

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.
- \Box 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.
- \Box 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.
- \Box 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.

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