

Tips on Being a Successful Student



- ❖ Know the Course Syllabus
- ❖ Know the Grading System
- ❖ Know your Instructors
- ❖ Attend Class
- ❖ Do the Homework
- ❖ Be Organized
- ❖ Behave Like a College Student
- ❖ Honesty is the Best Policy
- ❖ Ask for Help
- ❖ Learning Takes Time

Tip for Success:

Know the Course Syllabus

- In each class, you will receive a syllabus for the course. The syllabus contains:
 - The teacher's name and office hours
 - Grading criteria for the class
 - Dates for important assignments
 - The attendance policy
 - Required textbooks, the course outline, and more.
- Keep your syllabus and read it often throughout the semester.
- Keep other handouts that your teachers give you. See the tips for being organized.



Tip for Success:

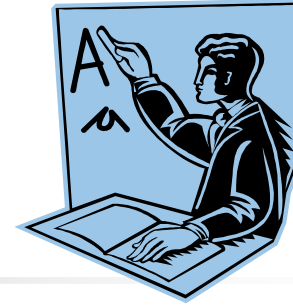
Know the Grading System

Early in the semester, find the answers to these kinds of questions:

- What factors will the teacher use to give me a final grade in this class? In other words, what grading criteria is used for this class?
- How much do quizzes and tests count toward my final grade? How many quizzes and tests will we have? What is the teacher's policy for making up a test or quiz that I miss?
- How will homework affect my grade? What is the teacher's policy on accepting late work?
- Does attendance count toward my grade?
- Is there an exit competency that I must meet in this class? In other words, do I have to get a grade of 2.5 or 3.0 in order to meet the prerequisite for another class I need to take?

Tip for Success:

Know your Instructors



- Your teacher's name, phone number, and office location are on your class syllabus.
- During the semester, you may need to go to the course subject's Department to leave a homework assignment for your teacher. It is very difficult to get a message or an assignment to the right teacher if you do not know the name of your teacher.
- You must learn the names of your teachers.
- All teachers are required to have office hours every week. Check your teacher's syllabus for the days and times he or she has office hours.
- You do not need an appointment to go to your teacher's office at this time. This is a good time to ask questions and get further explanations of ideas discussed in class.

Tip for Success:

Attendance



- Your instructors expect you to attend all class sessions.
- Most instructors understand that emergencies sometimes happen; if you have an emergency, please contact your instructor as soon as possible.
- You must complete assignments that you miss when you are absent. It is your responsibility to find out what the assignment was and do it!
- The instructor can drop you from the class if you miss more than four (4) class meetings in a 4-credit class, or three (3) class meetings in a 3-credit class.
- After the 6th week of the semester, the student may be dropped from class and receive a "W" as a grade.

Tip for Success:

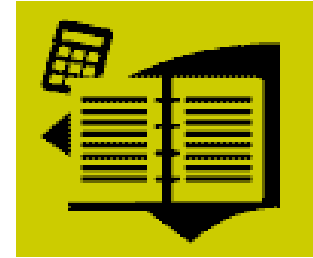
Do the Homework



- Be sure you know how homework will be graded.
- Don't be afraid to ask your teacher if you do not understand how to do an assignment. Go to your teacher's office hours, call, or send an e-mail.
- **DO NOT do homework during class time!**
- Do your own work. Do not copy homework from someone else. You will not learn by doing that!
- Plan to spend 1 to 2 hours doing homework or reading for a class for every hour you spend in the class. For example, you should plan to spend 4 to 8 hours a week doing homework for a 4 credit class.
- You may need to work fewer hours at your job if you are taking two or three classes.

Tip for Success:

Be Organized



- Use a notebook with dividers and pockets. Keep notes for each class in a separate section of the notebook.
- Keep a list of all homework assignments that each teacher gives in each class.
- Have your homework ready to hand in at the beginning of class. Be sure your name, the date, and the class are at the top. Put it in the pocket of your folder.
- Talk to your teacher about ways to stay organized.
- Staying organized will help you be more successful in the class because you will not lose assignments or forget to do them.

Tip for Success:

Know What Kind of Behavior is Expected at College

Students are expected to behave in the classroom in a way that promotes a **good learning environment**. Your teacher may give you some rules for classroom behavior with the syllabus. Here are some general rules for behavior in the classroom:

- **Arrive on time.** Parking is very difficult at the beginning of the semester, so please give yourself enough time to find a parking space.
- **Turn off your cell phone during class.**
- **Do not interrupt the teacher or other students** while they are speaking. If you have something to say in a discussion, raise your hand and wait for the teacher to recognize you.
- **Do not do homework during class time.**
- Show respect for your teacher, yourself and other students by paying attention in class and participating in class discussions.

Tip for Success:

Honesty is the Best Policy

Students are expected to be honest in their work. Cheating is dishonest. Another word for this is **plagiarism**. The following behaviors are considered cheating:

- Copying a classmate's homework.
- Copying from a classmate during a test or quiz.
- Using answers for tests or quizzes that you have received from another student.
- Using papers written by another student, or downloading a paper from the internet, and turning it in as your own writing.

- Consequences for Cheating or Plagiarism include:
 - Receive a failing grade on the assignment, paper, quiz, or test.
 - Receive a failing grade in the class and be withdrawn from the class.
 - Be expelled from TSTC.
- The consequences will be decided by your instructor, the department, and the College.

Tip for Success:

Ask for Help



- TSTC has tutors to help you with classes. You must agree to meet with the tutor 1 hour each week during the semester.
- Tutoring is free of charge!
- Tutoring is available at the Student Success Office, "D" building room 122.

Tip for Success:

Ask for Help



- TSTC also has counselors and advisors to help you. They can talk to you about feelings of frustration, anxiety, cultural adjustment, and many other things.
- Counseling is available in the Student Services Building

Tip for Success:

Understand that Learning Takes Time

- Hours of study and reading are necessary for faster learning.
- Making mistakes is a normal part of the learning process. Your teachers can help you to learn faster if you are honest about your own work. Do your best work, and learn from your mistakes!
- If you start to feel discouraged, talk to your teacher, a tutor, or a counselor or advisor. Don't quit or give up!
- Stay motivated! Keep your goals in mind and steadily work toward them. You can do it!

