**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.).

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**Motivation: You Can Do It!**

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| **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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**