Title: American Politics: PLSC 210 AQ.  
  
*Minimum of 48 lecture hours/semester:   
Partially satisfies the American History and Institutions requirement.  
Recommended: Eligibility for ENGL 836.*Transferable to UC and CSU (D1).

Dept. Number and Section: Political Science 210 AQ: CRN: 90527.

Semester: Fall, 2016: Thursday, 08/18/16 to Tuesday, 12/13/16.

Hours: 3 lecture hours per week. 3.0 Semester Units.  
Grading method: Letter Grade.

Days, Hours and Location: TTH: 11:10 to 12:25 PM: Room, 4-170.

Contact information:

Instructor: Dr. Johannes A. Masare.

Availability: Office: Room, 2-2301 – Bldg. 2, Third Floor.  
Office Hours: MWF: 08:00-09:00 AM.  
 MWF: 10:00-11:00 AM

TTH: 10:00-11:00 AM.

Telephone: 650-738-4288.

E-mail: [masare@smccd.edu](mailto:masare@smccd.edu)

Note well: In the “**Subjec**t” line of your e-mail to me, you must include the following:   
(*Your student, XYZ, in PLSC 210 AQ*) – *(XYZ*) is your full name.   
If this information is not included on the “**Subject**” line, I will delete your e-mail.   
I do not open any e-mail if I do not know the source of the e-mail.   
To avoid any potential misunderstandings***, please make a note of this policy.***

Instructor’s Home page: <http://www.smccd.edu/accounts/masare/>

Our text book: Government in America: *People, Politics and Policy*:  
Has the following web site:

[www.pearsonhighered.com/revel/](http://www.pearsonhighered.com/revel/)

In order to register at this site, please follow the following steps:

This course uses a Pearson digital product that will be assigned throughout the semester. Important resources for this course are included in this product. Here is how to register:

1. Visit this link and click Join Course:

<https://console.pearson.com/enrollment/c5dfho>

2. Sign in with an existing Pearson username/password or create an account if you do not have one. After you sign in, your course materials will be listed under My Courses.

3. To access these materials, you will need a prepaid product access code purchased from the campus bookstore, or you can pay by credit card or PayPal for immediate access. There is also a free trial available if you are waiting on financial aid.

Helpful Tips:

- Once you have joined the course, you can access your materials anytime for 12 months from the point of purchase by visiting https://console.pearson.com. Bookmark this page for easy access.

- Pearson recommends using Chrome, Firefox, or Safari to access this digital product.

- Remember, you must use this invite link to join the course. Contact your instructor if you lose the link or visit the Pearson product support page at:  
  
 http://247pearsoned.custhelp.com for help.

- This link is unique to your course and your instructor.

Catalogue Description:

A study of the historical and constitutional development of the foundations of United States political institutions and the dynamics of the governmental decision-making process from the colonial era to the present. Examination of various sources of political attitudes, roles and behaviors of political participants and ways political decisions are made by the different units of government.  
*Transfer Credit: UC; CSU (D1).*

Text Book:   
  
Government in America: People, Politics and Policy.

George Edwards III

Martin P. Wattenberg

Pearson Publications  
2014 Elections and Updates Sixteenth Edition, 2016.

Student Learning Outcomes:

Upon completion of this course, students are expected to be able to:

1. Demonstrate an understanding of the principles and practices   
 of American political institutions.

2. Demonstrate and understanding of the role of socio-political   
 movements, race and ethnicity, political parties and interest   
 groups in American politics.

3. Demonstrate an understanding of some of the central issues in   
 American politics.

Overall objectives:

Political Science 210: American Politics is designed for the transfer and the A.A. degree student wishing to partially fulfill the American History and Institutions requirement for graduation with A.A. degree and/or satisfy the lower-division requirement in history and institutions at the transfer institution. The course is also designed for the Political Science major and a General Education course for the student who wishes to have an introductory background in the discipline of Political Science.

