Study Group Starter Kit

- Seven Steps to a Successful Study Group
- First Meeting Agenda
- Tips for Success
- Goals, Rules & Expectations Discussion Guide
- Group Roles and Responsibilities
- Study Group Session Guide
- Group Learning Resources
- Study Group Meeting Schedule and more...
Study Group Starter Kit
Seven Steps to a Successful Study Group

1. Download Starter Kit
2. Survey Classmate Interest
3. Advertise 1st Meeting
4. Meet to Organize
5. Study Hold 1st Session
6. Motivate Group Members
7. Celebrate Relax and Evaluate

7 STEPS TO A SUCCESSFUL STUDY GROUP
Study Group Starter Kit

Study Group Starter Kit Contents

<table>
<thead>
<tr>
<th>Pre-Meeting Tools</th>
<th>Meeting Tools</th>
<th>Post-Meeting Tools</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sign-up Sheet</td>
<td>• First Meeting Agenda</td>
<td>• Study Group Session Guide/Group Learning Resources</td>
</tr>
<tr>
<td></td>
<td>• CAS Special Message</td>
<td>• The Study Cycle</td>
</tr>
<tr>
<td></td>
<td>• Study Group Guidelines</td>
<td>• Blank Study Group Meeting Schedule</td>
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<tr>
<td></td>
<td>• Tips for Success</td>
<td></td>
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<tr>
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<td>• The Study Cycle</td>
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<td>• Rules &amp; Expectations</td>
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<td>• Discussion Guide</td>
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Study Group Starter Kit

First Meeting Agenda

- **Introduce**
  - Names & Majors

- **Read/View**
  - Special CAS Message

- **Review**
  - Guidelines, Tips for Success

- **Discuss**
  - Logistics, Goals & Expectations

- **Select**
  - Times, Dates, Locations & Duties

- **Gather**
  - Correct & Multiple Forms of Contact Info

- **Decide**
  - Purpose of Next Study Session
The Center for Academic Success encourages students to form study groups to help them succeed in their courses.

### Interested in Starting a Study Group?

If interested, fill in your information below:

<table>
<thead>
<tr>
<th>Name</th>
<th>Facebook User Name</th>
<th>Contact Preference</th>
<th>Days/Times of Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>CALL EMAIL</td>
<td>Monday, Tuesday, Wednesday AM 8:00-11:00 PM 12:00-3:00</td>
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<td>CALL EMAIL</td>
<td>Thursday, Friday AM 8:00-11:00 PM 12:00-3:00</td>
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<td></td>
<td>CALL EMAIL</td>
<td>Saturday, Sunday AM 8:00-11:00 PM 12:00-3:00</td>
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</table>

**My name is**

**I am interested in forming a study group for this course.**
Congratulations! The fact that you are receiving this message proves that you are serious about your academics. Study groups have been proven to be very successful in helping students perform better in their courses. Effective group learning can increase motivation, confidence, and strengthen connections among your peers. The ability to work as part of a team is a highly desirable trait in the workforce. The experience can be rewarding, but not without small struggles.

To help you avoid the pitfalls of a study group, we have included instructions, tips and guidelines for you. Although the initial organization may take time and effort, it is crucial to both group and individual success. We encourage you to take this experience seriously but enjoy it as well.

Good Luck!
CAS Staff
### Study Group Starter Kit

**First Meeting Material: Guidelines**

<table>
<thead>
<tr>
<th>Group Size and Mix</th>
<th>Group Structure</th>
<th>Group Dynamics</th>
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<tbody>
<tr>
<td>4-5 Members</td>
<td>Choose Group Leader/ Facilitator</td>
<td>Discuss and Clarify</td>
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<tr>
<td>Options for selecting group members</td>
<td>Assign roles to each member</td>
<td>– Goals</td>
</tr>
<tr>
<td>– Similar availability</td>
<td>– Expectations</td>
<td>– Rules</td>
</tr>
<tr>
<td>– Similar academic goals</td>
<td>– Responsibilities</td>
<td></td>
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</tbody>
</table>

### Study Group Starter Kit

**First Meeting Material: Tips for Success**

**Tips: General**
- Schedule all meetings several weeks in advance
- Arrive, begin and end on time
- Actively participate
- Provide assistance, support and encouragement
- Attend all meetings
- Be prepared so you can contribute to the group effort
- Promote each other’s learning and success
- Consistently check for productivity and efficiency

