



Marianopolis Plan for Success  
**SOCIAL SCIENCE AND COMMERCE**

## **A GUIDE FOR STUDENTS BY STUDENTS**

**Department of Social Science and Commerce  
Marianopolis College**

# Social Science and Commerce Guide

## Table of Contents

### ACKNOWLEDGEMENTS

INTRODUCTION..... 1

### TOP TEN TIPS:

1	Attendance .....	3
2.	Organization .....	6
3.	Office Hours.....	8
4.	Note-Taking and Textbooks.....	9
5.	Studying .....	13
6.	Test-Taking .....	15
7.	Time Management .....	19
8.	Preventing Problems .....	20
9.	Resources.....	23
10.	Have Fun!.....	25

Contrary to Popular Brief..... 26

Bibliography ..... 30

Notes



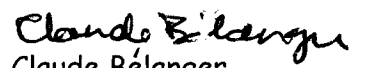
## Acknowledgements

This is one of the many projects that the College has initiated under the Marianopolis Plan for Success to foster greater student achievement. It is evidence of our commitment to our students and their success.

As we strive to be a student-centered College, it is only natural that such a Handbook should be written by students for other students. We are very grateful for the hard work and commitment displayed by Alan Doucet, Gayle Levine and Scott Pedvis, authors of first edition in 2003. We also thank Alyssa Power and Alessandro Power, who did some updates and prepared a separate version for Science students.

Several current and former faculty members were involved in this project, including Brian Webb, Mary Allen and Christian Corno.

Many thanks to all who helped with this project at various stages, including Charlene Milne in the Secretariat. We hope that the handbook will be helpful to many current and future students.

  
Claude Bélanger  
Associate Academic Dean

## **Introduction**

Welcome to Marianopolis College! You are one of approximately 1700 lucky students attending this wonderful institution. For the next two years, you will have an opportunity to have a tremendous learning experience, both inside and outside the classroom. You will likely find that Marianopolis will be a significant change from high school. Here, you have more freedom and independence. However, more is expected from you in terms of quality of work and personal maturity.

As a Social Science or Commerce student, you can choose courses from a wide range of fascinating disciplines in both the specific and general parts of the program. If you put in the effort, we know you will succeed academically, make new friends and participate in activities that will enrich your Marianopolis experience.

When assignments and papers are piled high, and you think you will never be able to pass one more midterm, don't panic. We have all been there. Hopefully, our insights and advice in the following pages will assist you in avoiding this situation. They have been drawn from our own experiences at Marianopolis and from the several helpful Study Guides and Handouts cited in the bibliography.

The first step to academic success at Marianopolis is to read this handbook, which has been written for new students by graduates of your program. In the following pages, we have outlined tips and strategies to facilitate your transition from high school to CEGEP. No matter how strong a student you may be, this handbook can help you. While these tips are no substitute for your own hard work, we hope they will save you time and make your life easier.

Good luck, and have a wonderful semester!

Sincerely,

Alan Doucet, Gayle Levine and Scott Pedvis  
**Graduates of the Class of 2003**

## Top Ten Tips

### 1) ATTENDANCE



**Go to class!** There are many reasons why skipping class may be detrimental to your academic performance.

Some reasons are:

- Certain topics may not be covered in your textbooks and may only be covered in class.
- By being in class, you can pick up on what the teacher feels is important and what will likely be on tests or exams. Coming to class will ultimately save you time in the long run.
- The class notes will make more sense to you if you take them yourself rather than copying a friend's. In addition, notes in your own handwriting serve to prompt memory.
- You may be considered in "poor academic standing" if you exceed a certain number of absences. This you don't need!
- Most teachers notice who comes to class and who does not, even if they don't take attendance. Don't expect your teacher to "bend over backwards" later in the term if you have not been attending class or have been disruptive.
- Participation in the class discussions, debates and interaction is an important part of the learning experience. If you are not there, you cannot participate.