PLSC 210 meets graduation requirements in the following areas:   
  
 i) - Specific Area Requirements, Group A:   
 U.S. History & U.S. Government.  
 ii) - General Education, Social Sciences.

iii) - General Education: Social, Political and Economic Institutions,

Group D1: U.S. History & U.S. Government.

iv) - Inter-Segmental General Education Transfer Curriculum

(IGETC), Area 4: Social and Behavioral Sciences.

v) - U.S. History, Constitution and American Ideals,   
 Group A: U.S. History & U.S. Government.

Assignments and Grading:

Four examinations: Three midterm exams and one final examination.

Exam # 1: Chapters. 2, 3, 4 and 5.   
Exam # 2: Chapters. 8, 9, and 10.

Exam # 3: Chapters. 11, 12, 13 and 15.

Exam # 4: Final Exam: Chapters 16, 17, and 18.

Note 1: The midterms and the final exams will consist of 40 multiple choice questions (worth one point each) and four essay questions (worth ten points each) - a total of 320 points.

Note 2: All exams are to be taken on the scheduled dates as indicated below. There will be no make-up exams except for medical, legal or natural reasons. All documentaries are an essential part of this course; therefore, attendance and note-taking are required. Documentaries supplement our text book.

Note 3: Once the student has the exam in her/his hands, the student is not allowed to go out of the class room and then come back and continue taking the exam.   
*Once you step out of the class room, your exam is over at that moment.*  
Please make a note of this policy.

Note 4: Make sure you arrive on time during the exam days: If one student has completed her/his exam and has left the class room and you come after that student has left the class room, you will not be allowed to take that exam.

Note 5: All my final exam dates and times are based on Skyline College’s Final  
Exam Schedule as shown on page 5 of Fall Semester, 2016, Class Schedule. As you can see our class which meets on TTH from 11:10-12:25 our final exam will be on Tuesday,   
December 13, from 11:10 AM to 1:40 PM.

Note 6: Final semester grades for Fall Semester, 2016 will be available on WebSMART at skylinecollege.edu beginning January 4, 2017.

Grading Scale: The student's semester grade will be determined by the total number of points the student has earned out 320 points according to the following scale:

Course Grade: Midterms and Final Exam.

282-320=A grade (088-100 %) 70-80

240-281=B grade (075-087 %) 60-69

198-239=C grade (062-074 %) 49-59

160-197=D grade (050-061 %) 40-48

000-159=F grade (< 50%) 00-39

Note: According to the above grading scale, suppose a student has scored 80/80 in the first two midterms and obtained (A) grades with a total of 160 points. If that student does not earn any more points in the subsequent assignments, then the student will end up with a (D) Semester grade. Why? The student's total points of 160 earn her or him a (D) grade. You must aim at doing excellent work in all of your assignments.

Make up Policy:

A student may take a makeup test due to the following basic reasons:

1. Medical reasons – student’s illness – doctor’s report required.

2. Legal reasons – student is required to be in court.

3. Family tragedy – e.g. death in the family.

Note: An incomplete grade will be assigned only after a written request by the student stating the reasons why the student cannot complete the course as stipulated in the course syllabus. If the student does not make a written request for an incomplete grade, the student will be assigned a grade commensurate with the total points the student has earned up to the time the grades are turned into the Registrar’s office.

Extra Credit Policy:

There is no extra credit available to one student which is not at the same time available to all the students. All of our students are to be treated with fairness and impartiality.   
*Please make a note of this policy.*

Course requirements:

Please note: Students in PLSC 210 AQ are required to have a copy of the following documents –

i) - Study Tips -- the Study Tips are on the last page of the syllabus.  
 ii) - Student Code of Conduct.

The Student Code of Conduct is the current Student Handbook

If there is a *student code of conduct* and you do not know that *code*, how are you going to *conduc*t yourself as a student?

