

Making the Best Use of Your Class Time (A Handout designed by TRIO)

1. Make sure that you are early for class (at least 3 to 5 minutes).
2. Have any homework papers due and all other needed materials within reach at the start of every class day; materials include:
 - a. Textbook(s) and calculator (if it is a math-intensive class)
 - b. Paper (plain, lined, engineering graph, art, and/or other)
 - c. Pencils, pens, erasers, etc
3. For taking notes during class, use a system similar to the Cornell method (see below).
4. Ask the instructor to clarify concepts while in still class.
5. Wait to put your materials away until the instructor signals that the class is over or until after the standard end time of class. This shows respect and may help to foster a good relationship.
6. Let the instructor know if you will be absent (in advance if possible). Ask if you can attend another class section (remember--you are held responsible for knowing information presented in your classes whether you are there or not.)

Example of Cornell style note-taking System

<p style="text-align: center;"><i>Column 1</i> (2 to 2.5 inches wide)</p> <p style="text-align: center;">Side Comment Section</p> <p>List Terms/Vocabulary</p> <p>Write down your questions and/or answers</p> <p>Write down your ideas</p> <p>Include rules</p>	<p style="text-align: center;"><i>Column 2</i> (6 to 6.5 inches wide)</p> <p style="text-align: center;">Capture/Main Note-taking Section</p> <p>Write down all information (you can use abbreviations and symbols for faster note-taking).</p> <p>Include: Statements Proof Information Examples</p>
<p style="text-align: center;"><i>Summary Section</i> (2 to 3 inches high)</p> <p style="text-align: center;">Summary Section</p> <p>Review and summarize the lecture material that is listed above on the right. Use your own words. If possible, do this summary right after class on the same day. Summarizing the material will help with how well you understand the concepts. Make sure that it "makes sense."</p>	