**Before class:**

- Re-read your notes to refresh your memory. This is especially important because most teachers will not review the material of the previous class and will expect you to be familiar with the subject matter.

**When you are in class:**

- Try to be attentive and take good notes (check out Tip #4)
- Should you happen to become bored, there are several steps you can take to alleviate this.
  - 1) Try to focus on your note-taking. Force yourself to take more notes rather than fewer notes and don't just copy what is on the board.
  - 2) Remind yourself that, if nothing else, you still need this information to pass the course.
  - 3) Sit at the front of the class. It's often easier to concentrate there.
  - 4) If all else fails, sit up straight and try and fool your brain into thinking you are interested. (Skerry)
  - 5) Turn off your cell phones and pagers and don't chatter to your classmates. Do not wander out and back in during the class. You don't want the teacher to remember you for the wrong reasons!



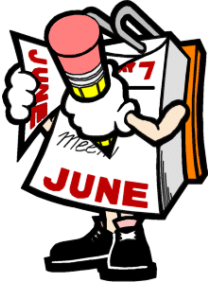
**If you have to miss class for whatever reason, be sure to:**

- Inform the teacher in advance, if possible.
- Get the notes you missed from a reliable source or sources.
- Re-read these notes and try to understand the material.

- Check to see if any assignments, projects or handouts were distributed during the class.
- Be sure to see your teacher with any uncertainties or questions you may have. But don't expect to get your own private lecture. And whatever you do, don't begin with: "Did I miss anything important today?"

Remember that in CEGEP, skipping tests for unacceptable reasons (and you know what they are) is not grounds for a re-write. Make-ups are not automatic. Teachers will give a "0" if you do not have a valid explanation for why you missed the test or if you ignored the protocol for informing them. If your reason for missing is foreseeable, and in your opinion valid, speak to your teacher beforehand and make sure he or she accepts your reason. It will help if you are in good standing, i.e., your attendance and behavior have been excellent.

## 2) ORGANIZATION



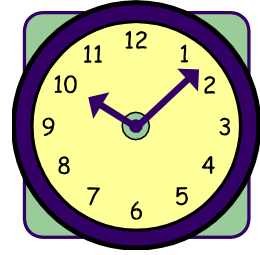
One of the most important keys to success is getting yourself organized. So: **plan ahead**. The pace of life at Marianopolis changes very quickly. If you know that a test or assignment is approaching, do everything in your power to reduce the amount of work you will have to do at the last minute.

- **Always write down dates for assignments, tests, papers, meetings, projects and deadlines in your Agenda.** The Agenda is given to you free, so use it! It contains all kinds of useful and important information about college life as well as indicating holidays, upcoming events and other important dates, such as teacher-student days. It's an important resource, so keep it close by.
- **Make yourself a "to-do list" at the beginning of every week** and cross off the items as you accomplish them.
- **Prioritize your work.** An assignment worth 20 marks requires more time and effort than one worth 5.
- **Do something every day.** Don't let a single day go by without doing something school-related. If you get stuck or bored with one project, go on to another.

- **Use your breaks wisely!** Study, see teachers or do research during your breaks. The Library offers quiet space to do work and you can use the computers in the Computer Labs, Library and TLT to work on papers.
- **Do something to get started** the day an assignment, project or essay is assigned, even if it is a small bit, like writing an outline or starting the research. *Getting the ball rolling is the first step!* If you are stuck, see your teacher.
- **Attempt to establish a routine.** Although sometimes difficult, a routine can keep you on track and focused.
- **Break down tasks into small "mini-tasks".** For example, don't write "*study for Sociology*" in your agenda. Instead, write "*study ch. 8 of Sociology textbook and learn definitions of the various types of crimes.*" This will make the work seem more manageable.
- **Make time for yourself.** An important part of CEGEP is socializing, meeting people, making new friends and having fun. However, be sure as well to leave yourself some "down time" for relaxation, hobbies and sleep. Getting yourself organized will allow you to do all these things and get those good grades too. It is possible!