This following statement is from the current Skyline College Student Handbook:

“Students enrolled in the colleges of the District are expected to conduct themselves as responsible citizens and in a manner compatible with the District and College function as an educational institution. Students are also subject to civil authority and to the specific regulations established by each college in the District. Violators shall be subject to disciplinary action, including possible cancellation of registration, and may be denied future admission to the colleges of the San Mateo County Community College District. The following actions are prohibited and may lead to appropriate disciplinary action:

“Continued disruptive behavior, continued willful disobedience, habitual profanity or vulgarity, the open and persistent defiance of the authority of, or persistent abuse of, College/District personnel, or violating the rights of other students.”

Note: The page references change from academic year to academic year edition of the  
Student Handbook: You must check the current Student Handbook for the respective pages. The Student Handbook is online on Skyline College’s web site. The Student Handbook contains very important information for the student’s life here at Skyline College. That is why it is supposed to be in the hand of the student!

Note: All the information in the Student Handbook is for you, *the student*. Therefore, it is necessary for you, *the student* to have that information and to understand it.

Examples of un-acceptable behavior in class include but not limited to the following:

“Each student has the obligation to know and uphold the College Rules and Regulations.  Students who engage in disruptive behavior – conduct that interferes with the instructional, administrative, or service functions of the course – can be subject to disciplinary action, including suspension and/or expulsion from the course and/or college.  Specifically, cell phone interruptions, the use of iPods, habitual profanity or vulgarity, and continued willful disobedience will result in disciplinary action.  Reference the Student Code of Conduct for further description of unacceptable disruptive behavior.”

Attendance: This is the most important and essential requirement in order to succeed in this course. Studies have shown that students who attend classes regularly are more likely to complete their courses successfully than those who do not. It is not enough to have your name on the class list; it is imperative that you do indeed attend class meetings and actively participate in classroom discussions.

In respect to this requirement look at the current *Student Handbook*.

Note: The Student Handbook is online on Skyline College’s website.  
  
Here in part what the Student Handbook clarifies about attendance:

This following statement is from the current Skyline College Student Handbook:

“After registering for a class, regular attendance in class and laboratory sessions is expected of every student. Regular attendance enables the student to learn the content/subject matter of the course. It is the student’s responsibility to withdraw when several absences have occurred. ***(Absence means nonattendance for whatever reason.)*** Absences cause grades to decline. A professor can drop a student from a course if excessive absences have placed the student’s success in jeopardy. If the student believes that there were extenuating circumstances related to the absences that resulted in being dropped from a course, the student may petition the Academic Standards and Policies Committee within five academic calendar days. For additional information about filing a petition, contact the Admissions and Records Office at (650) 738-4251.”

This following statement is from the current Skyline College Student Handbook:

“Students are expected to be prepared for the course(s) in which they enroll and to be able to demonstrate to the professor their levels of preparation, if requested to do so.  
 Students are also expected to perform the work of the course in a timely and systematic manner. The professor of a course has the authority to determine the level of preparation and level of performance of any student enrolled in that course. ***The professor may seek to exclude from a course any student whose conduct is disruptive. The instructor has the authority to remove the student from his/her class from the time of an incident and the*** ***next class meeting***. The student must make an appointment with the Disciplinary Officer before returning to class. Any student who refuses to leave a classroom when requested to do so by the professor or by an administrator of the College is subject to disciplinary action. See Disciplinary Codes & Student Grievances and Appeals in the catalog for further information.”

Active participation in classroom discussions: All students are expected to participate in classroom discussions on the various topics presented in class. Learning is not a one-way process -- it requires active involvement based on the recognition by the students of the inner need to know. The driving force of that inner need to know must of necessity come from the students themselves.

Classroom Behavior and Conduct: In order to facilitate learning and exchange of ideas, classroom atmosphere must radiate a deep sense of mutual respect and courtesy not only between the instructor and the students but also between the students themselves. Some aspects of our course deal with controversial issues - including issues such as abortion, affirmative action, death penalty, gun control legislation, immigration and racism. There is plenty of room for students to have differing views on all these issues. As you would like others to respect your own views, remember, those who are opposed to your own views also expect you to respect their views. Simply put: Treat others as you, yourself would like to be treated. Note: In this regard, examine the current Skyline College, *Student Handbook*.