**Tips: Quantitative Courses**
- Work problems prior to session
- Each person should teach how he/she solved the problem
- Focus on reasoning instead of method
- Gain appreciation for others’ thought processes
- Do not copy solutions with or without understanding
- Make tougher, multi-step problems a priority

**Tips: Qualitative Courses**

*Learning Processes, Theories and Major Concepts*
- Begin by quizzing each other on basic terms and facts
- Progress to explaining whole concepts through writing or drawing

*Writing Short Answers/Essays*
- Critique and proof each other’s work
- Do not create a group outline for assigned essay questions
Study Group Starter Kit

The Study Cycle

Intense study sessions (ISSs) are designed to work with the way your brain learns best: in short, focused increments. Schedule 3-5 ISSs per day in order to keep up with and learn more effectively in your courses.

Intense Study Sessions

**Set Goal**

1-2 min.

Decide what you will accomplish in your study session.

**Study**

30-50 min.

Interact with material: organize, concept map, summarize, process, re-read.

**Reward**

5-10 min.

Take a break: walk around, get a snack, relax.

**Review**

5 min.

Go back over, summarize, wrap-up.

**When you studied**

Go back over, summarize, wrap-up.

Snack, relax.

Take a break, walk around, get a snack.

Interact with material: organize, concept map, summarize, process, re-read.

Within 24 hours review answers to questions from lecture. Devote 30-50 min. study session to questions from lecture. Go over class notes. Re-read material without notes. Take meaningful test. Ask questions. Go to class. Develop questions to ask the instructor. Before class, determine what you need to understand.

Schedule 3-5 ISSs per day in order to keep up with and learn more effectively in your courses.

cas.lsu.edu
Study Group Starter Kit
First Meeting Material: Goals, Rules & Expectations Discussion Guides

Use this guide to help you discuss the logistics of your study group. Be sure to indicate final decisions in all areas discussed. Print multiple copies so that each group member can take notes. Place an “x” or fill in necessary information that all members agree on.

PURPOSE
Which of the following purposes do we want our study group to be used for?
- Completes all steps in the Study Cycle
- Preview information before class
- Compare notes
- Review material: (Circle all that apply)
  - After class
  - Weekly
  - Before a test
- Hold “Intense Study Sessions” _____ per week
- Complete homework assignments

TIME, DATES & SCHEDULE
How long should sessions last?
- 1 hr. (no breaks)
- 1.5 (10 min. breaks)
- 2 hrs. (20 min. break)
- At least an hr., but until we are finished

How far in advance do we want to schedule?
- 1 week
- 2 weeks
- Until midterms
- Until finals

Where do we want to meet?
Options
A. __________________
B. __________________
C. __________________
Study Group Starter Kit
First Meeting Material: Goals, Rules & Expectations Discussion Guides

When are the best times to hold sessions?

<table>
<thead>
<tr>
<th>Day</th>
<th>Start Time</th>
<th>End Time</th>
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Group Goals, Standards & Dynamics
How do we want to relate to each other? What standards do we want to set?

- Every member should be on time for sessions.
- Sessions are to end at a set time.
- Sessions are to be productive and free of distractions and idol chatter.
- Members are to notify someone of absences and tardiness.
- Members are to be adequately prepared so that sessions are productive.
- We are willing to contribute the amount of effort necessary to master materials.
- Members are to provide assistance, support and encouragement to the group.
- Members are to refrain from just copying answers with/without proper understanding.
- Members are to fully participate during sessions.
- Members are to be open and honest about understanding the information.
- The group should assess productivity and make suggestions for improvement.
- Members are to respect rules of study group.
- Members are not to substitute study groups for missing class.
- We should all respectfully and tactfully deliver comments and critiques.
- It will be a priority to make sure all group members have the same level of understanding.
- We will expect members to get additional help on their own time.
- We will maintain a rigid structure as it relates to roles.
- We will rotate roles regularly so that everyone has equal responsibility.
- The most dominant person will take a lesser role in discussions and assignments and will only answer questions when necessary.
- We strive to maintain consistent communication between classes and study sessions as it relates to the course and the study group.
- We only expect to communicate important information as it relates to the study group.
Study Group Starter Kit

First Meeting Material: Group Roles and Responsibilities

Discuss each role and assign to a group member. If the group has less than 5 members, some members may share a role. Be sure to note which group member is assigned to each responsibility.