### 3) OFFICE HOURS

- All teachers should have their Office Hours posted on their door and mentioned in their course outlines.
- If you know that you need to meet a teacher and your schedule does not coincide with the posted Office Hours, contact him or her in class to arrange a meeting.
- Take advantage of Office Hours. Drop by whenever you need to for some help or advice. Part of your teacher's job is to assist you in succeeding at Marianopolis.
- Don't be intimidated by the idea of speaking with your teachers. There is no reason to be embarrassed if you are having difficulty in a particular subject. Regardless of how well you are doing in a course, if you put in an effort, teachers will be more than willing to help you. Meeting with them during their Office Hours is one way to show you are interested and want to do well. They are there to help you, but the first step is yours.
- Note that during the December and May exam periods, teachers' Office Hours will change. Make sure you are aware of their new times.
- Some teachers may be willing to answer short questions by Omnivox - check with the teacher.



**When seeing a teacher during Office Hours, be sure to come prepared.**

**This means:**

- Come with notes and questions.
- Give the teacher enough time to help you. If the Office Hours end at 1:30, don't show up at 1:28 with eleven questions.
- Don't arrive expecting the teacher to explain the whole course to you, especially if your attendance record is less than adequate.
- Avoid saying "I don't understand anything!" Be focused and polite. The majority of teachers share offices. If you do not feel comfortable meeting in front of your teacher's office mate, ask him or her to arrange a more private meeting at the college.

#### **4) NOTE-TAKING:**

**In Class:**

- Make sure you are prepared to take notes for every class. Have paper and pens with you.
- Have a separate binder or notebook for each subject. Or, at the very least, each subject should have its own section in a notebook.
- Mark off any terms or concepts that a teacher emphasizes. Some teachers will actually say, "this is important" or "this is going to be a question on the exam", so make sure you write down what they say.
- Use abbreviations in your notes. (LOL).



- Look for 'signal' words from the teacher. For example, "the three main reasons why" or "her most important findings were...", "you need to know this", "be aware of this" and "this concept is important".
- Often, in the last few minutes of a class, teachers will summarize what they have discussed. Instead of packing up your books to be the first one to leave, ensure that you have taken notes on everything the teacher has discussed.
- If you realize that you do not have notes on some of the material covered in the lecture, either speak to the teacher immediately following the class or obtain the notes from a reliable student.
- If there is a term or concept you do not understand, do not hesitate to ask the teacher in class to further explain the material. However, if you realize that you still need clarification after the second explanation, see the teacher as soon as possible after class. If you don't, you will be confused when re-reading your notes.
- Remember that the more time a teacher spends on an idea or concept, the more likely it is to appear on a test.
- Make sure you take note of any material written on the board or shown on an overhead. Try not to fall asleep during videos! Taking notes on the video can help maintain your focus!

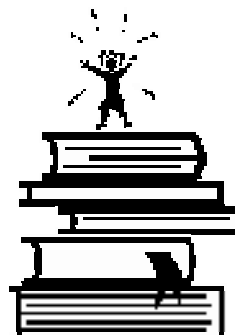
- Leave spaces in your notes if you cannot keep up. If you miss a topic, do not fall behind. You can always fill in the missing information after class.
- Be very careful when lending your notes to someone else. Make sure you will get them back in good order and in time for you to do your studying.

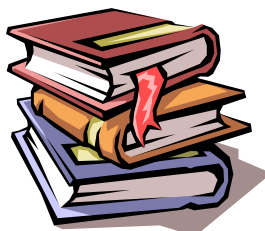
### Textbooks:

- Your teacher will tell you what textbooks, course packs or other material you are expected to buy. Check to see if there are second-hand copies available but be sure to get the right edition. Ask if you are expected to bring the book to class and if the text is available "on reserve" at the library. Don't forget to write your name in your textbook.
- Ask the teacher if an older edition would suffice as this can save your money.
- It's often helpful to take notes on what you have read. Some people find using a highlighter useful, but don't highlight everything, just the really important stuff.
- Keep up with the reading! That way, you will not be stuck the night before the test with 300 pages to read. Use information in textbooks in conjunction with your class notes. If you do not understand something being presented in the text, check to see if your class notes can help you understand, or vice versa. Use the index at the back of the book and look for glossaries that explain and define terms you may not be familiar with.