Note in particular under: STUDENT CODE OF CONDUCT in the current *Student Handbook.* The following are among the prohibited actions which may lead to appropriate disciplinary action:

“Continued disruptive behavior, continued willful disobedience, habitual profanity or vulgarity, the open and persistent defiance of authority, or persistent abuse of college personnel.”

“Use of a personal amplified device that disturbs the privacy of an individual or an instructional program.”

Withdrawal Policy:

Please note: If you wish to drop this class you must do so using the WebSMART system. Students will not be automatically dropped for missing class. Failure to drop in a timely manner may result in an (F) grade in this class.   
  
Note: The last day to drop the class without appearing on record is Tuesday, September 6, 2016.  
  
Plagiarism and Cheating:

Note the current *Student Handbook*:   
Among the actions prohibited by the Student Code of Conduct are:

“Dishonesty (such as cheating, plagiarism…”

Among other things, Plagiarism means:  
   
“Incorporating the ideas, words, sentences, paragraphs or parts of another person’s writing without giving appropriate credit, and representing the product as your own.”   
  
See page the current *Student Handbook*.

And among other things, Cheating means:

“Copying, in part or whole, from someone else’s test…

Using or consulting any sources or materials not authorized by the professor during an examination.”  
  
See the current *Student Handbook*.

To see the consequences of Academic Dishonesty, look at the current *Student Handbook*.

Note 1: Electronic dictionaries are not allowed during an examination. Book or text dictionaries are allowed.

Note 2: While in class, cell phones are to be turned off or to be on the vibratory mode.

Note 3: Students are encouraged – indeed, expected to immediately notify the instructor if another student is disrupting their learning process and/or is cheating while taking an exam.

Academic Adjustments for Students with Disabilities:

Please note: “In coordination with Disability Resource Center, reasonable accommodation will be provided for eligible students with disabilities. If you do not yet have an accommodation letter, please contact the DRC. For additional information about this policy contact the Disability Resource Center, Building 5, Room 5-5132 or call   
650-738-4280.” See the *Current Student Handbook*.

Note 1: If you encounter any difficulties with any part or aspect of the subject matter of this course, do not hesitate to contact me by phone or -e-mail as indicated on my web page and also at the top of this course syllabus. I will be very happy to be of assistance to you regarding any questions that you might have about this course.  
  
Note 2: Please note the new Skyline College smoke free policy which takes effect as of   
Fall Semester 2009:

“Beginning Fall Semester 2009.  Smoking is now only permitted in designated areas in parking lots around campus.  Designated areas are clearly marked and ashtrays are located nearby.  The active participation and cooperation of all students, faculty, staff and guests in promoting a healthy and safe environment at Skyline College and guests are expected to observe the smoking policy. Tobacco-free resources are available in the Student Health Center, located in Building 2, room 2209, (650) 738-4270 and on the Skyline College website.”

Note 3: As of Spring Semester, 2016, we are required to share the following   
information with our students:   
  
Please make a note of this policy:

*“The San Mateo County Community College District is committed to maintaining safe and caring college environments at Cañada College, College of San Mateo and Skyline College. The District has established policies and procedures regarding Sexual Misconduct, Harassment, and Assault. A District website has also been developed which provides you with important information about sexual misconduct and sexual assault.*[*http://smccd.edu/titleix/*](http://smccd.edu/titleix/)

*To learn more about these issues and how you can help prevent them, you are encouraged to view the****Not Anymore****videos, which can be found on****WebSMART****under the****Student Services****link. Click on*[*Not Anymore Video*](https://websmart.smccd.edu/prod/bzsksexh.P_anymoreURL)

Schedule:

Make a note of the following dates and mark them on your calendar:

1. Thursday, 09/15: First midterm examination – multiple choices.

2. Tuesday, 09/20: First midterm examination – Essay questions.

3. Thursday, 10/13: Second midterm examination – multiple choices.  
4. Tuesday, 10/18: Second midterm examination – Essay questions.  
5. Tuesday, 11/08: Third midterm examination – multiple choices.  
6. Thursday, 11/10: Third midterm examination – Essay questions.

