

Hope College Academic Success Center
Keys to Academic Success Checklist

| | <u>Class #1</u> | <u>Class #2</u> | <u>Class #3</u> | <u>Class #4</u> | <u>Class #5</u> |
|---|-----------------|-----------------|-----------------|-----------------|-----------------|
| Course Requirements: Do I know... | | | | | |
| ...what books and materials I need? | | | | | |
| ...what books and materials I need <i>in class</i> ? | | | | | |
| ...what the topic/s is/are for each class? | | | | | |
| ...if I should take notes? | | | | | |
| ...if I need to participate in discussion? | | | | | |
| ...if I should do assigned reading before or after class? | | | | | |
| ...if I ever need to meet with the professor? | | | | | |
| ...if I am required to write papers? | | | | | |
| ...when papers are due? | | | | | |
| ...if I can rewrite a graded paper? | | | | | |
| ...if I am required to give oral reports? | | | | | |
| ...when oral reports are due? | | | | | |
| ...if I must attend outside events? | | | | | |
| ...how many tests I will be taking? | | | | | |
| ...when the tests will be given? | | | | | |
| ...what kinds of tests will be given? | | | | | |
| Grades: Do I know... | | | | | |
| ...how grades are computed? | | | | | |
| ...what happens to late assignments? | | | | | |
| ...if absences lower my grade? | | | | | |
| ...if I can make up a test I've missed? | | | | | |
| ...if class participation is part of my grade? | | | | | |
| ...how much tests, papers, etc., each count? | | | | | |
| ...if I have grading options/alternatives? | | | | | |
| Organization: Do I have... | | | | | |
| ...a notebook/folder just for this class? | | | | | |
| ...the syllabus with me in class? | | | | | |
| ...the prof's office/phone numbers and email? | | | | | |
| ...some classmates' numbers/email? | | | | | |
| Attendance: Do I... | | | | | |
| ...attend every class I can? | | | | | |
| ...inform the prof when I can't? | | | | | |
| ...photocopy missed notes from a classmate? | | | | | |
| ...go to the Health Clinic when I'm sick? | | | | | |
| Assignments: Do I... | | | | | |
| ...turn in every assignment? | | | | | |
| ...respect the prof's assignment deadlines? | | | | | |
| Studying: Have I... | | | | | |
| ...created and kept to a study schedule? | | | | | |
| ...reviewed previous material regularly? | | | | | |
| ...set up an Academic Success Center appointment for one-on-one Academic Coaching if I need it? (616-395-7830) | | | | | |