- Make sure you pay particular attention to assigned material in the textbook that was not covered in class.
- Look for **bolded** or *italicized* terms or concepts in the text.
- Check to see if there is a chapter introduction and read it carefully.
- Make sure you read the chapter summaries at the end of each chapter as well.
- Often texts will have lists of important terms at the end of each chapter. These lists are a helpful way to review and to test your knowledge and comprehension.
- Attempt to understand the material, rather than memorize it.
- In Social Science and Commerce, especially in Economics and Quantitative Methods, textbooks will have graphs. Make sure you understand them and can reproduce them.
- Don't forget the material in 'Boxes'. It's important too.
- Some textbooks have their own websites. Often these sites contain both interesting and useful material including sample test questions. Try and do a few practice questions from each chapter. Some textbooks are sold with Study Guides. These may contain sample exercise and may be very useful.



5) **STUDYING:**

We cannot reiterate enough the importance of **understanding** rather than memorizing. For example, an Economics textbook may present a graph and show you what happens when supply increases and demand decreases. Then, when test time rolls around, your teacher may ask you to explain what happens when supply decreases and demand increases. If you **understand** the material, you will be able to answer this question with ease. However, if you have only memorized the material, this question can give you a tremendous amount of difficulty. At the CEGEP level, you are expected to be able to explain, analyse and synthesize information. You will not get by just by memorizing!

- **Set study goals.** Remember, Marianopolis is a tough school. It is virtually impossible to get 100% on each test. "Strive for excellence, not perfection." (Skerry) Goals allow you to break down a large amount of material into more manageable pieces.
- **Make a study schedule suited to your learning habits.** If you are a morning person, try to study the hardest material in the morning.
- **Study in a specific place and away from distractions.** Make sure your study area has adequate lighting and is comfortable, but not so comfy that you want to take a nap! The Cafeteria is a good place to meet your friends but probably not the best place to study. Likewise, studying outside may

help your tan but probably won't help your grades. The Library is a great place to study.

- **Take short breaks**. If you find yourself getting tired while studying, do a few stretches, get a snack or take a brief walk.
- **Study in short intervals**. Students often remember what they studied first and last. By studying in short thirty-minute intervals, for example, rather than two-hour stretches, you will have more "beginnings" and "ends".  
(Skerry)
- **Avoid cramming**. Although this may have worked in high school, it is much harder in CEGEP where tests cover more material.
- **Prepare in advance**. You should know when most of your tests are by looking at your course outlines. If, in August, you see that during the week of October 20<sup>th</sup> you have four tests, make sure you allocate enough time to study for each test.
- **Study with a 'serious' study partner**, not a "goof-off", if you are into studying with others.
- **Test yourself**. Have a partner make up some questions for you and see if you can answer them. You may also ask your teacher for some extra problems, if necessary. Some textbooks contain practice questions with solutions and often the book has its own website with questions to try.

- **Reward yourself when you study.** If you get more than 8 of the 10 practice problems at the end of a chapter correct, for example, check out your favorite T.V. show, or phone a friend and get caught up on the news.



## 6) **TEST-TAKING**

At Marianopolis, courses often have two or three tests per semester and one final exam, cumulative or not. It is not unusual to have more than one test on the same day and many tests in the same week. To help you achieve the best possible test results, you should begin by:

- Reading the instructions carefully.
- Looking over the test once, to see how much each question is worth and how you should budget your time.
- Remember to breathe comfortably.

