business lessons that our students have learned - the hard way - as they have told us year after year when they ask to be readmitted to the University.

Cutting Class – Many new college students find the freedom they experience to be very exciting. They often have the option of going to class, or not. The choice to cut class is easy to rationalize – I’m tired and needed the sleep or I did not feel well or I will get the notes from my friend or Missing one class won’t hurt me – but the bottom line is that every class you miss will cost you time later on. It is better to just do it – go to class and make sure you get the information you will need, get credit for the attendance quiz, and get any grade insurance that might be available. If those arguments don’t convince you, maybe the bottom line will: every class period costs you about $30.

Going to Work Instead of Going to Class – Sometimes students have told us that they needed to miss class in order to get to work. Sounds reasonable at first, but let’s do a simple comparison. Most students work at minimum wage jobs, so let’s say that working through class will allow them to earn about $8.25 per hour. You already know that one hour of class costs $30. The cost benefit analysis here weighs heavily in favor of going to class (and scheduling work hours appropriately) as you would have to work at least 4 hours to make up for the tuition you forfeit by missing one 50-minute class session.

Not Buying Books – Have you ever heard the expression “pound wise and penny foolish”? Students tell us that they could afford to pay the $11,000 cost of tuition, room and board for a semester but could not come up with $400 to purchase the books needed for their classes. In other words, these students could not find a way to pay the fraction of the total billing to make sure that they would have the materials necessary to make that $11,000 investment pay off. Now you know what that expression means.

Dropping Classes – One of the “laws” we tell students about is that a “W” or withdrawal is ALWAYS better than an “F” or failing grade. This statement is true for one reason only – the “W” only affects the student’s pocketbook in terms of forfeiting the cost of tuition for the dropped course ($1,150 for a 3 credit class) while an “F” has the same dollar cost and ruins the student’s GPA at the same time. The recent federal Satisfactory Academic Progress or SAP rules, however, inform us that both choices are bad (one is just worse). Effective in 2011, students receiving financial aid (that is almost all of you reading this page) must satisfactorily complete 67% of the credits they start (both W’s and F’s count against that rate) AND they must maintain a 2.0 GPA. The goal, therefore, is to avoid being confronted with this dilemma in the first place by taking care of business by going to class, submitting assignments on time, and studying.

Paying for the Same Real Estate Twice – One of the ways that we tell students they can regain Satisfactory Academic Progress is to repeat a class for which they received a low grade. This strategy is a good one, especially for a single class, but it is expensive because you have to pay for the credits a second time, another $1,150! Worse yet, if it is a pre-requisite class, like MATH 110 is for MATH 115, you have to wait an entire semester to take the class that you really need and, as noted above, a semester at Ferris costs more than $10,000 plus the lost earnings due to postponing graduation. It is clearly better to pass the course the first time.
“Needs to” vs. “Wants to”: Maslow’s Hierarchy of Needs* for College Students
(Adapted from article by Andrew Peterson, Instructional Technologist)

As academic advisors and faculty, we often hear students explain a late or missing assignment or the failure to prepare adequately for a quiz or exam by saying, “I needed to . . .” followed by one of the following:

- Go home for the weekend
- Participate in an RSO activity
- Attend a pop music concert
- Hang out with friends
- Play my sport

These excuses are not valid and they are not acceptable when used to justify failure to meet academic requirements AND they are not things that any student needs to do, reflecting a common conversational error that confuses the verb need with the verb want and that contradicts accepted theory about human needs. For example, according to Maslow’s Hierarchy of Needs*, we all have basic needs that must be met, in order, from the survival and safety levels (at the bottom of the pyramid) to the belonging and achievement levels at the higher levels.

In college, we add a level of need above safety which shows that all students NEED to go to class, read assignments, complete homework and submit it on time, and show up for exams as the third level in the pyramid after the survival and safety needs usually connected to room and board and public safety in this scenario. However, advisors and instructors recognize that there are many things that students WANT to do while they are at college that are important such as belonging (making new friends), being recognized (making good grades, holding an office in a club), and achieving potential (graduating). It is important, therefore, for students to recognize that they must avoid confusing what they need (or must do first) and, for the sake of argument in this context, what they want (the higher level needs). The bottom line is that students must be academically eligible to stay in school if they want to achieve and enjoy the higher levels of the pyramid. It is an important life skill as well (after graduation, we could replace ‘work’ for the academic level). There is no time like the present to learn to make those distinctions.

*For more information, see http://en.wikipedia.org/wiki/Maslow%27s_hierarchy_of_needs
Section 3
Making the Most of the 3 R’s in College

“At least one great book should be read every week.”
From The Sayings of W.N. Ferris, p. 47.
Reading Difficult Material

Choose a moderate amount of material or a chapter to begin.

