

Career Hub Services**Lawrence A. Bertolini Student Center, Third Floor****Hours:** Monday - Thursday: 8:00 a.m.-5:00 p.m.

Friday: 8:00 a.m.-12:00 p.m. (Closed Fridays June & July)

(707) 527-4329



SUCCESS BEHAVIOR CHECKLIST

- ☐ Identify your goals, strengths and weaknesses.
- ☐ Identify your campus “help” resources to build on your strengths and work on overcoming your weaknesses.
- ☐ Arrange for texts and required materials before classes meet.
- ☐ Build a study plan, including when and how much you’ll need to study to meet your goals.
- ☐ Go to every class.
- ☐ Sit in the front row and keep your mind actively on your learning goals, and those of the instructor and the course.
- ☐ Turn off cell phone message indicators during class and study times.
- ☐ Take good notes, and make it easier to identify question areas.
- ☐ Actively develop questions about course content to clarify your understanding.
- ☐ Take advantage of instructor office hours.
- ☐ Participate in class discussions to try out your own understanding of concepts and to raise questions of importance to you.
- ☐ Study with a partner, going over key points, clarifying areas of question or misunderstanding, discussing points that may come up on exam.
- ☐ Don’t miss quizzes or tests.
- ☐ Submit assignments on time.
- ☐ Be neat and legible in your assignments.
- ☐ Use your campus “help” resources all the way through the term, not just before important tests.