### **In general, when writing the test:**

- Try to be as neat as possible, Write legibly and number each question clearly.
- Budget your time. Look at how much a question is worth, and write your answer accordingly in terms of length, content and examples.
- Try to support your ideas with original examples, where possible.



- Avoid second-guessing yourself.
- If you are unsure of an answer, don't dwell on that question. Leave it and move on. However, be sure to remember you left a question blank so you can return to it later. Sometimes information you need to help you answer a question will appear somewhere else in the test or exam. Also, once you start writing, you may recall the answer.

**Writing multiple choice tests:**

- Eliminate any answers you know are incorrect.
- Check for grammatical inconsistencies. For example, a question may refer to a single person, but one answer may be phrased in the plural referring to more than one person. Obviously, in this case, the grammatical inconsistency will alert you that the answer is wrong.
- Before looking at the answers, try and answer the question yourself.
- If you do not know the answer, remember:
  - 1) Answers with words such as "always" or "never" are often (but not always) wrong.
  - 2) Answers that are qualified are often right. Qualified answers frequently have words such as "often" and "sometimes" included in them.
- Generally speaking, of the four possible answer choices:
  - 1) One answer will be obviously incorrect.
  - 2) One answer will appear correct if you haven't studied.
  - 3) One answer will be partially correct (however, it may not be the "best" answer, which is often what you will be asked to choose.
  - 4) One answer will be correct.

- Avoid second-guessing your teacher. Don't think that if the teacher has put three A's in a row, that the next answer cannot be an A.
- Remember that research shows that students gain more than they lose by changing their first multiple-choice answer if they suspect that their initial answer is incorrect.



**When writing an essay test:**

- Read the instructions carefully before beginning.
- Look over the entire test and see how many questions you are required to answer.
- Read each question carefully, several times, and make sure you know exactly what is being asked of you.
- If time permits, make a brief outline listing any points you want to mention in your essay, and in which paragraphs you want to mention them.
- When writing your essay, read back what you have written every few minutes to make sure you are on track and still answering the question.
- Make sure you write in paragraphs, with proper spelling and punctuation.

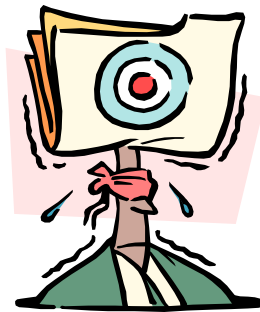
- Write legibly! If a teacher can't read your handwriting, he or she can't mark your essay. Besides, a neat answer will make a much better impression than a messy one.
- Use the 'vocabulary' of the discipline when writing your essay.
- Do not "pad" your answer. You know what we mean!
- Where possible, try and give more detail than less, as long as the details you are giving are relevant and correct.
- When you are finished your essay, make sure you read it over before you hand it in! Check for spelling, punctuation and sentence construction.
- If time is running out and you have a lot more to write, use point form for the remainder of the essay.
- Make use of all the time available.

**After the Test:**

- When you get your test back, go over it carefully and see your teacher, as soon as possible, if you have any questions.
- If your teacher asks to see you, go as soon as possible.
- Reflect on your results and where you could improve for the next test.

## 7) TIME MANAGEMENT

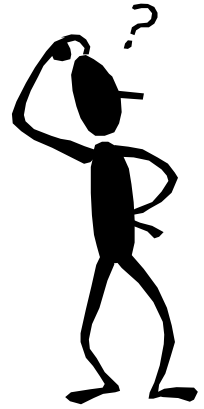
- Remember the semester is only 15 weeks and the time will fly by. Teachers often move at a fast pace and it is very easy to fall behind. Make sure you do everything possible to stay on top of things.
- If you have the time to work on something, do it! You will only be busier later in the term.
- Because the majority of teachers give between two and three term tests a semester, not including final examinations, they often all fall within the same one or two week period. Ensure that you prepare in advance for this barrage of tests.
- In your program, there are rarely weekly assignments or quizzes with the exception of Math courses and Quantitative Methods. Therefore, when work does come around, it is often more substantial. It may be a paper, journal or some other type of assignment. Do not get lazy the first few weeks of the term when it seems you do not have much work. It's coming, don't worry!



