**History 1301 – Student Checklist**

**Action Plan**

Attend all my classes without skipping any session.

Print out the syllabus and keep it in my notebook/folder.

Use a planner to schedule each assignment with deadlines and break down each required tasks toward completion.

Sit at or near the front of the class to minimize distractions.

Complete assigned readings before class.

Actively take notes during each lecture and when reading assigned material.

Submit all assignments **at least** 12 hours before the deadline.

Make sure I plan enough time to study for quizzes and exams, at least a week beforehand. Do not cram at the last minute.

Meet with professor during office hours to clarify instructions or information and track my progress in class.

Take advantage of all FREE resources (e.g., ACE tutoring, ACE advising, student counseling, etc.).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Motivation: You Can Do It!**

|  |
| --- |
| **Two of my goals are to…** *(read ahead the chapters, summarize class notes, meet with my professor, check ACE Self-Help, etc.)* |
| **Two effective habits I have done are…** *(minimize distractions when studying, follow my schedule/planner, attend tutoring, etc.)* |

**I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, agree to adhere to this action plan and give this semester my all.**

**Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**