7. Final exam, Tuesday, 12/13/16: 11:10-01:40 PM.

Detailed Class Meeting Schedule, Topics and Exam Dates:

08/18-08/23: Introductory remarks.

Thursday: 08/25/16: Demonstration of online features of our text book.  
Please come with your lap top or any other device you use to access the Internet.

**Tuesday: 08/30/16: Pre-test.**  
  
Part I: Foundation of American Political System:  
  
 Schedule-------------------Topics--------------Chapters--Pages:   
  
 09/01: The Constitution of the United States---02--030-063

09/06: American Federalism-----------------------03--068-093

09/08: Civil Liberties and the Bill of Rights-----04--098-138

09/13: Civil Rights: Struggle for Equality--------05--144-175

Thursday: 09/15: First midterm examination –Multiple choices.  
 Tuesday, 09/20: First midterm examination – Essay questions.   
  
Part II: People and Politics:

Thursday, 9/22: Documentary: The Democrats – 1960-1992.  
Tuesday, 9/27: Documentary: The Republicans – 1960-1992.  
  
 09/29: American Political Parties---------08---- --244-268

10/04: Nominations and Campaigns-----09 (i) ---272-292  
 10/06: Elections and Voting---------------09 (ii)—292-307

10/11: Interest Groups in America-------10------- 312-335

Thursday, 10/13: Second midterm examination – Multiple choices.  
 Tuesday, 10/18: Second midterm examination -- Essay questions.

Part III: The Policymakers:

10/20: The Congress of the United States---11---340-371  
 10/25: The Presidency--------------------------12---376-415  
  
 Thursday, 10/27: Documentary: The National Debt.  
   
 11/01: Budgetary Process-----------------------13---420-445

11/03: The Federal Courts----------------------15---484-517  
   
Tuesday: 11/08: Third midterm examination – Multiple choices.  
Thursday, 11/10: Third midterm examination – Essay questions.  
  
Part IV: The Policies: Chapters 16, 17, and 18.  
  
 11/15: Economic Policymaking----------16 (i) --522-532

Thursday, 11/17: Documentary: Inequality for all.  
  
 11/22: Social Welfare Policymaking -- 16 (ii) –532-548

Tuesday, 11/29: Documentary: National Health Insurance in other democracies.

**Thursday: 12/01: Post-test.**  
  
12/06: Environmental Policymaking---------17---552-576  
  
 12/08: Foreign/Defense Policymaking-------18---582-613   
  
 Tuesday, 12/13: Final Examination: 11:10-01:40 PM.

Concluding remarks:

This instructor is trying to instill a certain degree of personal **responsibility** in his students respecting their educational process. You, as a student, are the one who decided to enroll in this course; it is not the instructor who made that choice for you. If at any time during the semester you find out that for whatever reason you cannot complete the course, then it will be your responsibility to drop the course. It will not be the responsibility of the instructor to drop you from the course because the instructor is not responsible for you enrolling into the course.

As it is your right (when the class is not closed) to enroll into the course, you assume the responsibility of either completing the course by performing all the requirements stipulated in the course syllabus or dropping the course. It is not the instructor who knows why you cannot complete the course; it is you who knows why you cannot complete the course. Take that responsibility seriously.

What is personal responsibility? Here are some concepts regarding this very important issue regarding human development: These comments are from Denis Waitley’s bestselling book: **Empires of the Mind**: *Lessons to Lead and Succeed in a Knowledge-* *Based World*.