## 8) PREVENTING PROBLEMS

Here are some warning signs that you may be in jeopardy of doing poorly in a course:

- 1) Everyone in the class seems to grasp the concepts while you are still struggling.
- 2) You are getting grades that disappoint or shock you.
- 3) Your grades are well below the class average.
- 4) You get a poor mid-term assessment report.
- 5) You are unmotivated and skipping classes.
- 6) If you are taking a course other than Latin or Greek, and you don't understand what the teacher is saying, you need help! The key here is anticipating problems, facing up to reality and doing something about it **immediately!** Teachers are usually very glad to spend some time with a struggling student.



### Some places to get help are:

- **Your teacher:** The instructors are there to help you and they want you to succeed.
- **Departmental Chair:** If your teacher can't help you, for whatever reason, you can speak with the Chair of the Department. The chairs' names are listed in the Agenda.
- **The Associate Academic Dean:** The Associate Academic Dean deals with students who are having academic and personal difficulties that affect their school work. As well, if you are a student with a special need (physical, emotional or cognitive), you should discuss this with the Associate Dean at the beginning of the term. Appointments can be made in **Room A-209**.



- **Peer tutoring:** This resource is offered in a variety of courses including Economics, English, French, Quantitative Methods and Mathematics. Basically, it's students helping students and has proven very helpful to those who need that extra bit of help to improve their grades. And best of all - it's free! Check it out with your instructor. Apply online - go to Current Student tab then select Tutoring and click on the link to the form.



- **Counselling Services:** This strictly confidential service can help you with personal or family problems and with study skills, time management and interpersonal relationships. Appointments can be made at Student Services.
- **Academic Advising:** Go here if you have questions regarding university requirements, program requirements, difficulties with courses, your overall course load or summer school.
- **Student Services:** If you don't know where to begin or whom you should see for help, Student Services is the place to go. If they can't help you, they will refer you to someone who can. They can also help you with minor problems like locker hassles or headaches (sometimes caused by locker hassles!). Student Services also sells some supplies and has a "lost and

found". If you have lost your textbook or your calculator, check at Student Services. It may be waiting for you there.

- **What's Up**: This aptly named newsletter is published every Monday and is a guide to "what's up" at the College that week. In addition to information about clubs, sports and other student activities, it has important academic information including announcements concerning various deadlines and Honours Presentations. Study Skill Workshops and activities in the Learning Centre are also listed in **What's Up**. The College assumes you will check it out and read it carefully. You can view it online.

## 9) RESOURCES

Marianopolis has a wide variety of resources at your disposal. Use them!

### Library:

The Marianopolis Library has over 50,000 books, periodicals, films, CDs and other materials that students need to do their projects, papers and assignments. The Library website is the gateway to the electronic databases where you can get access to journal and newspaper articles. The Library is a wireless environment, so bring your laptop (if you have one!). The Library has laptops that you can use, and it offers photocopiers and a printer too. In addition, the Library is a wonderful place to study. The Library is a great place to start when you need to do research. If you need help to find a book or want to learn how to use the journal databases, don't hesitate to ask the friendly librarians for help.

### Websites:

Marianopolis students have two major websites at their disposal. On the College website, [www.marianopolis.edu](http://www.marianopolis.edu), there is a lot of useful information including a faculty/staff directory, a place where cancelled classes are posted, information on peer tutoring and the audio-visual lab, and the Marianopolis Library website.