Preview the material getting a grasp of the topic and how the material is organized.
Scan the section for titles, headings, sub-headings, and topic sentences to get the general idea; pay attention to graphs, charts and diagrams.

If there is a summary included the chapter, read it. Check the beginning and the end for leading questions and exercises.

Read first for what you do understand, and to determine difficulty.

Read actively—annotate the passage. Mark what you do not understand to review later.

As you read, practice the “look-away method.” Periodically look away from the text and ask yourself a question related to the text. Phrase the question positively. (For example: “What words should you look up when you cannot figure out meaning from text?”). Respond, or restate, in your own words. Make connections and associations, but don’t use this exercise to memorize—but rather to understand.

Look up words. Look up the words whose meanings are important to your understanding of the material, but you cannot figure out from the context.

Read to the end. Don’t get discouraged and stop reading. Ideas can become clearer the more you read. When you have finished reading, review to see what you have learned, and reread those ideas that are not clear.

Organize your notes by connecting ideas. You may choose to draw a concept map or complete an outline. Pay attention to relationships between ideas.

Do not confine yourself to words! Use representations, graphics, pictures, colors—even movement to visualize and connect ideas. Use whatever techniques work to help you understand the material.

At this point, if you do not understand your reading, do not panic! Set it aside and read it again later or the next day. If necessary, repeat this method. Waiting allows your brain to process the material, even while you sleep. This is referred to as distributed reading and spaced learning.

Re-read the section you have chosen with the framework (outline or concept map) you have constructed in mind. Separate out what you understand from what you do not understand.

If the reading is still a challenge, consult with your teacher, academic counselor, tutoring center or reading faculty.
How to Write an Effective Essay Exam

1. When taking an essay exam, be sure you:

~Make a quick SURVEY of the test.
~Budget your TIME—giving the most time to questions that are worth the most points.
~READ the test directions carefully.
~Underline the KEY WORDS in the questions.

2. Know what the question is asking you to do. Be on the lookout for these directions:

- **Analyze:** Examine a concept critically; break it down into component parts
- **Compare:** Describe similarities between two things using facts
- **Contrast:** Explain differences between two things using facts
- **Define:** Give the meaning of a concept as provided by textbook or instructor
- **Describe:** Give an account, in your own words, based on the facts
- **Enumerate:** Name one by one; make a list
- **Evaluate:** Assess or judge value or worth and support your assessment with facts
- **Identify:** Recognize as being a particular thing by providing specific attributes
- **Outline:** Explain main features of a concept, idea, or event in an organized way
- **Summarize:** Express concisely a complex set of ideas or facts

3. Before you start writing, make a short outline in the margin of your paper by jotting down pertinent main points. This outline will help organize your essay and keep you on track.

4. In answering a question, give a thesis statement, supporting details, and then summarize.

5. If time allows, proofread your answer for:

~omitted words and phrases that are important
~careless omission of parts of the question
~answers that are too brief
~unclear, incorrect statements
~errors in grammar, spelling or punctuation

If you need help practicing writing essay exams or have questions about material on this page, stop in the Writing Center ASC 1017 or call (231) 591-2534 or email writcen@ferris.edu.
Strategic Solution: Writing a Paper is Like Painting a House

As anyone who has ever done both jobs knows, writing a term paper and painting a house are similar in many ways. Both are big jobs. Both reflect upon the person doing the job. Both can be done in one of two ways: just getting the job done that will look OK at first glance and last about one year OR doing a quality job that will pass any inspection and last for a decade. Both benefit from being done in the right order, over time as shown in the lists below.

**Painting a House – Just To Get it Done**

1. Pick color(s)
2. Buy paint and supplies
3. Paint house
4. Smile for a while
5. Paint again next summer

**Writing a Paper – To Get it Done**

1. Pick a topic
2. Review Wikipedia entry
3. Write paper night before due date
4. Turn it in (on time)
5. Take a C (you hope) and run!

**Painting a House - Quality Job**

1. Plan and schedule job
2. Pick a color scheme
3. Measure surface areas
4. Purchase supplies
   a. Scrapers
   b. Sandpaper
   c. Brushes
   d. Sprayer
   e. Paint
   f. Tape
   g. Drop cloths
   h. Ladders
   i. Scaffold
5. Scrape old paint
6. Sand as needed
7. Wash and rinse house
8. Prep
   a. Mask windows
   b. Mask doors
   c. Remove items not painted
   d. Caulk
9. Apply primer coat/clean up
10. Touch up scraping, sanding and caulking as needed
11. Apply first coat/clean up
12. Apply second coat/clean up
13. Touch up
14. Get spouse’s approval
15. Golf next summer!

