Keys to Academic Success
Classroom Expectations

Go to Class

Address your Professor as “Professor _____” or ”Dr. _____”

Electronic Devices

Social Media
Email Etiquette

- Descriptive Subject with class date & time
- Polite greeting
- Why you are emailing
- Salutation
- Your full name
- Banner ID Number
Dear Dr. Johns,
I am in your MWF 3:00pm COR 1203 class. I would like to schedule an appointment to meet with you to discuss my research paper. I am available Tuesday and Thursday morning and after class on Wednesday. When could we meet?

Thank you,
Victoria Smith
@01234567
OMG, I totally overslept and missed your class today! LOL. Sorry! BTW, did I miss anything important? when is the next test? what chapters are you covering?

TTYL,
Stefanie
Learning is a process
Academic Success Coaching

Tomas Rivera Center

Tutoring Services

Supplemental Instruction
Supplemental Instruction (SI)

Earn Higher Grades in Historically Difficult Classes

3 Study Sessions each week with SI Leaders
Supplemental Instructions are Peer-Led Study Sessions
Tutoring Services

Walk-in Tutoring
Math Assistance Program
Walk-In Tutoring Subjects

- Astronomy
- Biology
- Business
- Statistics
- Physics
- Engineering
- Spanish
- Economics
- And more!
Math Assistance Program
Academic Success Coaching

Academic Coaching Workshops
Academic Coach vs Academic Advisor
Workshops
Group Setting & Common Challenges
Academic Success Coaching
By Appointment Only
an Academic Coach can help with

Procrastination
Stages of Procrastination

- **Repeat**
  - False Security: This isn't due for a really long time. A nap sounds nice.

- **Crisis**
  - Denial: I don't need sleep. I'll just drink coffee.

- **Laziness**
  - Excuses: "Mao, my cat needs my love."
  - NAH: I could get a head start...

- **Denial**
  - False Security: This isn't due for a really long time. A nap sounds nice.

- **Crisis**
  - Denial: I don't need sleep. I'll just drink coffee.

- **Laziness**
  - Excuses: "Mao, my cat needs my love."
  - NAH: I could get a head start...
What Causes Procrastination?

- **Fear** of success or failure
- **Overestimating** the time left to complete a task
- **Underestimating** the time required to complete a task
- Believing that you must be “in the mood” to do a task
- **Over-reliance** on time-saving modern technology
Procrastination Prevention Strategies

✓ Get Real!
✓ Recognize you are procrastinating
✓ Determine why
✓ Begin realistic thinking
“Eat a live frog first thing in the morning and nothing worse will happen to you the rest of the day.”

Mark Twain
More Strategies

- **Get SMART goals**
  - Specific
  - Measurable
  - Achievable
  - Realistic
  - Timely

- **Prioritize**
- **Set Deadlines**
- **Set Reminders**
- **Reward Yourself!**
an Academic Coach can help with Concentration
Understand the Importance of Study Strategies

Effective Note-taking & Proactive Textbook Reading
Why Take Notes?

- Useful Record of Information
- Helps YOUR WRITING
- Helps EXAM Revision
- Helps Memory
- Helps Understanding
Note-Taking Methods

Cornell

Mapping

Outlining
Textbook Reading

✓ **Before Class**
  Preview, Question, Read and Take Notes

✓ **During Class**
  Compare reading to lecture

✓ **After Class**
  Compare again, look for repeated concepts
Textbook Reading Methods

Use the 3-2-1 Method

3 - 2 - 1

Things you learned
Interesting Facts
Question
Textbook Reading Methods

Use the Power Hour

10 Minutes
Preview
Set Goals

40 Minutes
Read Text
Take Notes

5 Minutes
Walk Away
Take a Break

5 Minutes
Review
an Academic Coach can help with

Time Management
The *goal* of Time Management is to find a *balance* among the things you *need to do* and the things you *want to do*. 
Planning
Study
Time

- Big Picture
- Break it down
- Follow through
Call TRC and schedule an appointment for academic coaching.

Research student organizations.

Link into attending MAP session for Intro Math Class.

Convinced? Classes begin!

Print syllabi for each class.
UTSA Planner Activity – Break it Down
Follow Through On a Daily Basis

✓ Make a To-Do List
✓ Prioritize
✓ Revise
UTSA
Tomás Rivera Center