- One of the most useful features of the Library website is "**Search Our Catalogue**". On this page, you can search for books and other materials in our Library. Also, the "Databases" page is a great place to start when you are looking for journal articles to support your ideas when you're writing papers. It's good to know about the "Cyber Reserves" section, too. Accessed by a password which you can get at the Library, many teachers post assignments, solutions, required readings, notes, practice exams and the like.
- The second major website is [marianopolis.omnivox.ca](http://marianopolis.omnivox.ca). Here, you can book appointments with Academic Advisors, view your course schedule, access documents, assignments posted by teachers, check your grades, and use Messaging in Omnivox (MIO) to contact teachers and fellow students. It is highly recommended that students check Omnivox at least once a day to read any MIOs or access and assignments posted by their teachers.

- **TLT (A-358) - Teaching & Learning Technologies:**

This is where you can find digital video cameras, digital cameras, video editing equipment (iMacs), voice recorders, boomboxes, portable amplifiers, microphones, USB memory keys, etc. You can book all this equipment online through MRM (Meeting Room Manager). You will also find the Language Lab which can be used when it is free.

- **Computer Labs:**

Any word-processing, printing or Internet research can be done in the two computer labs located on the fourth floor. Always have your Student ID with you while in the labs. Make sure to check the schedules outside the labs to see when they are free.



- **Fitness Facilities:**

Many students find that working out can reduce a lot of their stress. We have a state-of-the-art Fitness Center, spacious and contemporary Dance Studio and double Gymnasium. The fitness facilities are open to all Marianopolis students. Before you decide to workout, be sure to check for the available free times, which are posted by the facilities.



There is a Fitness Monitor who is always available for everyone during the free times:

Tuesday 8-2, Wednesday 4-6, Thursday 12-6 and Friday 2-6

10) **HAVE FUN!**

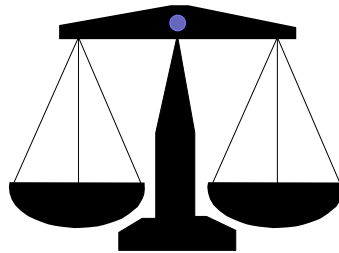
There is so much more to Marianopolis than just classes, assignments and final exams. **Don't forget to have fun and make friends.** Just don't lose sight of your ultimate academic goals! Marianopolis has dozens of clubs, activities and sports teams. In addition, there are trips during Spring Break, end of the semester parties, talent shows, plays, special lectures and much more. To find out more about any activity at Marianopolis, check it out at Student Services or watch for flyers posted around the school.



## ***Contrary To Popular Belief***

1) **Social Science is just as respectable as any of the other programs offered at Marianopolis.**

- The Social Sciences have the reputation with some people for being easy. **Not true!** You will find they are challenging and require considerable effort to do well. Furthermore, a degree in any of them opens doors to fascinating careers and serves as an excellent background for other fields such as law and business.



2) **Being in Social Science does not mean “no more math”.**

- Although the Social Science program does not require you to take any math courses, you are required to take a Quantitative Methods course, as well as an Economics course. Both these courses require you to have basic math skills. You can also speak with an Advisor about a profile that includes math.

3) **Getting into Marianopolis College does not guarantee your success. You will have to work hard!**

- Having done very well in high school with little work does not necessarily mean that you will do as well at Marianopolis with an equal amount of effort.
- Marianopolis is a post-secondary institution that prepares students for university. You will therefore be treated more like a university student, rather than a high school student. Likewise, **college level work** will be expected from you.



4) You need to retain much of the material that you learn in your courses.

- Many courses build upon one another. Obviously, you need to have a good foundation in Macroeconomics, for example, to do well in International Economics. Within a given course, a grasp of the early material is often essential to the understanding of subsequent material. Spend some time studying notes from a previous course at the start of the new term.
- In order to obtain your DEC, you must pass a course entitled "**The Integrative Project**". In this course, you will research a topic and analyze it from a Social Science perspective drawing on a minimum of two Social Science disciplines. During your first three semesters, try to think of topics that might interest you, so that you will have some possible ideas in mind for this course.
- In addition, during the final examination period in May of your fourth semester, you must also pass an "**Épreuve Synthèse**" exam. This exam requires you to read a number of articles on a particular topic and then write an analytical essay on this issue. You will use the articles and combine different models, theories, paradigms and concepts from two or more social science disciplines in your essay. The Integrative Project and the Épreuve Synthèse provide an opportunity for you to demonstrate that you can apply what you have learned in Social Science and Commerce to an actual issue. In other words, you have to think!
- All students must also pass an **English Exit exam** from the Ministry of Education. This is done after completing your third English course. For further details, speak to your English teacher.



