



College Success

2014–2015 Catalog

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COLLEGE SUCCESS AND STUDY SKILLS

CAREER



NEW EDITION!

eBook

100% JOB SEARCH SUCCESS, 3E

Gwenn Wilson, MA

100% JOB SEARCH SUCCESS provides you with practical, step-by-step information that you can apply to increase your effectiveness and success in the job search, from researching an industry to preparing a professional portfolio. In this highly competitive job market, using these new tools will help ensure that you will have a measure of success in your job search. The new third edition highlights methods of networking via the Internet, using tools such as LinkedIn, Facebook, Twitter, and Google+, as well as traditional networking such as career fairs and professional organizations. Three chapters on interviewing help you to prepare for what might be asked in an interview, provide tips on how to look and act in the interview itself, and tell you how to follow up on the interview. A chapter on Professionalism in the Workplace provides suggestions for adult learners as well as how to demonstrate professionalism on the job.

NEW TO THIS EDITION

- A NEW chapter-opening feature, “100% Success Story,” provides an example of someone who achieved success using one of the techniques discussed in the chapter.
- NEW organization highlights networking and resume-writing, and provides a new three-chapter section on the interview process.
- NEW coverage in Chapter 4, Networking, and Self-Promotion, of electronic tools such as LinkedIn,

Facebook, Twitter, and Google+.

- NEW content on “personal branding” and strategies for creating a personal brand.
- NEW capstone Chapter 9, Professionalism in the Workplace, covers issues affecting adult learners, as well as how to demonstrate professionalism on the job.
- EXPANDED coverage of the interview process, with three chapters (Chapters 6-8) that include dressing for the interview, different interview situations such as phone or mealtime interviews, sample interview questions and how to handle them, and how to follow up after the interview.
- COVERAGE of considerations for the adult learner, who may be entering or re-entering the workforce, in Chapter 9.

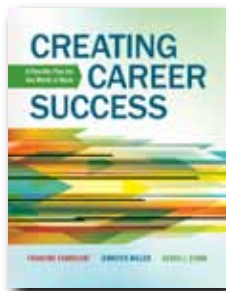
FEATURES

- “Self-Assessment Questions” and “Critical Thinking Questions” help students review what they have just read and consider how the information applies to their own situation.
- “Apply It!” features within every chapter provide specific directions for implementing each strategy described in the chapter.
- “Success Steps” provide a condensed list of steps for each technique that students can take away.

CONTENTS

Part I: PREPARING YOURSELF FOR THE JOB SEARCH. 1. Industry and Job Research. 2. Assessing and Developing Skills for the Workplace. Part II: TOOLS FOR THE JOB SEARCH. 3. Networking and Self-Promotion. 4. Resume and Cover Letter Development. 5. Developing a Professional Portfolio. 6. Professionalism in the Job Search. Part III: THE ART OF THE INTERVIEW. 7. Successful Interviewing. 8. After The Interview. 9. Professionalism In The Workplace.

© 2015, 240pp, Paperback, 9781285430058



NEW!

 CourseMate

 eBook

CREATING CAREER SUCCESS

A Flexible Plan for the World of Work

*Francine Fabricant; Jennifer Miller, Fashion Institute of Technology;
Debra Stark, Ramapo College*

Today's workplace is a dynamic, ever-changing environment. Job security is a thing of the past, layoffs are common, and people change jobs and careers frequently. Students need to be prepared to adapt to the unexpected twists and turns they may face. **CREATING CAREER SUCCESS** helps students develop a self-directed, proactive, flexible plan to launch and manage their careers over the years to come, using the latest technological resources and job search strategies. Through a process of self-assessment, career exploration, and self-promotion students discover how to connect their skills, interests and values to a variety of possible careers, build relationships, and present themselves in the best possible light to potential employers. Most importantly, students are encouraged to keep their minds and options open, and to engage themselves fully in the career development process.

