

Finals Preparation Packet

Step 1: Start Scheduling

Put all of your final exam times and due dates for final projects in your planner.

If you tend to procrastinate, make your projects due two days early.

Sun	Mon	Tue	Wed	Thu	Fri	Sat

Sun	Mon	Tue	Wed	Thu	Fri	Sat

Get these printable calendars for any dates you need with [CalendarsThatWork.com Full Access](https://www.calendarthatwork.com).

Step 2: Identify Resources

For each course, identify the materials you can use to study. These would be things like lecture notes, slides, lab reports, previous assignments, old exams, assigned readings, etc.

Then, Identify the times and places where study support is available for each course. Some examples would be professors' office hours, tutoring, review sessions, etc.

COURSE	PRIMARY MATERIALS	OTHER MATERIALS	PROFESSOR'S OFFICE HOURS	REVIEW SESSIONS	TUTORING
			When: Where:	When: Where:	When: Where:
			When: Where:	When: Where:	When: Where:
			When: Where:	When: Where:	When: Where:
			When: Where:	When: Where:	When: Where:
			When: Where:	When: Where:	When: Where:

Step 3: Take Inventory

For each course, identify the most important topics so you know how to prioritize your studying. Then, identify where in your materials these topics were addressed. If a topic was addressed in multiple course materials, it is important and will most likely be on the exam.

Concept	Textbook	Lecture Notes	Lab/Notes	Miscellaneous

Step 4: Identify Strategies

For each course, identify how you will prepare -- or learn -- the material and then how you will review it. Some examples for various types of courses are provided below.

Make sure your study strategies require you to be ACTIVE and to think about both the “big picture” and the details.

Sample:

Topic	Prepare	Review
Math: Quadratic Equations	Annotated problems	Study annotations, then practice problems from old exams
Educational Psychology: Learning Disabilities	Create chart with name, variations, causes, manifestations, treatments	Study chart, then complete a blank one without looking at the original
Biology: Mitosis	Draw a diagram of the entire process of mitosis	Study diagram, then recreate it from memory and write out in paragraph form how the process works

Course: _____

Topic	Prepare	Review

*You can visit an academic coach to learn new study strategies.

Step 5: Create a Study Plan

1. Break the material into MANAGEABLE chunks.
 - a. *Make up your own chunks based on the structure of the material & your comfort with it.
2. Plan to spend about 2 hours studying on each of the five (or so) days.
3. You work on the material in 2 ways: prepare and review.

Sample 5 Day Study Plan

Tuesday		
	Prepare 1st chunk	2 hours
Wednesday		
	Prepare 2nd chunk	2 hours
	Review 1st chunk	30 minutes
Thursday		
	Prepare 3rd chunk	1-1/2 hours
	Review 2nd chunk	30 minutes
	Review 1st chunk	15 minutes
Friday		
	Prepare 4th chunk	1 hour
	Review 3rd chunk	30 minutes
	Review 2nd chunk	15 minutes
	Review 1st chunk	10 minutes
Sunday		
	Review 4th chunk	30 minutes
	Review 3rd chunk	20 minutes
	Review 2nd chunk	10 minutes
	Review 1st chunk	10 minutes
	Self-Test	1 hour

Resources

Tutoring programs: rlc.rutgers.edu/tutoring.shtml

Academic coaching: rlc.rutgers.edu; call 848-445-0986 to set up an appointment