**Writing a Paper – Quality Job**

1. Carefully select and define topic as soon as assignment is given
2. Conduct preliminary research about topic on-line (e.g., Wikipedia)
3. Review paper requirements carefully
   a. Length
   b. Format
   c. Due date
   d. Citation style (MLA or APA)
4. Collect necessary reference materials
   a. Monographs
   b. Scholarly articles
   c. Current web materials
   d. Interviews
5. Read and identify pertinent items in reference materials
6. Write thesis statement
7. Create a detailed outline
8. Write first draft
9. Share with peer reviewer for feedback
10. Edit and write second draft
11. Take to Writing Center for feedback
12. Edit and write final draft
13. Proofread by reading aloud
14. Double check that paper meets all posted requirements
15. Submit early and get highest grade possible
**Definition of Plagiarism**

Many new college students tell us that they do not know: 1) what plagiarism is 2) how to give credit to source used, or 3) the difference between a quote and a paraphrase. This section of the pamphlet is provided to answer those questions.

**Plagiarism:** The appropriation of passages, either word for word or in substance, from the writings of another and the incorporation of those passages as one’s own in written work offered for credit. It is always assumed that the written work offered for credit is the student’s own unless proper credit is given the original author by the use of quotation marks, in-line citations, and/or other explanatory inserts.

This assumption applies to the copying of laboratory reports and homework, or the unchanged use of essential ideas or conclusions of another author, as well as the cited use of other themes, books, or pamphlets. Moreover, unless you have explicit permission from your instructor, you may NOT turn in for credit a paper completed in/for another class. There is an understanding that all students registered for a course will complete all coursework exclusively for that course alone.

**Note:** Plagiarism may come about through carelessness or ignorance. Every student, however, may minimize uncertainties in this case by observing the special practice suggested by each instructor for preparation of written work in his particular course, and by following the simple general rules listed here:

1. **Direct Quotation:** When the exact words of an authority consulted are used. EVERY QUOTED WORD must be placed within quotation marks, and EACH QUOTED PASSAGE must have an in-line citation attached to it.
2. **Indirect Quotations:** When summarizing or paraphrasing the words of an authority consulted, give the exact citation for each passage which is summarized. Introduce all summaries/paraphrases by such phrases as “According to Jones...” or “As Smith suggested...”
3. **General Acknowledgment of indebtedness:** When general use is made of the thoughts, ideas, or information to be found in another person’s work, always include an acknowledgment and in-line citation in the place in your paper where indebtedness occurs. If indebtedness occurs in several successive paragraphs, state that fact in the body of your paper and in individual citations.
4. **Citation form:** Every citation must identify the source used and give the page on which the borrowed material may be found. There are various citation forms, but the two used most are MLA (Modern Language Association) and APA (American Psychological Association). Although citation forms contain mostly the same information, you should not mix formats. Ask your professor which citation format is required to be used in completing the assignment.
5. **Works Cited:** Each piece of written work submitted must have a complete list of all authorities (books, periodicals, encyclopedias [typically not an acceptable college-level source], newspapers, etc.) which you have cited either directly (direct quotation) or indirectly (summarizing or paraphrasing). All materials, including web-based sources, periodicals, pictures, illustrations, graphics, etc. must be cited to avoid plagiarism.
6. **Works Consulted:** Pieces of research materials which you read, etc., but decided not to directly quote, summarize or paraphrase in your paper. Even if no specific reference is made to these in the body of your paper, they should be listed with works cited.
7. **Common Knowledge:** Common knowledge is information everyone knows. If in doubt about citing common knowledge information, ask your instructor. For example: In the United States, Memorial Day allows remembrance of those who are in the service or died in the service of our country.
Taking Math? Be the Best Student You Can Be  
(By Dr. Dan Mercer, College of Pharmacy, 2014 and former SLA facilitator)

Hi, I’m Dan Mercer. In my work with students as a Structured Learning Assistance (SLA) Facilitator for Chemistry and MATH 010, I created this handout of good practices. These should help all students, even those who are math “phobic,” to be successful.

Good Practices for Math Lectures
1. Read the material that will be lectured on beforehand
2. Remove distractions
3. Take neat and orderly notes
4. Pay close and careful attention to the professor
5. Stop the Professor when you do not understand!

Good Practices for Math Homework
1. Re-read the section prior to doing your homework
2. Supplement your lecture notes with notes from the book
3. Pay special attention to rules and examples
4. Do the problems that have the answers in the back of the book, and then check your answers with the back of the book.
5. Note where and what your errors were and try to correct them yourself
6. If you do not know why you are getting problems wrong, get help.
7. After doing the assignment, do the rest of the problems in the section.