FEATURES

- Organized in a question and answer format, the **CAREER PROFILE** feature highlights success stories of real people in the workplace and their employers, coworkers, or mentors. Readers will be prompted to think critically about skills, values, and strategies they can apply to their own career development.
- **CASE STUDIES** highlight common career development challenges students may encounter. The complete package of sample job search tools in Chapter 8 corresponds with the case study students highlighted in each chapter. This unique approach allows readers to see targeted resumes, cover letters, thank-you notes and other job search tools for each case study student.

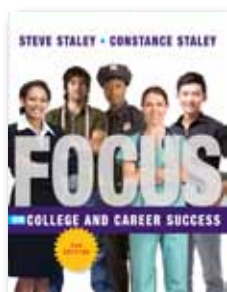
- The **CAREER JOURNAL** encourages readers to react to and personalize the chapter content to their own lives.
- The **EMBRACING DIFFERENCES** feature will help students learn about how the workplace is becoming more diverse and the importance for individuals to work together, find common themes, and manage differences effectively.
- The **WORK WITH AWARENESS** feature will help students connect their values with their career and learn strategies to apply socially aware concepts into their career plan.
- As technology continues to evolve, the way we work changes. In the **TECH SAVVY** feature, readers will learn ways to use technology to find information and promote their personal brand.
- The **YOUR FLEXIBLE PLAN** end-of-chapter feature presents a Plan of Analysis or Plan of Action to assist students with short-term decision-making and to serve as a reference tool for the future.

CONTENTS

SECTION 1. KNOW YOURSELF. 1. Prepare. Where Should I Start? Prepare for the World of Work. What is Career Development? Create a Career Portfolio. Campus and Community Resources. 2. Skills. What have you done? Skills for Career Success. Assess Your Skills. Evidence of Skills. 3. Preferences. You Know What You Like. Patterns of Interests: The Holland Codes. Explore Your Preferences: Psychological Type. Applying Type in Everyday Life. 4. Values. That Motivates Me. Values and Your Career. Building Your Reputation. A Life Worth Living
SECTION 2. EXPLORE YOUR OPTIONS. 5. Explore. Connect to the World of Work. Four Steps to Conduct Career Research. Expand Your Options. Education, Majors, and Careers. Real-World Career Exploration. 6. Relationships. Real Relationships. Types of Social Network Structures. Expand Your Social Network. Six Steps to Informational Interviewing. Networking for Internships. 7. Decision-Making. What Decisions Are Next? Improve Your Decision-Making Skills. Create Opportunity from Unexpected Events. Choose a Major, Further Education, or Training. From Decisions to Action
SECTION 3. MARKET YOURSELF. 8. Tools. Job Search Tools & Your Career Development. Build Your Brand. Resumes for The Real World. Just Say It! Action Verbs. Prepare Winning Cover Letters. Additional Job Search Tools. 9. Launch. Conduct A Successful Job Search. A New Beginning: Resources for Career Change and Re-

entry. Networking for Job Opportunities. Strategies for Successful Interviewing. Professional Attire & Your Job Search. Evaluating Next Steps and Negotiating 10. Career Management. Professionalism in the Workplace. Succeeding With Mentors. Financial Planning Basics. The Life You Want Now ... and In the Future.

© 2014, 336pp, Paperback, 9781133313908



NEW EDITION!



eBook

FOCUS ON COLLEGE AND CAREER SUCCESS, 2E

Dr. Constance C. Staley, University of Colorado, Colorado Springs; Dr. Steve Staley, Colorado Technical University

Steve Staley and Constance Staley's **FOCUS ON COLLEGE AND CAREER SUCCESS** is uniquely equipped to turn the tides regarding retention among first-year college students, particularly at career, technical, and proprietary schools. Visually appealing, research-based, and highly motivational, this text thoroughly engages students with direct applications and immediate results. Steve Staley has been teaching at Colorado Technical University for 30 years and is intimately familiar with the specialized student needs of career and technical students. Constance Staley, one of the best-known names in the field of motivation and student engagement, provides a wealth of tools to help students of varied learning styles succeed in their first year of college and beyond. Thoroughly researched, the text covers the topics most important to student success and incorporates the underlying themes of professionalism, motivation, and self-discipline throughout. Rather than talking down to students or speaking over their heads, **FOCUS ON COLLEGE AND CAREER SUCCESS** initiates a personal and informal conversation with readers, directly connecting them with and drawing them into text discussions.

