Note-Taking Workshop

Taking good notes is essential for college learning. If you take good notes, you will be better able to:

- Review for tests
- Participate in class discussions
- Complete writing assignments
- Remember the information from lectures, discussions, and reading assignments

The Office of Multicultural Engagement is offering a workshop on improving note-taking skills. The workshop will last approximately 50 minutes and will help students with the following tasks:

- Taking accurate notes during class
- Taking effective notes from reading and research assignments
- Organizing information in ways that make sense for test review, class discussions, and writing assignments

Students should bring notes from a recent class session and a current or recent reading assignment with them for practice during the workshop.
**Time Management Workshop**

There is never enough time in a college student’s day to do everything you want and need to do, and cutting essentials like sleep and proper meals can be even more detrimental to your grades than not completing the reading for a class. Figuring out how much time to spend studying for each course and completing each assignment and when to fit studies into a weekly schedule are major challenges for college students who are used to having their days structured by classes, work and other activities. The Office of Multicultural Engagement is offering a workshop for students to improve their study skills by managing their time wisely. Topics covered in the workshop include:

- Understanding your own needs and limitations regarding sleep, meals, socializing, physical activity and studies
- Setting up a daily routine that is effective for accomplishing personal and academic goals
- Finding ways to keep to a successful study routine
- Setting up a class schedule that is helpful for your personal and academic needs
- Balancing independent and group study sessions for your personal needs

The workshop will take approximately 50 minutes in a designated location on campus. Students are asked to bring a schedule of this semester’s classes and, to the extent possible, an outline of next semester’s classes (including days and times).
Reading Workshop

Reading well is essential to academic success because it affects students’ ability to understand lectures and participate in class discussions, as well as performance on tests and written assignments. Students who feel like they read slowly or don’t remember enough of what they read can benefit from a reading workshop. The Office of Multicultural Engagement is offering a workshop with suggestions and tools for students to improve reading skills for college classes, tests and papers. Topics covered in the workshop include:

- Sorting through the various kinds of information presented in textbooks
- Asking the right kinds of questions to prepare for class discussions and papers
- Taking accurate and organized notes to improve test review time
- Strategies for reviewing reading assignments without a lot of re-reading
- Understanding how to read differently for different subjects and professors

The workshop will take approximately 50 minutes in a designated location on campus. Students are asked to bring a reading assignment from a current course to use as an example for practicing the workshop skills.