



# ACADEMIC SKILLS WORKSHOP SERIES Spring 2015

## Academic Support and Access Center

STUDY SKILLS	
Tuesday, Jan. 27 1pm-2:30pm MGC 203	<b>Kurzweil Software: Tips to Increase Your Productivity in Reading and Studying</b>
Wednesday, Feb. 4 1:10 pm – 2:30 pm Hughes Formal Lounge	<b>Class Participation</b>
Tuesday, Feb. 10 5:30 pm – 6:45 pm Hughes Formal Lounge	<b>Minimize Test Anxiety</b>
Wednesday, Feb. 11 5:30 pm – 6:45 pm MGC 203	<b>Public Speaking</b>
Wednesday, Feb. 18 1:10 pm – 2:30 pm MGC 245	<b>Take Better Class Notes</b>
Wednesday, Feb. 18 5:30 pm – 6:45 pm MGC 247	<b>Test-Taking Skills and Strategies</b>
Saturday, February 28 10:00 am – 11:30 am MGC 245	<b>Preparing for Graduate Comprehensive Exams</b>
Tuesday, April 14 5:30 pm – 6:45 pm Hughes Formal Lounge	<b>Test-Taking Skills and Strategies</b>
READING SKILLS	
Wednesday, Jan. 21 5:30 pm – 6:45 pm Anderson Conference Room	<b>Read it Once! Strategies for Taking Notes on Readings</b>
Wednesday, Feb. 4 5:30 pm – 6:45 pm MGC 203	<b>So Much Reading, So Little Time</b>

TIME MANAGEMENT	
<b>Session One:</b> Tuesday, Jan. 27 5:30 pm – 6:45 pm McDowell Formal Lounge	<b>The Big Picture: Balancing School, Work, and Other Obligations</b>
<b>Session Two:</b> Tuesday, Feb. 17 5:30 pm – 6:45 pm Anderson Conference Room	
Monday, Feb. 9 5:30 pm – 6:45 pm MGC 203	<b>Overcoming Procrastination</b>
Wednesday, Feb. 25 5:00 pm – 6:30 pm Graduate Research Center	<b>Time Management for Graduate Students</b>
Wednesday, March 18 1:10 pm – 2:30 pm MGC 245	<b>Finish the Semester Strong!</b>
WRITING SKILLS	
Wednesday, Jan. 28 5:30 pm – 6:45 pm Bender Library 115	<b>Planning and Editing Papers</b>
Tuesday, Feb. 24 5:30 pm – 6:45 pm MGC 203-205	<b>Writing Research Papers for Graduate Students</b>
Tuesday, March 17 5:30 pm – 6:45 pm MGC 247	<b>Planning and Editing Papers</b>
SCIENCE SKILLS	
Wednesday, Jan. 28 5:00pm-6:00pm Battelle Atrium	<b>Tackling Science Tests</b>

### No Registration Required

American University is committed to providing accessible programs. For accommodations, please contact the ASAC.

[asac@american.edu](mailto:asac@american.edu)

202-885-3360

[american.edu/asac](http://american.edu/asac)

## **WORKSHOP DESCRIPTIONS:**

**Class Participation** – Has your professor listed “Participation” as a part of your final grade? Learn what this means, and how to fulfill the requirement.

**Finish the Semester Strong** – Can the semester be half way over? Assess how you’re using your time to accomplish your goals and manage your priorities. Create a plan to finish the semester strong.

**Kurzweil Software** – Kurzweil 3000 is a productivity tool that can assist all students with reading, writing, organization and study skills. The workshop will focus on how to use the Kurzweil highlighters to create outlines or study guides, how to use the bookmark tool to create an index and how to use the Kurzweil writing tools to write and proofread your papers.

**Minimize Test Anxiety** – Use basic stress management strategies to remain calm before and during an exam.

**Overcoming Procrastination** – Identify your procrastination triggers and tendencies. Develop strategies to complete your work.

**Planning and Editing Papers** – Take an assignment and turn it into a solid paper. Learn practical methods for starting, structuring, and completing your paper while incorporating the components of an “A” paper.

**Preparing for Graduate Comprehensive Exams** – Strategies for organizing and remembering information and for taking written, closed-book comprehensive exams.

**Public Speaking** – Give your best presentation. Learn tips to overcome common hurdles.

**Read It Once! Strategies for Taking Notes on Readings** – Learn techniques to develop study guides as you read course material the first time. Don’t plan to reread all your course materials a second time before the exam. Read it once and make study guides to easily organize and review the content on an ongoing basis.

**So Much Reading, So Little Time** – Long text? Dense text? These tips will help you conquer that reading. Put reading in the context of the course goals.

**Tackling Science Tests** – This is a program for any students taking any science courses. Learn the best ways to read the text books to both anticipate questions and answer them. Find out about tutoring options. Hear about effective study habits from experienced peers. Well worth your time right before midterms!

**Take Better Class Notes** – Class notes and reading notes. Same? No! You can structure notes to make automatic study guides. Learn strategies to absorb information faster and more efficiently.

**Test-Taking Skills and Strategies** – Multiple-choice questions, essays, short-answers: they all can appear on tests and they all require different test-taking strategies. Learn tips on how to maximize your time, reduce stress, and approach tough questions to get better results.

### **The Big Picture: Balancing School, Work, and Other Obligations**

**Session One** – Analyze your weekly commitments and what your time use says about your priorities. Learn to organize the puzzle of class, study, social, wellness and work time in your 168 hour week!  
Construct Your Work/Life Schedule and Semester at a Glance Calendar.

**Session Two** – Check-in with us to evaluate which time management techniques have been working best for you since session one. Gain new insight from your peers in this group session to improve on your time management skills.

**Time Management for Graduate Students** – Analyze your weekly commitments and what your time use says about your priorities. Learn to how to adjust to the long hours of grad school in your 168 hour week!

**Writing Research Papers for Graduate Students** – Special emphasis on literature reviews and original research.

**Complete any 3 workshops to be eligible for a certificate.  
Win a prize: Be entered to win a prize by attending at least 5 workshops.**