NEW TO THIS EDITION

- The new edition of **FOCUS ON COLLEGE AND CAREER SUCCESS** has an increased emphasis on the topic of professionalism and its importance in the classroom and the workplace. Two features, "Going Pro" and "What's In Your Briefcase" appear in every chapter to promote this discussion in your classroom.
- "Going Pro" features professional traits that aren't always taught in a classroom but are integral to getting and keeping a job. Topics such as first impressions, work ethic, and self discipline are highlighted.
- "What's In Your Briefcase" provides students with tools to apply what they learn in the classroom to their career. It highlights topics such as expectations, grit, and working efficiently. A short discussion gives students the essentials of how to implement these soft skills in their current courses and transfer them to a job. A short exercise encourages students to consider how these skills can immediately apply to their own life.
- Chapter 1 now features Dexter Lewis in the **FOCUS Challenge Case**. Dexter is a solid, hard-working family man who was recently laid off and decided to get his bachelor's degree. But did he make the right decision?
- Chapter 3, Learning Styles and Studying, chapter 8, Reading, Writing, and Presenting, and chapter 9, Developing Memory, Taking Tests, are all heavily revised. Chapter 6 "Learning Online" is renamed.
- The Focus Challenge Case in chapter 10, Building Relationships, Valuing Diversity, highlights Serena Jackson, a first-year student left to do all the work herself for a group project, setting the scene for a focus on relationships through chapter.

FEATURES

- The "Challenge Case" highlights a student experiencing real-world challenges and opportunities, giving your students the opportunity to immediately relate to the chapter topics. Each case study invites students into a student's personal story and demonstrates the realities that many students face when they begin college.
- The "ONLINE TechKnow" feature highlights important skills that students should be aware of in a completely online or hybrid course. Special circumstances of the online learning environment are discussed in an easy to read, bulleted format, applying chapter-level skills to the online learning environment (e.g. navigating

an online discussion board, creating meaningful relationships with instructors and peers, and online test-taking tips).

- The “Sharpen Your Focus” feature examines the most common reasons why college students lose focus. A short exercise provides a solution for students to use in the real world to avoid those focus pitfalls.
- With the fast pace of career and technical colleges, students need to quickly learn the study skills that will help them get through their courses successfully and efficiently. FOCUS ON COLLEGE AND CAREER SUCCESS provides thorough coverage in all areas of study skills, with chapters covering time management, listening, note-taking, reading, studying, and test taking.

CONTENTS

1. Getting the Right Start. 2. Building Dreams, Setting Goals. 3. Learning Styles and Studying. 4. Managing Your Time, Energy, and Money. 5. Thinking Critically and Creatively. 6. Learning Online. 7. Engaging, Listening, and Note-Taking in Class. 8. Reading, Writing, and Presenting. 9. Developing Memory, Taking Tests. 10. Building Relationships, Valuing Diversity. 11. Choosing a College Major and Career. 12. Creating Your Future.

© 2015, 384pp, Paperback, 9781435462373



NEW EDITION!

