

HOW TO P.L.A.E. UNTIL THE END OF THE SEMESTER (Spring 2016)

Last week of classes: Monday, May 2 to Thursday, May 5.

STUDY DAY: Friday, May 6

FINALS: Saturday, May 7 – Thursday, May 12

The Library will be open 24 hours a day starting at 8 am on Sunday, May 8 and will close at 10 pm Thursday, May 12.

When are your Finals?

SPRING 2016 FINAL EXAMINATION SCHEDULE						
Course	Saturday, May 7	Sunday, May 8	Monday, May 9	Tuesday, May 10	Wednesday, May 11	Thursday, May 12

Students scheduled for more than three examinations on any one final exam period day should contact Associate Provost for Student Development and Public Affairs.

PLAE: End of Semester Preparation Method

Preplanning

1. Find out all tests times, paper and project due dates. Find out what else you need to do (work? pay bills?).
2. Write down all of the assignments, papers, projects, exams and other activities that you have on a calendar (use Homestretch Study Schedule – next page).
3. Figure out what you need to do to prepare. Break larger tasks into smaller tasks and put the sub-tasks on your schedule. Don't forget to put class meeting times and tutoring or T.A. times on the schedule.
4. Establish your goals and priorities. Know the value of each of your assignments/exams and act accordingly.

Listing a Plan of Study

Determine the strategies you will use such as using flash cards, reviewing notes, outlining answers to essay questions, creating slides, or practicing a presentation. For each strategy, determine the following:

Sub-task:	When & where	Length of time needed	Materials/Resources needed	Done

Activating

Activate the plan you created. Figure out a date to check on your Plan of Study. If it needs tweaking or additional items need to be entered or priorities have changed, take a few minutes to update it.

Evaluating

At the end of the semester evaluate the overall effectiveness of your plan. Did you meet your goals? If not, why not? What changes can you make for next semester? Keep your study plan so that you can refer to it in future semesters.

Types of Test Questions:

True/False

- True statements have to be **100% true**
- **Absolute words** usually indicate **false**
- **Negative words reverse** the meaning
- Know that professors like you to know **true information**

Matching

- Pick the **items you are certain** about first
- Mark off **used items**
- Read the column with longer **items/definitions first** and try to **match with the shorter** terms to save time

Fill in the Blank

- Study to the point of **recall** not just recognition
- **Disregard the length** of the blank
- If you are stuck, ask professor for **clarification**

Multiple Choice

- Know what **type of answer** you need
- Create **grammatically correct** sentences
- Choose "**all of the above**" if you are stuck
- Use **process of elimination**
- Choose **middle number** in a range if you are stuck

Essay Exam Suggestions:

1. **Read** the directions and all of the questions
2. Make **notes** for your answer
3. **Plan out your time** for each question
4. **Leave off the introduction** to save time
5. **Answers** should be at the **beginning**
6. **Support your answer**, avoid using your opinion
7. Use a recognizable **organizational pattern**
8. Use **transitions**
9. End with a **summary sentence**

Commonly Used Essay Exam Words:

STATE: Explain precisely.	CONTRAST: Show differences. Set in opposition.
COMPARE: Examine two or more things. Identify similarities and differences. Comparisons generally ask for similarities more than differences.	CRITICIZE: Make judgments. Evaluate comparative worth. Criticism often involves analysis.
DEFINE: Give the meaning; usually a meaning specific to the course of subject. Determine the precise limits of the term to be defined. Explain the exact meaning. Definitions are usually short.	DESCRIBE: Give a detailed account. Make a picture with words. List characteristics, qualities and parts.
DISCUSS: Consider and debate or argue the pros and cons of an issue. Write about any conflict. Compare and contrast.	INTERPRET: Comment upon, give examples, describe relationships. Explain the meaning. Describe, then evaluate.
EVALUATE: Give your opinion or cite the opinion of an expert. Include evidence to support the evaluation.	ILLUSTRATE: Give concrete examples. Explain clearly by using comparisons or examples.
ENUMERATE: List several ideas, aspects, events, things, qualities, reasons, etc.	OUTLINE: Describe main ideas, characteristics, or events.
PROVE: Support with facts (especially facts presented in class or in the test).	ANALYZE: Break into separate parts and discuss, examine, or interpret each part.
SUMMARIZE: Give a brief, condensed account. Include conclusions. Avoid unnecessary details.	TRACE: Show the order of events or progress of a subject or event.