

Creating Successful Study Groups

Step 1: Talk with your classmates

- **Invite 3-5 dedicated classmates to form a study group.**
 - Look for students who attend class, take notes, and contribute to discussions. (*Don't overlook students who are quiet, but make valuable contributions to class discussion.*)
- **Choose a time and place.**
 - When are you on campus anyway? (*Ex: before/after class time, tests, or required meetings*)
 - Where can you talk on campus? (*Ex: library study rooms, empty café, empty classroom, public areas in buildings, etc.*)

Step 2: Prepare

- **Which topics will your group cover?**
 - Does the course build on itself or just cover recent information?
 - Break down the information (*Ex: by chapter, process, date covered in class, etc.*)
- **Develop a plan**
 - Divide the topics and decide who will cover each topic.
 - Determine the amount of time for each topic.
 - Decide the total time for the study group, then divide it by the total number of topics + 1. (*Ex: If your group will meet for 60 minutes & there are 4 topics, divide 60 by 5. This will give each person 12 minutes per topic, with 12 minutes for the wrap-up.*)
- **Send a reminder email or text about the study group meeting place & time.**

Step 3: Meet

- **Start on time.**
 - If one person is late, start on time & cover the other topics first.
- **Stay on topic.**
 - Stick to the plan! Share copies of notes if a group member runs out of time.
 - Stay on track so that all topics get covered without going beyond the meeting time.
- **Wrap-Up.**
 - Plan the next meeting at the end of this first meeting.
 - Decide when and where to meet again
 - Decide which topics to cover at the next meeting & who will prepare for each.