**Academic Skills 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.*

With the goal of increasing student persistence and self-regulation, 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 60-minute, 90-minute, or 120-minute durations (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 60-minute, 90-minute, or 120-minute durations (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 (as part of the Learning Center’s pre-scheduled “Final Stretch to Success Week” leading up to the Final Examination Period)

- **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

- **Online Academic Resources** ([https://myusf.usfca.edu/student-life/lwc/studyskills](https://myusf.usfca.edu/student-life/lwc/studyskills))
  - In progress

Updated 6.7.2018 by Rachel Brunson, Learning Center Assistant Director
Academic Skills 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
   - 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
   - Campus study spaces

*Note: We always give students the choice to include another desired focus area during the scheduling process for Academic Skills Coaching.
2018-2019 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, you will explore strategies and tools to develop a realistic study plan for upcoming exams. You will explore your 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 you in planning ahead in order to enhance your ability to make the most out of each week within the semester, as well as enabling you to reach consistent personal and academic success during your 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 an introduction to “The Study Cycle” as well as tools to identify your current study methods that are working and those that could be improved. The aim of this
workshop is to help you maximize your study efforts throughout your college career.

- **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 you through a personal exploration of higher-order thinking skills (Bloom’s Taxonomy) in order to increase awareness and understanding of your own thought processes (metacognition) and learning styles/preferences. This workshop also discusses the assess stage of “The Study Cycle” in more depth than Part I.
  - **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, you will explore strategies and tools to develop a realistic study plan, specifically in preparation for the Final Examination Period. You will reflect on personal study methods that are working and those that could be improved, 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. Resources for stress management are also included in this workshop.
  - **Offered: Only available during the last three weeks of the semester, prior to the Final Examination Period**