No Study Guide?

➤ Using Your Syllabus

☐ Find the course objectives.
   1. Turn each objective into a question; if the objectives are phrased in questions, copy those questions.
   2. Answer all questions you can without notes.

3. Use your notes to answer as many remaining questions as possible.
   ▪ Mark this information (highlight, circle, star), as you will need to review these notes closely.

4. Were there any questions or parts of questions you couldn’t answer with your notes?
   ▪ Contact the professor, TA or another student in the class to get the answer.
   ▪ Mark this new information, as you should study it the most.

☐ Look on your weekly assignments. Did the professor include topics that were covered each week? If so, change those topics into questions and complete steps 2-4 above.

➤ Using Your Professor’s Notes

☐ Does the professor post his/her PowerPoint slides or notes online?
   ▪ If so, you should have a copy of all of his/her notes to help create your study guide.
   ▪ If not, double-check online; potentially, send an email to the professor to check about the availability of online notes.

☐ If the professor has slides, what is the title of each slide deck? Change the title into a question; then, complete steps 2-4 above.

☐ If the professor does not have slides, what are the underlined, bolded, highlighted, etc. headings in the notes? Change these headings into questions; then complete steps 2-4 above.

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