**ASACAP**

Tom Thole Study Center

Alcuin 371 @ SJU

**THINGS TO DO AS-SOON-AFTER-CLASS-AS-POSSIBLE**

You’ve just finished class where you discussed and took notes on key information, and your professor shared what you need to do to prepare for the next class. You feel like you understand some things. You might have plans to be even more prepared for participation in the next class. You might have goals for improving on the next assignment. You might be inclined to move on to the next thing right away, with a general idea of looking at this course again in the next day or so.

But…WAIT!

Spend another 15-20 minutes now to save more time later. Take advantage of the fact that your brain is already thinking about assignments & content for this course.

**Review your notes from class**

Does what you wrote still make sense to you? Can you explain it to someone else? Take a minute to fill in any gaps to avoid confusion and need for extra time later.

What questions do you have? Are these answered in the course materials (readings, syllabus) or an online search? Or will you need to reach out to a classmate, ask your professor, or raise a question in the next class?

**Plan for upcoming assignments**

When is it due?

What are the component parts (e.g., reading, discussion post, research, paper draft)? Identify time needed to complete each and schedule these in your calendar.

Start part of the assignment now, even if just a note about your initial thoughts.

**Schedule meetings now**

If meeting with your professor, check the syllabus for office hours. Send a brief email to indicate that you plan to visit office hours or ask for an alternative time (provide two or three options for when you are free).

If meeting for a group project, try to connect with your group before the end of class to exchange contact information and schedule your first meeting.

An important note about meetings: SHOW UP. Be a person who keeps their commitments.