**Person Responsible:**
- **Leader/Facilitator:** Ensures meeting runs smoothly. Ensures the group goals & expectations are met.
- **Communicator:** Reminds members of meetings and assignments. Informs group of members’ absences.
- **Recorder:** Keeps contact information. Keeps notes on study groups progress. Takes notes on important class information.
- **Liaison:** Goes to professor, tutor or TA to get clarity on problems or topics for the group.
- **Time Keeper:** Ensures sessions are kept within the designated time.

**Immediate Responsibilities**
*(After 1st meeting but before 1st Study Session)*

- **Communicator:** Sends everyone a summary of first meeting and reminders for a next meeting.
- **Recorder:** Makes notes of assignments and information covered in class.
- **Leader:** Makes proper arrangements if study area is to be preserved.
- **All members:** Puts dates on personal calendars and work to complete task assigned by the group.
Study Group Starter Kit

Study Group Session Guide and Sample Agenda

Utilize or adapt the session guide and agenda to make sure your study session is productive and time efficient.

### Sample Agenda

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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<tbody>
<tr>
<td>5-10 minutes</td>
<td>Debrief, Socialize, Get Started</td>
</tr>
<tr>
<td>1-3 minutes</td>
<td>Set Session Goal</td>
</tr>
<tr>
<td>15 minutes</td>
<td>Independent Learning</td>
</tr>
<tr>
<td>15-20 minutes</td>
<td>Group Learning</td>
</tr>
<tr>
<td>15-20 minutes</td>
<td>Independent Learning</td>
</tr>
<tr>
<td>10 minutes</td>
<td>Group/Individual Assessment</td>
</tr>
<tr>
<td>5-10 minutes</td>
<td>Review, Plan for Next Session</td>
</tr>
</tbody>
</table>
Study Group Starter Kit
Group Learning Resources

To ensure your group is productive and effective.
1) Use the suggested learning techniques or adapt them to your group's needs.
2) Make it a goal to respond to open ended questions verbally and in writing.

<table>
<thead>
<tr>
<th>Learn New Information</th>
<th>Assess Learning/Prepare for Tests</th>
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<tbody>
<tr>
<td>Use collaborative Learning Techniques</td>
<td>Answer open-ended questions</td>
</tr>
</tbody>
</table>
| Think/Pair/Share
  - Each pair discusses a concept or topic for a specific amount of time.
  - Then the pair shares their collective thoughts with others. |
| Explain why___________.
Explain how___________.
What is the meaning of___________.
Why is___________. happening?
What is the main idea of___________.
What is the solution to the problem of___________.
What if___________.
What conclusions can I draw about___________.
What is the best___________. and why?
What do you think causes___________.? Why?
How does___________. affect___________.?
How does___________. relate to what I've learned before?
What is the difference between___________. and___________.?
How are___________. and___________. similar?
How would I use___________. to___________.?
What are the strengths and weaknesses of___________.?
What is another way to look at___________.?
What is a new example of?
What would happen if?
What are the implications of___________.?
Why is___________. important?
How does___________. apply to everyday life? |
| Learning Share
  - Each member develops questions to quiz each other.
  - Leader can also compile questions for practice quiz.
  - Can utilize open-end questions shown right. |
| Adapted from:
Iowa State University SI Showcase:
The Basic Collaborative Learning Techniques |
| Note Taking Pairs
  - Compare notes
  - Combine and re-write notes to form an improved partner version. |
| Assess Learning/Prepare for Tests |
| Jigsaw
  - Each person learns a part of a concept.
  - Each person then teaches their part to the group.
  - Requires trust and interdependence. |

Adapted from:
### Study Group Starter Kit

#### Study Group Meeting Schedule/Important Dates

List important details about study group session and course. Make sure all members have accurate information to avoid miscommunication.

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Time</th>
<th>Duration</th>
<th>Task</th>
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<table>
<thead>
<tr>
<th>Assignment/Quiz</th>
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<table>
<thead>
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<th>Exam Schedule</th>
<th>Date</th>
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<tbody>
<tr>
<td>Exam 1</td>
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<td>Exam 2</td>
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<tr>
<td>Exam 3/Mid-term</td>
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<td>Exam 4</td>
<td></td>
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<tr>
<td>Final Exam</td>
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