Where to Get Help
1. Office hours with instructor
2. Tutoring center
3. SLA

General Math Advice for College Students

- Understand the Syllabus: Know how you are going to be graded

- Don’t Get Behind: Stay current and slightly ahead (by reading the sections prior to their being lectured on)


- During Studying, know when enough is enough: If you can do all of the opposite (usually even) problems and feel comfortable with your answers, move on.

Most Common Math Student Mistakes
1. Not doing the homework. Practice is the key to success in math
2. Not paying attention in class
3. Not attending class
4. Treating math as a stressful ordeal
5. Rushing through problems
6. “Giving up” on math
Section 4

Making Learning Count

“Education is life. It involves growth, development and training.”
From The Sayings of W.N. Ferris, p. 34.
The goal of education is not to get a degree; the goal of education is to learn. Unlike high school, where teachers presented information which you memorized and regurgitated on a test, college requires interaction with and understanding of the material. Although there are many “best practices” for learners, the 11 listed below are essential to making meaning.

1. Learners recognize that learning only occurs when they are actively engaged in some activity.

2. Learners pay attention only to those things that are important to them. They are very effective at recognizing what information they need and what is of no importance.

3. Learners constantly seek to find the order or organization or pattern of the information they need to learn. Information that has a context or framework (a connection to their background) is much easier to learn.

4. Learners recognize that practice increases learning. Practice causes significant numbers of dendrites and synapses to grow which not only makes it easier to recall the information from memory but increases the speed at which students can recall and use the information.

5. Learners are good at monitoring their own learning. They know when they have learned something completely and they know when they need more study. This includes having a well-developed set of “fix-up” strategies that help them find answers or understand when they struggle while learning.

6. Learners see the value of learning with others. They want the varied perspectives and different ideas that others have. They are open to help from others.

7. Learners are goal oriented. They do not allow factors such as the demeanor of the teacher (voice, dress, etc.) to distract them from their learning goal. They accept that they may have to learn in spite of the teacher rather than because of them.

8. Learners use learning tools effectively. They understand that learning is not just a “happening” but rather occurs because the learner has developed the skills and strategies needed to learn.

9. Learners are efficient in their learning. This means they discover their best learning style and approach and try to use them whenever possible.

10. Learners have discipline. They recognize their weaknesses and work to overcome them.

11. Learners find study areas (environments) that best suit their learning, they study and learn at times of day that are best for them, they are capable of delayed gratification, and they are not afraid of hard work.
Classroom Listening Skills

A good student must be a good listener. A good listener finds areas of interest by asking, “What’s in it for me?” Judging content, not delivery, a good listener asks, “What is important?” Listening for ideas, a good listener listens for ideas, and judges after comprehending what is presented. Listening for ideas, a good listener uses the most appropriate note-taking system. Concentrating, a good listener works on listening and stays focused on the topic. Listening involves the entire body, and a good listener maintains eye contact, is open-minded and becomes a partner in the classroom dialogue. Good students also:

Prepare to Listen: Complete Assignments before class and arrive on time.  
Are mentally ready to listen and physically ready to listen. 
Never work on homework during class.

Are Physically Ready to Listen: Bring supplies needed. 
Sit in a comfortable position. 
Sit where they can hear and see well.

Take Notes while they listen: Get the main idea and key points on paper. 
Prepare for quizzes and tests. 
Help keep what they hear in their heads. 
Take notes in every class, even if no one else does.

Are Active Listeners: Emphasize what’s really important. 
Clarify main ideas and key points.   
Ask and answer questions they may have.

Watch for Signals of importance from the Professor like: Writing on board. 
Emphasizing words. 
Repeating words. 
Summarizing.

Listen for key words that support Main Ideas such as: Steps include 
Characteristics of 
Causes of 
Purpose of 
Example of 
Difference between

Listen for signals that wrap up main ideas: In summary 
As a result 
Finally 
From this we can see

Are not afraid to ask: The professor to repeat something if you didn’t hear it. 
For an example if it will help better understanding of the point if the material is still fuzzy.

