

COLLEGE OF THE CANYONS
Counseling Department
Student Success Checklist

Here is a self-assessment tool to help students take responsibility for their own learning and regulate behaviors that lead to college success. Successful students understand their strengths as students and constantly seek and use behaviors to improve their learning skills. They take control of their own learning. The checklists below are adapted from *Constructing a Framework for Success: A Holistic Approach to Basic Skills*, a Handbook of the California Basic Skills Initiative Consortium.

Survival Level Skills

- _____ I review the class syllabus for each one of my classes daily.
- _____ I complete the homework and submit it on time.
- _____ I meet all assignment deadlines.
- _____ I pay attention in class.
- _____ I take notes when the instructor lectures.
- _____ I read the textbook before class and take notes from it.
- _____ I look up the definition of words in the textbook that I do not understand.
- _____ I actively participate in class discussions.
- _____ I actively participate in group work.
- _____ I ask the instructors questions.
- _____ I answer questions posed by the instructors.
- _____ I review the tests and assignments returned to me.
- _____ I know what assignments I have finished and what assignments I still owe.
- _____ I know my overall grade in class.

(See a checklist of Scholarly Level Skills on page 2 of this handout.)

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Student Success Checklist (continued)

Successful Scholarly Level Skills

- _____ I listen to the instructor and simultaneously take notes.
- _____ I review my text and lecture notes to synthesize the key points.
- _____ To study I put my class notes and textbook notes in a form that will help me review and learn (flash cards, mind maps, flowcharts, charts, tables)
- _____ I form study groups with other students that meet outside of class.
- _____ I try to explain information I learn in class, in my own words, to other classmates, friends, and family.
- _____ I recognize that college level writing exceeds the kind of writing I use for text messaging and e-mail and my class work.
- _____ I know how to use and cite research appropriately to support my writing.
- _____ I recognize that when a paper is due, I must collect my thoughts, organize them, write a draft, edit my draft, ask for peer review or tutor review before submitting the paper to the instructor for a grade.
- _____ I know my learning style and effective ways to studying specific to that style.
- _____ I know the learning pyramid and use all the behaviors listed on the pyramid to retain information.
- _____ I know how the brain works in relation to learning so I use study strategies to move information from short-term to long-term memory for deep learning.
- _____ I know that in college I come into contact with people of differing opinions and I listen and keep an open mind when listening to others.
- _____ I don't just rely on the textbook and the instructors' lectures; I research the topic and do supplemental reading on the subject.
- _____ I understand what plagiarism is and I do not take credit for others' thoughts or work.
- _____ I understand and appreciate varying opinions, values, and points of view.
- _____ I understand my learning style and how the brain works for deep learning and use behaviors that enhance my success as a student.