Tips for Success

Attendance
1. The syllabus is the contract between you and the instructor. Notify the instructor if there is some concern or questions.

2. Come on time prepared for class. Have the required assignments completed before the session.

3. The lab is a professional work environment. Keep it clean. Notify instructor if your station is unkempt at the start of class.

4. Notify the instructor if you need to miss a class prior to said class due to a scheduled event such as a doctor’s appointment. This will give you time to get information on the assignments for that class. The assignments will still need to be submitted via email by the scheduled due date.

5. Contact the instructor as soon as possible if there is an emergency situation that does not permit you to attend class. We will work together to see what needs to be done to get you back on track.

6. You need to stay in class the entire time unless you are completely done with all the assignments. By staying in class, you can contribute to the class by answering questions or helping others. Also, you can get help from the instructor and from other students when stuck.

7. Keep track of important dates.

Homework
8. Plan on doing homework at home. Plan on taking twice the amount of time spent in class on homework outside of class. Come see the instructor outside class if you have questions.

9. Start your assignments the day they are assigned. This gives you time to contact the instructor with questions if you get stuck.

10. Don’t multitask. Humans do worse on individual tasks when they multitask. Those who thought they were the exception and felt they can multitask the best – ended up doing the worse on tasks!

11. Focus your efforts on mastering the material not just getting a good grade. If you master the material, you will get the good grade.

12. Submit only the best work you have to offer.


14. Upload your completed homework to an online storage site.

15. Organize your work so you can find your files.

16. Try to do all homework on your own. However, if you are stuck on an assignment for longer than 20 minutes do the following:
   a. Review the steps in the assignment. Make sure to follow them carefully.
   b. Contact a classmate for help in finding out what you are missing. Once that is done, continue again by yourself.
   c. Contact the instructor to set up a time to get together (this is why it is important to get starting on an assignment early)
   d. Set the “stuck assignment” aside and work on another assignment. Go back to the “stuck assignment” after a while and see if things may be working better now or you determined your misstep.

17. Lectures will be uploaded in PDF format after class for review. When working with the lecture PDF, look over the whole lecture first to remember the topic and what we did in class. Then go back and work through the lecture slide by slide. Sometimes the info presented on one slide will refer to an upcoming step in another slide. By looking over the whole lecture you will have an overview of the final product. This process works well with reading material.

18. Students that succeed are not necessarily smarter. They just apply themselves and work consistently in learning the material.

Attitude
19. Every person at Kirkwood wants you to succeed but you will need to work to earn your grade.

20. You need to let us know if you need help. Instructors assume that all is going well if you don’t let them know otherwise.

21. Don’t give excuses on why work is not getting done. Instead determine what needs to change so work can be completed properly and submitted on time.

22. Know the rules. Follow the rules. Ask questions.