ARE RESPECTFUL!
<table>
<thead>
<tr>
<th>Why is this page written this way?</th>
<th>There are many note taking systems. This system is an adaptation of the Cornell Note Taking System. About 1/3 of the page is folded over. Notes are taken on the remaining 2/3 of the page. Later, the note taker looks over the notes taken and adds questions to the folded over side. The note taker then uses the questions to guide review of the material.</th>
</tr>
</thead>
</table>
| Why should I take notes?        | Because you can’t remember everything  
To help focus your attention  
To highlight the important points |
| Should I tape record?           | No objection, but time-consuming, harder to listen to  
May help pick up things that went by too fast – use only for spot checks. |
| What should notes include?      | **Not too much:** You’ll just have to boil it down later, when you’ve lost the feeling for the context.  
**Definitions:** Professor will usually go very slowly or repeat.  
**Generalizations:** Listen for signals – “In general,” “to sum it up,” “we conclude that,” “it looks as if,” “usually.” |
| How should you take notes?      | **Examples/Evidence:** a word or two, more if this is a formal chain of reasoning.  
**Surprises:** They’re easy to forget because you have no frame for them. You also need to think about them later, because they suggest gaps in your understanding.  
**Student Contributions:** Listen carefully; they may be important. |
| How should you format notes?    | **Important Words:** Then make time after class to expand and/or explain.  
**Abbreviate:** Common abbrev. or contd. If texting works for you, use it.  
**Use Rough Outline:** Not necessarily letters and numbers but indent and space  
**Split Page:** Use column to the right for your ideas, questions, reactions. Use this to guide your later class participation. (See bottom of page)  
**Symbols:** use your own. For example: Draw a box around definitions, indicate cause and effect with arrows, etc |
| How well did the notes work?    | Can you understand them?  
Did they help you on a test or with a paper?  
Exchange with other students – we all get lost at certain points, but generally not everyone is lost at the same time.  
Take time to think about how to do it better next semester. |
Any internet search engine will deliver a large number and wide variety of references about the stages of learning based on Benjamin Bloom’s initial *Taxonomy of Educational Objectives* (1956). His basic idea was that students learn new material in a certain order of steps and that one cannot move to a higher step in the pyramid without first completing the prior step(s).

**Evaluation** (making judgments about what we have learned)

**Synthesis** (putting together what we have learned into a new product)

**Analysis** (identifying the parts of what we are learning)

**Application** (using what we have learned to solve problems)

**Comprehending** (showing understanding of learned material by paraphrasing, summarizing and/or translating)

**Knowing** (memorizing new material)

This is important information for every college student to know. Most high school courses require students to merely memorize or know the subject matter so that they can respond to basic questions on a multiple choice, true or false, or matching test. That will not be sufficient for any college class except as the necessary first step.

Some classes in high school may have pushed students to comprehend or understand what they had memorized – a higher level of knowledge – that would enable the student to successfully write an essay exam or give a speech in their own words about a topic using the facts and concepts they had learned. For most college students, however, this will be a new level of mastery that must be attained.

Third, and this is especially true for the degree program mix at Ferris, students must learn how to use the knowledge that they are acquiring in the field or in a lab. Think of any program in Engineering Technology, Health Professions, Criminal Justice, or Business, and ultimately the doctoral programs in Pharmacy and Optometry – all require students to apply what they have learned (memorized and comprehended) very early in the educational process.

All three of the lower three levels will be expected in your first two years of college, even in courses that you take for general education requirements such as psychology, history, mathematics, or English. Make sure to ramp up your game for these higher expectations.

*For more information, see: http://en.wikipedia.org/wiki/Bloom%27s_taxonomy*
Study Group Strategies

Study groups usually are three or four students who meet once a week or more to share information and knowledge about a course in which they are enrolled. Effective groups are fun, encourage participation by all members and build a relationship of caring and commitment.

Who should be part of your study group?
1. Choose members who you like, who are responsible, and who will contribute to the group.
2. Limit group membership to three or four participants
3. Select a group leader who is responsible for getting the group together.

What ground rules should you set for the group meetings?
1. Set a meeting time and place for each session.
2. Make a personal commitment to contribute to the group.
3. Never use the group to replace class attendance.
4. Purpose of the meeting is to share information and to make meaning of the course material.
5. Members should bring notes, laboratory materials, problem sets, and textbooks to each meeting.

