

Workshop

**How to be a Successful Student at
Prince Mohammad University**

Student Counselor

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How to be a Successful Student at Prince Mohammad University

1- Put your school work first, and your social life second.

It is very important to not let your social life get out of control and begin to affect your grades. When you have extra time you can socialize. For example, when you don't have exams or homework you can go out with your friends and visit your family.

2-Give your individual attention to your studies.

Set up an area that is dedicated only for your studying. This means no television in the area and situated in a quite nice place in your house or apartment. Studies show television and noise are a huge distraction, and students cannot effectively concentrate with existence of the television and noise.

3-Meet your professors outside of your regularly scheduled classes.

When you meet your professor, you can build a relationship with them that will be beneficial to you if you ever need extra help in a subject or you may have questions about the subject. Meeting your professors outside the class will also give them the opportunity to know you better as an individual. Ask questions in class. Ask questions about the lecture. There are no stupid questions and most of your classmates probably need the same information you do.

4-Don't procrastinate with your course work.

Give yourself the enough time to study before exams. When exams come, you will just need to refresh your information. Managing your work from different courses is a big part of success at the university level.

5-Social Support

Successful students are involved with other people. They spend time with their friends and put energy into their important relationships. Successful students utilize formal study groups. They also teach each other a lot when they socialize or talk about their courses over coffee and lunch.

6- Organization.

There is no right way to be organized. Different people need different approaches. But you do need a method that keeps you on top of your assignments and helps you prepare in advance for projects and exams. Even excellent students end up doing things at the last minute, but they don't leave it until the last minute to get started. So, experiment and find a system that works for you.

7-Balance.

Your mother and father are right. Get sleep, exercise, eat properly, and spend time with people you care about and on your other interests. So keep your energy up by maintaining all the important parts of your life.

8- Committed.

Successful students make a commitment to do what it takes to be successful. Make a commitment to yourself to be successful in all aspects of your university experience.

9-Punctuality

Everybody should be punctual in his everyday life. Every student should make a habit of punctuality. The people who have become great in their lives are very punctual. Punctuality is the first condition for becoming great in life. So, punctuality should be the motto in our life.

10-Plagiarism

Plagiarism is taking ideas or words from a source without giving credit or acknowledgement to the author. It is seen as a kind of theft, and is considered to be an academic crime. Forms of Plagiarism: Copy and Past,

taking any information from a brother, father, Sister, teacher and or any ideas from others.

Things to do at home and school

- 1- Use your English - Arabic dictionary.
- 2- Review class notes and blackboard.
- 3- Review work your teacher has corrected and returned to you (rewrites written work using teachers corrections – then read aloud).
- 4- Review previous exams and quizzes. Look carefully at what is "right" and what is "wrong" then try to relearn from these examples.
- 5- Meet with your teachers to discuss corrections on writing assignments, quizzes and exams.
- 6- Review previous quizzes and exams to be sure you understand all of the words in the teachers' directions.
- 7- Review your work with classmates, friends and family who can explain to you in Arabic, so you can understand better.
- 8- Spend the majority of your free time in the library.
- 9- Talk with your colleagues in English.
- 10- If you read or hear words in English, write them down in your notebook. This action increases your vocabulary.
- 11- Watch documentary movies and Listen to the English conversation cassettes to improve your listening to English.

What does time management mean?

Generally, time management refers to the development of processes and tools that increase efficiency and productivity.

Managing our time to waste less time on doing the things we have to do so we have more time to do the things we want to do.

Time management skills and principals:

As a student there are some basic skills and principals of time management that you can apply.

- 1- Identify "Best Time" for studying: everyone has high and low period of attention and concentration. Are you a "morning person" or a "night person?"
- 2- Complete small tasks straight away rather than putting them off. This will encourage you to begin tackling larger tasks needing attention.
- 3- Study difficult subjects first: When you are fresh, you can process information more quickly and save time as a result.
- 4- Break difficult or boring work into sections: this allows you to approach a large task as a series of manageable parts.
- 5- Don't try whole assignment in one sitting: write it section by section.
- 6- Make sure the surroundings are conducive to studying: This will allow you to reduce distractions, which can "waste time" If there are times in the university between classes or your apartment when there will be noise and commotion, use that time for mindless tasks.
- 7- Make sure you have time to sleep and eat properly: sleep is often an activity (or lack of activity) that students use as their time management "bank" when they need a few extra hours for studying or socializing, they need to withdraw a few hours of sleep.

Resources:

http://www.d.umn.edu/kmc/student/loon/acad/strat/time_man_prince.html

<http://www.lc.unsw.edu.au/onlib/time.html>

2002 J.J. Miles, Sharon Cairns & Michael Huston, Counseling Centre, University of Calgary. -1

Stephen Bailey <http://www.amazon.com/Academic-Writing-Handbook-International-Students/dp/0415595819> -2

<http://www.lc.unsw.edu.au/onlib/time.html> -3

Good Luck

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