First Denis Waitley, asks the reader to look at the definition of “responsibility” in the **American Heritage Dictionary** and then he goes on to quote his colleague, Stephen Coy, the author of: **The Seven Habits of Highly Effective People**, who defined responsibility in the following terms:

“Look at the word *responsibility* – response-ability – the ability to choose your response.  
Highly proactive people recognize … responsibility. They do not blame circumstances, conditions, or conditioning for their behavior. Their behavior is a product of *their own* *conscious choice* based on values, rather than a product of their conditions, based on feeling.” And Denis Waitley went on to say:

“The ‘why me?’ so often heard today should be ‘Try me, I can handle it.’ ‘Give me the chance and I’ll do the job.’ Blaming others – parents, bosses, companies, immigrants, fate, weather, bad luck, the government or horoscope – *is a mark of a juvenile mind*.  
The mature mind asks what is within *me* that caused this to happen. ‘What did I fail to consider? What can I do next time?’ Instead of contemplating what’s ticking inside them, the blame-fixers focus on what’s going on around them. It’s easier to assume the faults lie elsewhere.”

You are no longer juveniles! You are grown up men and women at college level. So, get out of that juvenile mentality and accept/face the consequences of your conscious choices as mature and grown up men and women.

You, the student, looked at page 116 of the Fall Semester 2016 Class Schedule and you saw that PLSC 210 AQ meets on TTH at 11:10-12:25 PM in room 4-170. You then made a conscious decision/choice to register in that class. What does that mean to you? Does it or does it not mean that on TTH at 11:10 AM you will be there in room 4-170? It is not your label or what is sometimes called your name which is written on a piece of paper called the class roster which will be learning – it is you, the student who will be learning in that room. So, be there in that room at that time on TTH.   
And that is why regular attendance is of paramount importance in order to succeed in this class.

Of late there has been a lot of fuss about the so-called “Student Learning Outcomes” – Please note carefully; we are talking about the learning outcomes of the student – not of the teacher. There is nothing a teacher can do vis-à-vis a student who either cannot learn or who does not want to learn -- nothing. Please note again, students are not passive and empty receptacles into which teachers pour knowledge and students become learned whether they like it or not! Students can refuse to learn! You as the student, nobody else, must be consciously and actively seeking knowledge and learning the skills that you are trying to acquire – no teacher can make you knowledgeable against your will! You, the student, are the seeker of knowledge and skills – that knowledge and skills cannot be imposed upon you whether you like it or not. You are to be an active participant in the process of your education.

One of my favorite definitions of education is that which was put forth by   
Dr. Bruce Hanson and Dr. Peter Gilboy, that:

“Unlike training, the intent of education is not to produce a rote habit, but has as its aim  
the evoking of a feely chosen self-change toward a higher quality of existence.”

Notice where the emphasis is: You freely choose to change yourself toward a higher quality of existence: You alone can do that for yourself – the choice is to be made freely to change yourself. Who else can do that for you – except you!

And that is precisely what Denis Waitley meant when he reminded us that:

“You must look in the mirror when you ask who is responsible for your success or failure. You must become a lifelong learner and leader, for to be a follower is to fall hopelessly behind the pace of progress. The power brokers in the new global arena will be the knowledge facilitators. Ignorance will be even more the tyrant and enslaver than in the past…  
 Understand that the empires of the future will not be built of concrete, with walls of stone, turrets, armies, and gates. The empires of the future will be empires of the mind.”

That means your ignorance will allow, will permit and will enable others to tyrannize you, to control you and to enslave you more easily! Why would you want to do that to yourself?

Remember well, the choices you are making at the present moment will affect what you will become in the future. In fact, whatever you decide to do or not to do today will either enhance or inhibit your progress towards what you would like to become in the future. Simply put, your future is literally in your own hands – not in the hands of your parents, your teachers, your counselors or in the hands of the college presidents, or deans or the Chancellor, no, your future is in your own hands. The understanding of this simple statement is the beginning of your own empowerment to determine your own life and what you plan your life is going to be. No one can make that decision for you, except you. What you do or do not do today will have a great impact on what you will become tomorrow.  
  
