Academic Skill Development Initiatives

The mission of the Learning Center is to provide students with opportunities to increase and enhance their academic skills and abilities through cultivating effective learning practices. We support investment in learning and studying, and respect individual learning styles. We believe in creating an environment that is conducive to learning as well as serving as role models. With the goal of creating lifelong learners, we strive to support students' endeavors towards self-confidence and higher academic achievement and performance.

The Learning Center provides:

- **Academic Skills Workshops**
  - Requested workshops for students on the Hilltop Campus (requested by USF Faculty and Campus Partners) – delivered in-person for a duration of 60, 90, or 120 minutes (can serve as a “Cover Your Class” option for faculty members who are unable to attend a class meeting)
  - Requested workshops for students on USF’s Branch Campuses (requested by USF Faculty and Campus Partners) – delivered in-person* or via Zoom for a duration of 60, 90, or 120 minutes (can serve as a “Cover Your Class” option for faculty members who are unable to attend a class meeting)
    - *in-person facilitator availability may be dependent on funding for staff travel
  - Scheduled workshops for students (scheduled by Learning Center staff)

- **Academic Skills Coaching (1:1 appointments)**
  - Students can make 1:1 coaching appointments through our centralized scheduling system: [https://myusf.force.com](https://myusf.force.com) (students meet with Learning Center staff members in-person or via Zoom)
    - Information on relevant/additional Campus Resources is always provided
    - Specific coaching for International Students is available through the Learning Center’s Academic English Support (AES) Tutor

Updated 1.3.2018 by Rachel Brunson, Learning Center Assistant Director
Academic Skill Development Topics covered in one-on-one appointments and correlating workshops:

1. Time Management and Organization
   - Prioritization
   - Planning
   - Effectively accessing/storing information (in terms of folders on your computer/google drive navigation)
   - “Time Management & ‘168’ Prioritization” workshop
   - “Preparing for Finals: A 7-day Study Plan” workshop

2. Test-taking and Exam Preparation
   - Test Anxiety
   - Positive Thinking
   - “Test-Taking and Exam Preparation” workshop
   - “Preparing for Finals: A 7-day Study Plan” workshop

3. Active Study
   - The Study Cycle
   - Note-taking
   - Reading Strategies
   - Selecting Main Ideas
   - Critical Thinking / Metacognition
   - “Active Study – Part I (Note-taking & Reading Strategies)” workshop
   - “Active Study – Part II (Critical Thinking & Metacognition)” workshop

4. Motivation and Goal-Setting
   - Procrastination
   - “Making Group Work Work” workshop

5. Learning Styles and Preferences
   - Setting up a study area conducive to academic success

Note: We always give students the choice to include another focus area (i.e. “Other: __________________”)
2017-2018 Academic Skills Workshops
Available by request at this link:
https://usfca.co1.qualtrics.com/jfe/form/SV_aY8AeyJ6kIUKmj

• Making Group Work Work
  o In an academic setting, working effectively in groups can be a significant part of a student’s learning process while preparing for the professional world. This workshop will offer suggestions and strategies for you and your group members to be more effective and/or efficient in group work experiences.
  o Offered: Before the last three weeks of the semester, prior to the Final Examination Period

• Test-Taking and Exam Preparation
  o In this workshop, participants will explore strategies and tools to develop a realistic study plan for upcoming exams. Each participant will explore their personal study strategies, determine how to break exam materials down into smaller study units, and be provided tools to develop an individualized, goal-oriented plan for pre-exam success and post-exam reflection.
  o Offered: Before the last three weeks of the semester, prior to the Final Examination Period

• Time Management & “168” Prioritization
  o While every student is different and has a unique pathway towards success, all students have at least one thing in common: there are 168 hours in each week to manage and plan for important commitments and priorities. Students bring with them a broad array of circumstances and obligations, making time management and prioritization essential. This workshop will provide tips and strategies to assist students in planning ahead in order to enhance students’ abilities to make the most out of each week within the semester, as well as enabling them to reach consistent personal and academic success during their college years.
  o Offered: Before the last three weeks of the semester, prior to the Final Examination Period

• Active Study – Part I (Note-taking & Reading Strategies)
  o Students have many different approaches to learning and studying. It is important to recognize and build upon the active study skills that work best for you and will help lead you to academic success. This workshop provides tools to identify your current study behaviors, and those that could be improved. Students will also have the opportunity to practice active reading
comprehension and note-taking strategies that will be beneficial throughout their college career.

- **Offered: Before the last three weeks of the semester, prior to the Final Examination Period**

- **Active Study – Part II (Critical Thinking & Metacognition)**
  - Students have many different approaches to learning and studying. It is important to recognize and build upon the active study skills that work best for you and will help lead you to academic success. This workshop builds off of the tools provided in “Active Study – Part I” and walks students through a personal exploration of higher-order thinking skills (Bloom’s Taxonomy) in order to increase awareness and understanding of their own thought processes (metacognition).
  - **Offered: Before the last three weeks of the semester, prior to the Final Examination Period**

- **Preparing for Finals: A 7-day Study Plan**
  - In this workshop, participants will explore strategies and tools to develop a realistic study plan, specifically in preparation for the Final Examination Period. Each participant will reflect on personal study strategies that have or haven’t worked for them, will determine how to break upcoming exams or assignments down into smaller study units, and will be provided tools to develop an individualized, goal-oriented plan for success throughout the culmination of the semester.
  - **Offered: Only available during the last three weeks of the semester, prior to the Final Examination Period**
Learning Center Workshop Structure
Each workshop will have the following correlating documents:

- **Handout(s)/worksheet(s) and/or “Workshop Packet”** (for students)
- **PowerPoint Slides** (if necessary) – same format for all workshops

### Facilitator Guide Template

**Workshop:** [insert workshop name]

**Facilitator Guide**

**Description**
[insert workshop description]

**Learning Outcomes** (What will the students learn by attending this presentation?)

- [insert Learning Outcome]
- [insert Learning Outcome]
- [insert Learning Outcome]

**Assessment(s)** (How will we measure student learning for the defined outcomes?)

- [i.e. Pre-workshop Survey]
- [i.e. Post-workshop Survey]
- [i.e. 2-week Post-workshop Follow-up Survey]

**Worksheets & Handouts**

- [insert handout/worksheet name(s)]
- Assessment instruments
- Workshop sign-in sheet template

*Continued on next page*
Facilitator Guide Template (continued)

Workshop Delivery Options (How/Where will this workshop be offered? Select all that apply)
☐ Scheduled by the Learning Center (delivered in-house)
☐ Requested by a USF101 Instructor (delivered in-class)
☐ Requested by SHaRE/student org/Student Life Division (delivered in a campus space)
☐ Requested by a faculty member/academic dept. on the Hilltop Campus (delivered in-class)
  ☐ Must be required by the faculty member
  ☐ Can have optional attendance suggested by the faculty member
☐ Requested by staff/faculty on a Branch Campus (delivered in-class, in-person or via Zoom)
  ☐ Must be required by the faculty member
  ☐ Can have optional attendance suggested by the faculty member

Timing (When will this workshop be offered?)
  • [i.e. Offered before the last three weeks of the semester, prior to the Final Examination Period]
  • [i.e. Offered twice prior to the W deadline]

Workshop Outline/Overview (Highlight the major workshop topics/talking points)
  • [insert outline]