What should happen in an effective study group?
1. Begin with class notes. Compare all members’ class notes for each lecture presented since the last study group meeting. All members should agree on the basic content of the lecture notes, their importance and their meaning. Try to focus on important, essential information.
2. If members’ notes disagree, try to come to a consensus about what was said, and why it is important. If your group cannot agree, or if something is missing, consult your textbook or use e-mail or office hours to check with your professor. You may want to designate a “spokesperson” from the group to check with the professor and bring clarification/s to the group.
3. College isn’t like high school: in college, “learning” is not merely memorization of facts. There are the basic facts, “literal meaning.” Members can check that they know this information by asking each other questions. The second step is application—taking the information and applying it in a new or unique way. When each member can explain a concept to another member and the “learner” understands it, then the group has mastery of the material.
4. In learning for understanding, the members of the study group focus on application, comparison and contrast, analysis, and synthesis questions. Ask why this material is important, and how you can use this material—both in this class and in life. Study groups allow a place for discussion and application. Always work to connect material learned earlier in the course to the current material and make on-going connections to class lectures, the textbook and assigned readings.
5. When you discuss the material, some group members may be shy about participating. Encourage active participation by all group members. Your study group should be a place for you to take risks with your thinking. Group members should be encouraged to “think outside the box.”
6. “Brainstorm” possible test questions that ask you to apply the material being learned. Have each member bring several test questions to each group meeting. (They should also be prepared to present the “correct” answer if the group cannot answer the question/s.)
7. Remember, the weekly study group is not a one shot meeting before the test. If your study group plans to meet the night before the Final Exam, you are simply cramming by committee and material covered in this one time meeting will easily be forgotten before the exam.
8. On-going study group meetings allow for “chunking” of material and allow the brain to move the material from short-term to long-term memory. Study groups also offer students the opportunity for in-depth discussions about course material. They provide an opportunity for students to think aloud and share insights about their knowledge. They offer students the time to find out what they know and do not know (metacognition) before a test, not during it.
Blackboard at Ferris: On-line, Mixed Delivery, or Enhanced

Introduction: In any given year, nearly every student enrolled at Ferris will take a course through the Blackboard on-line learning platform. This may occur in three different ways:

- **Enhanced**- the instructor uses the Blackboard platform for classroom management and communication purposes with the students enrolled in the face-to-face (f2f) course.
- **Mixed Delivery**- sometimes referred to as Blended, the instructor uses the Blackboard platform for online instruction in addition to meeting the class face-to-face.
- **On-line**- the students and instructor never meet face-to-face and all instruction and classroom management and communication occurs through the Blackboard platform.

General Rules: First things first. Make sure that you are ready to be an on-line learner.

- Make sure that you can access the course through MyFSU and Blackboard. Is your computer adequate? Do you have high speed internet access?
- Take the on-line readiness tutorial to make sure that you are ready to use Blackboard no matter what course or level of instruction. And, complete any course readiness elements in the shell.
- Take time during the first week to explore the course "shell." The "shell" is the way you interact in Blackboard with the instructor and other students. Each course will have its own shell and if you have properly registered for the course and paid your bill, you will be able to access it.

Common Myths About On-line: Some students have told us these things when they sign up for classes, but don't believe everything you hear.

- On-line classes are easier. **WRONG!** On-line classes have many advantages and conveniences, but they are **not** easier.
- On-line classes **take less time. NOT SO!** Whatever time you save going to and coming from class is taken up by the time you need to be on-line for assignments, assessments, chat sessions, communication with the instructor.
- On-line classes allow me to **do assignments when I am ready. ABSOLUTELY NOT!** While a small fraction of on-line courses are self-paced, nearly all on-line courses will have strict deadlines for assignments and enforcement is even more rigorous than for face-to-face courses.

Recommended for Success: Although on-line learning is relatively new, there are some important things you should be sure to do if you are in an enhanced, mixed delivery or on-line course:

- Check the course shell daily for assignments, announcements, e-mail, or discussions.
- Print the course calendar showing all available due dates.
- Monitor your attendance and grades regularly.
- Submit assignments as indicated in the instructions.
- If you are not sure, ask for help from the instructor, from Student and Administrative Technology Services (SATS), or your internet provider. Procrastination can adversely affect your grade.
Section 5
Making Excuses and Making Progress

“Students should be counseled so they can be helped to make the most of their abilities.”
Attributed to W. N. Ferris in Academic Affairs Policy Letter 04:7, October 1, 2004
Alibis, Excuses and Promises--We’ve Heard Them All Before

During the past 40 years I have listened to or read more than 1,000 appeals to be readmitted to the university from students who have been dismissed for poor scholarship. These appeals have incorporated every possible excuse for poor performance that a student could imagine. The main categories and examples are listed below, from most to least valid. Think twice before using any of them!

**Life Got in the Way** - These things do happen, but authentic documentation and comparison to a calendar is typically required before they will be favorably considered.
- “There was a death in the family or a close friend died.”
- “I was ill/had surgery or a relative was ill/had surgery.”

**Something Else Seemed More Important** - Juggling responsibilities can be a challenge, but it is up to you to determine your priorities. If college is important, then other priorities need to be addressed accordingly or maybe you should enroll part-time or at a later date.
- “I had to work” or “I had to work excessive hours.”
- “I had to take care of my children” or “my spouse” or “my parent”.