 Please make use of all the services that are available to you as a student at Skyline College in order to succeed in your educational objectives. Make use of all the services such as the Writing and Reading Assistance Lab in the Learning Center and all other student services: If you do not seek and if you do not look or ask for assistance how can you be helped?   
  
And remember this:

“You are free to do whatever you like.

You need only face the consequences.”

Sheldon Kopp.

Here is another of some of my favorite sayings: This is from George R. Kirkpatrick:

“Nature gave man two ends – one to sit on and one to think with. Ever since then man’s success or failure has been dependent on the one he uses most.”

That is why Charles F. Haanel wrote in his book: **Mental Chemistry:**

“… Thought rules the world; thought rules every government, every bank, every industry, every person and everything in existence … is differentiated from everything else, simply and only because of thought.   
Every person is what he is because of his method of thinking, and men and nations differ from one another only because they think differently.”

What is *your* method of thinking? Have you examined *your* method of thinking – the method of thinking which has made you who or what you are today?

Here is another of my favorite quotes from Johann Wolfgang von Goethe.

“We do not have to visit a madhouse to find disordered minds;   
our planet is the mental institution of the universe.” 

A student means the one who studies. Studying is not by chance or like a hit or miss game like winning a lottery ticket: Studying is a systematic process. One of the most  
precise and effective studying systems is the Study Tips and I strongly advise you to   
use these Study Tips as your tool/instrument for creating a powerful foundation upon   
which to build your own personal study skills and learning experience.

Make a copy of these Study Tips and keep them handy in your file. These Study Tips are not only for this course, but they are also applicable to all the courses which you are now taking at Skyline College or which you will ever take at any other educational institution at any level of your education. These Study Tips are on the next page of this syllabus.

Please note: The above schedule and procedures in the course are subject to change in the event of extenuating circumstances – such as instructor’s illness or college shutting down due to power outage or some other emergency.

I wish all of my students the best of luck.   
  
 Dr. Masare.

**The Study Tips:**

1. Have a regular study time:

Set a regular time to study. Make up a time schedule for each week, plan your study time,   
and stick to the plan.

2. Create a study area:

Have a regular, quiet place to study. No distractions, or as few as possible. Have a dictionary,   
pen and pencil, paper, and calculator handy.

3. Make lists:

Keep a “To Do” list and a monthly calendar. List dates that assignments and projects are due.   
Keep your list accurate.

4. Take notes:

Review your class notes immediately after class. Fill in your notes immediately after class while   
the class discussion is fresh in your mind. Look over your notes before class to refresh your   
memory. Prepare questions for your instructor on topics on which you are unsure.

5. Take notes from reading assignments:

Write notes and questions from your reading assignments. It is smart to find out what you don’t understand. Use these notes to ask questions in class.

6. Pay attention:

Give full attention to your work. Train yourself to listen in class. Pick up on the structure of  
 the lecture or discussion and be ready to respond.

7. Develop a study system:

Develop a study system. Underline, outline, and/or write a summary. Do an overall survey of the material before reading it. Ask yourself questions about the material and then look for answers to your questions when reading. Review.

8. Read to understand:

Read to understand ideas, concepts, and vocabulary. Make sure you understand the meaning of each sentence and paragraph. A dictionary is essential. Remember, reading and vocabulary skills are essential for success.

9. Anticipate test questions:

Anticipate test questions. Try to prepare some answers in advance based on class   
discussions and materials you have read.

10. Neatness counts:

Make sure papers are neat. Use a computer whenever possible. Use white 8.5 x 11-inch paper.   
Check for spelling and grammatical errors and do it over if necessary. Hand assignments in on time.

11. Be strict with yourself:

Success is earned through effort and hard work. Force yourself to learn the habits that are   
necessary to achieve success.

I wish the best of luck to all my students.   
  
Dr. Masare.