5) The first and last classes of a course are very important.

- During the first couple of classes in a course, the teachers hand out the course outline, as well as discuss what the course requirements are and what is expected of you. It is at this time when you really need to buckle down because if you let yourself fall behind at such an early stage, it will become more and more difficult to catch up. This is the time to establish good study habits and to get yourself organized.

- The last few classes are also crucial because teachers will generally discuss the format of the final exam, and what it will cover. They may also review material that they believe to be important and which may be on the exam.

**6) The Course Outline is not useless!**

- The course outline is a valuable tool to help you plan your semester. It contains important information such as test dates, due dates for assignments and the grading scheme. The course outline also tells you your teacher's Office Hours, phone extension and e-mail address. Finally, objectives and expectations are outlined here. Remember that teachers set tests and exams that reflect these objectives and expectations.

**7) The teacher does not fail "you" on your test.**

- Teachers are professionals who for the most part have evaluated the work of many students before you. The mark assigned reflects their evaluation of the work you submitted and not of you as a person. If you did not do well on an evaluation, accept your share of the blame. Better yet, meet with your teacher to plan what you can do to improve for the next time.

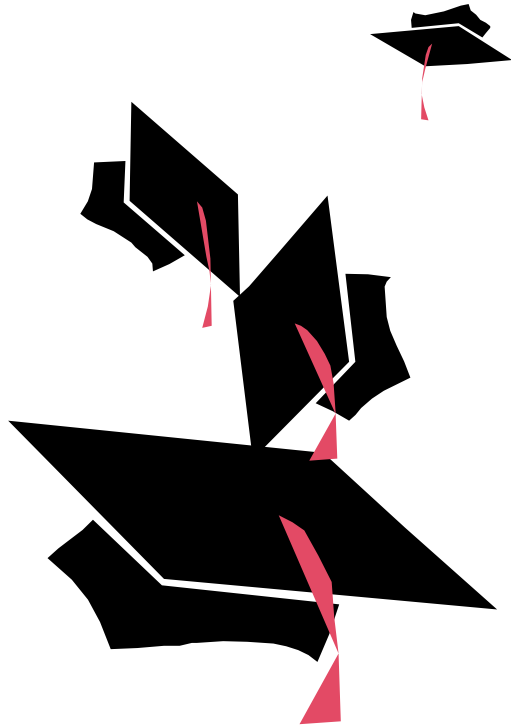
**8) You don't have to like a teacher or a course to do well.**

- While it's nice when you have the ideal teacher or are in your favorite course, it cannot always be. Sometimes your teacher's teaching style does not match your learning style. Don't get discouraged or frustrated. Persist and persevere! Use the textbook or find a study partner. Don't drop the course or fail it just because you do not like the teacher or the material. Repeating a course you failed will not be more fun.

**9) Everyone will struggle at one point or another.**

- Enough said!

***GOOD LUCK AND HAVE TWO GREAT YEARS!***



## **Bibliography**

### **Books:**

Fleet, J., Goodchild, F., Zajchowski, R. (1994). *Learning for success: skills and strategies for Canadian students*. Toronto: Harcourt Brace & Company Canada, Ltd.

Fraser, L. (1996). *Making your mark* (5<sup>th</sup> ed.). Port Perry: LDF Publishing Inc.

### **Handouts:**

Marianopolis Student Services. *Hints for objective exams*.

Marianopolis Student Services. *Managing your time*.

Skerry, S. *Becoming a better student*.

# NOTES