**Houston, We Have a Problem** - OK, these excuses may be valid once, but after the first time the root problem should be addressed and resolved.
- “I had no internet access” or “my computer crashed.”
- “My car broke down.”

**College was Harder than I Expected** - Most new students are surprised by the results of their first round of exam and paper grades or the mid-terms. Even then, they fail to take advantage of all the help that is available.
- “I did not realize that this class/schedule would be so difficult.”
- “I did not like/could not understand the professor.”

**I Had Trouble Adjusting to College Life** - This is often a euphemism for a decision to put other (more fun or valued) things first. Keep in mind that if you are not eligible to stay in school, you cannot be involved in other activities. The obvious answer: put first things (i.e.classes), first.
- “I pledged a fraternity or a sorority.”
- “I participated in a varsity sport. Practice and travel took more time than I thought.”

**Blame it On Rio** - In the final analysis, you are now responsible for yourself. When something is not right, you need to take action with the appropriate office (housing for roommates, academic advising for course placement or major).
- “My roommate(s) kept me up all night.”
- “They put me in the wrong class/major.”

**Ignorance of the Law** - Believe it or not, students have actually used these excuses. As any judge will tell you, even when it is true, ignorance is no excuse!
- “I did not know my grades were that low.”
- “I did not know that I had to pass in order to stay in school.”

**Just Plain Lame** - Aside from being able to take care of these problems in many other ways, any student in this generation who claims the inability to use the computer must turn in their iPhone!
- “I could not get the book for the class.”
- “I did not know how to use the computer for the assignments.”
Coping with Stress
(by Julie Alexander, Educational Counselor at Ferris State University)

During your college experience, you are inevitably going to go through times of very high stress. Your health and wellbeing are just as essential to your success in college as studying. The following is a list of things that you can do to keep yourself calm and in control.

1. Manage your time so that you are keeping up and studying well in advance of tests.
2. Break large projects down into smaller tasks. Give yourself due dates for each task.
3. Take short study breaks. Work for about 20 to 30 minutes and then take a five minute breather to get a snack or go for short walk.
4. Work time into your schedule every day to do something that you really enjoy for twenty minutes to an hour.
5. Plan time to do some type of physical activity at least three times a week for twenty minutes.
6. Consider physical activities that are known to reduce stress such as yoga or tai chi.
7. Make sure that you get between 7 and 9 hours of sleep a night.
8. Make sure you have someone in your life that you can talk to during times of stress. This can be family, friends, or a counselor. Know how to access the counseling center on campus.
9. Don’t be afraid to ask for help when you need it.
10. Keep a journal.
11. When you are in a moment that you are so stressed that you are “out of control”, take some slow deep breaths. Breathe in for four seconds filling your abdomen. Breathe out for six seconds. Continue this until you know that your heart rate has slowed.

Keep things in perspective. School is important, but it is not life and death. You may have an opportunity to make it up later when things do not go well.
Tips for Students with Disabilities

• Seek out help when you need it . . . and everyone needs it at least once in a college career.
• College and high school are structured very differently. You may need new and different skills to navigate college courses and college life. The college knows this fact and has many services to help you. You just need to ask.
• Map out how you will use your time. Plan ahead, especially for projects and tests that are a big part of your grade.
• Motivation is the key to success. Work hard, and then work harder.
• Organize your study space so that you can efficiently study, complete course tasks on time, and spend less time trying to figure out what needs to be done.
• Learn how you learn. How do you get information best? Your eyes, your ears, or are you a hands-on person? The more you know, the easier it is to adopt and use study habits that fit your style of learning.
• Develop a support network to help you.
• Inquire about resources that can help you learn. The college has free tutoring, free help with writing papers and multiple workshops on note-taking, test preparation, and various study skills. You are already paying for these services. Take advantage of them!
• Disabilities Services will need a copy of the most recent diagnostic report that discusses your disability and how symptoms may impact your academic functioning. This report will come from your health care provider, physician, psychologist, psychiatrist, etc.
• You are your own, best advocate. Learn how to talk to professors, students and other college staff about what you need to be successful.
• Use your professor as a resource. Take advantage of your professor’s office hours early in the semester.
• Monitor your progress in each course.
• Each college course is different. Work with Disabilities Services and faculty to customize your experience per class.

FOR FERRIS STUDENTS:

• To receive academic accommodations, you must contact and work with Educational Counseling and Disabilities Services (ECDS) on campus. This department can be reached by calling (231) 591-3057.
• Get involved on campus! Your disability should not keep you from having a life outside of class. Academic accommodations are available to you for extracurricular activities, if needed. We even have a Registered Student Organization for Disability Awareness and Education. For more information, email the Disabilities Services office at ecds@ferris.edu.
Support Services: Here to Help You!

Writing Center
Stop in ASC 1017 or call (231) 591-2534 or email writcen@ferris.edu
- Help writing papers
- Grammar/punctuation/style
- Generating ideas for papers
- Organizing ideas
- Technical writing
- Research strategies
- Documentation/Works cited and Citations
- Resumes and cover letters
- Online writing resources

Academic Support Center located in ASC 1017
Stop in ASC 1017 or call (231) 591-3543.
- Tutoring
- Time management
- Test-taking issues
- Study skills
- Memory skills

Educational Counseling and Disabilities Services Department
Stop in Starr 313 or call (231) 591-3057
- Test-taking issues
- Stress management
- Time management
- Learning disabilities
- Program fit
- Career decision making

Birkam Health Center
Call (231) 591-2614
- Stress management
- Personal issues
- Nutrition and health
- Drug or Alcohol problems
- Giving up without asking for help
Closing Thoughts

College readiness and success is only partly about what you know. High school GPA’s and ACT scores are important, but success is also equal parts knowing how to work in the college environment and then doing it. If you had not noticed yet, all of the pages in this pamphlet are about behaviors, not how to learn or how to study. In our experience, students who come to college less prepared with the what, can quickly overcome that disadvantage by accepting the need to listen to the good advice provided by faculty and staff (or this booklet), and then using that advice as quickly as possible – eliminating old, bad habits and replacing them with new good habits such as:

1. Going to class, every class, every lab, and every workshop.
2. Reading the syllabus for each class carefully and completing a syllabus quiz for each one.
3. Taking out any grade insurance possible in every class.
4. Putting time on task – at least 2 hours out of class for every 1 hour in class.
5. Using that time with a purpose.
6. Following all the steps necessary to complete an assignment of high quality.
7. Preparing for exams carefully, over the entire instructional period for that unit.
8. Being an active learner by taking good notes, asking questions, participating in discussions.
9. Accepting responsibility for your own learning (no excuses).
10. Asking for help when you need it (and don’t wait until the last minute either).

There you have it – no magic, no mystery, and no nonsense. You can do this. Start now.

“Schools must deal with fundamentals, must build a foundation and furnish a plan for a possible human structure of beauty, strength and service.”
From The Sayings of W.N. Ferris, p. 30.
**Bonus Page - The Second Semester is Different**

**New Year, New Life:** More than 80% of new freshmen return for the second semester of college and they all think that they know the game. For many students, this semester will begin in January as part of a new year – almost like a new life in an on-line game. It is helpful to see any new semester that way, but it is critical to understand that the second semester will be different in significant ways. Here are some tips for adjusting to the second semester (and, even the second year).

- Because in most cases it is both a new semester and a new year, be sure to resolve to do better starting with class attendance, time management, getting help, and improved grades.
- Pay close attention because course start-ups will be faster than they were in the fall and, if you are not on task, you may find yourself playing catch-up by the second week.
- Remember that time is relative and, even though the second semester is the same calendar length as the first, it will seem to go by faster – especially after Spring Break.
- Understand that your second semester courses may be more challenging. This is especially true for students who started the first semester in basic skills courses.
- Be sure to use some of the tips offered in this *Sink or Swim* booklet, especially time management tools, grade insurance, and the syllabus quiz.
- Likewise, don’t wait until it is too late to get academic help at the first sign that you are struggling with a course.
- Maslow’s Hierarchy still applies in the second semester. Take care of yourself by eating a healthy diet, getting enough sleep, and making time for exercise.
- Be on guard for contagious illnesses, and see a physician as soon as you can if you become ill.

**First come, first served:** There are other issues that you will need to consider during the second semester so that your second year has the best chance of starting smoothly. Each of these issues is determined by seniority and timing.

- Make housing arrangements for the second year, either on campus or off campus, as soon as you can. The best spots go early.
- File your income taxes and complete the FAFSA well before the deadline to qualify for optimal financial aid.
- Apply for any institutional scholarships by the filing deadline. There is often money that goes unclaimed and it is usually awarded on a first come, first served basis.
- If you have not already done so, you should be thinking about declaring a major before you schedule classes for the second year or for the summer. This step can help you get the right courses sooner so you can finish your degree in a timely manner.
- Be sure to schedule an appointment with your academic advisor well before your assigned early registration date. If you wait, you may not get the schedule you need or want.
- Sign up for student employment before you leave campus for the summer. If you wait until fall, the job you want will have been taken by a new freshman.