CourseMate

MindTap

aplia

eBook

FROM MASTER STUDENT TO MASTER EMPLOYEE, INTERNATIONAL EDITION, 4E

Based on Dave Ellis' Becoming a Master Student,

With a new emphasis on the skills most valued by employers, FROM MASTER STUDENT TO MASTER EMPLOYEE 4E, International Edition improves students' abilities to develop and apply the most relevant skills and strategies to both the classroom and the

workplace. The Fourth Edition focuses on the Five C's – character, creative thinking, critical thinking, communicating, and collaborating – the top 5 qualities employers seek in their employees. These five skills are addressed at the end of every chapter; supported by new content on Bloom's Taxonomy and professionalism; and emphasized in three new chapters on Character, Creative and Critical Thinking, and Collaborating. A renewed emphasis on the Master Student qualities is incorporated throughout the text, further supporting the Five C's. Through tools like the Discovery Wheel, Kolb Learning Style Inventory (LSI), Discovery and Intention journal entries, and hands-on activities, students gain a deeper understanding of themselves and learn to continually apply new skills as lifelong learners.

NEW TO THIS EDITION

- New! Chapter 1: Character sets the stage for success in school and beyond by showing students how to define their values and align them with their actions. It focuses on forming positive and productive attitudes and changing poor habits to reach goals. A new article, “Demonstrating a professional work ethic,” helps make the connection from civility in the classroom to a professional environment.
- New! Emphasis on Bloom's Taxonomy. To help develop students' critical thinking skills, Chapter 8 Creative and Critical Thinking now introduces students to the six different levels of higher thought with Bloom's Taxonomy.
- New! Five Cs for Your Career. At the end of each chapter, students read about specific ways in which they can develop five crucial qualities that employers seek: character, creative thinking, critical thinking, communication, and collaboration skills. Students are asked to practice and develop these critical skills now, so that they may make a seamless transition from success in school to success on the job.
- To allow for more coverage of the Five Cs, the Time and Money chapters from the previous edition have been combined into one chapter (Chapter 3). To focus on The Five Cs, these topics have their own chapters: Chapter 1 (Character), Chapter 8 (Creative and Critical Thinking), Chapter 9 (Communicating), and Chapter 10 (Collaborating).
- FROM MASTER STUDENT TO MASTER EMPLOYEE 4E, International Edition is not just about study skills,

it's about life skills. The Master Student Qualities are a guiding force behind FROM MASTER STUDENT TO MASTER EMPLOYEE 4E, International Edition. These are not just behaviors that every student should strive for, but every person should strive for. To put a renewed emphasis on these qualities, The Master Student article that outlines these qualities has been moved to the Introduction as one of the first articles students encounter in the book. Students will be reminded of these qualities throughout their FROM MASTER STUDENT TO MASTER EMPLOYEE 4E, International Edition journey as the behaviors are now stressed as qualities to continually build and mold within yourself. To be a good person is to also be a good student.

- New! The Power Process articles have moved to the beginning of each chapter to motivate students and illustrate how simple behaviors can lead to great changes and successes in their academic as well as personal lives. Students see upfront how the skills they are learning about in the chapter are just as much about life skills as they are about academic skills. FROM MASTER STUDENT TO MASTER EMPLOYEE 4E, International Edition is just as much about shaping master people as it is about shaping master students.
- New! Learning Styles Inventory directions and explanations have been simplified and made more apparent, stepping students through how to take the test, as well as clearer explanations of what the test results mean and how students can apply that new knowledge about themselves to their academic coursework and success.
- New! Chapter 12 Career Management (formerly entitled Working) has been combined with the previous edition's chapter on Careers and revised to ensure a better flow of relevant content. Several new articles have been included on résumé building (Build an irresistible résumé and Fine tune your cover letter) and interviewing (Use job interviews to "hire" an employer). These articles have been revised to ensure the focus is appropriate for first-year students, with a focus of how to build your résumé for potential employers while in school and how to showcase Master Student qualities in your work experience and on your résumé. Other new articles include, "Tap the hidden job market," which focuses on how networking is a powerful tool when job searching

and "Creating value from any job," which focuses on managing expectations and how students can benefit from any job by using it as a steppingstone to the next job they want.

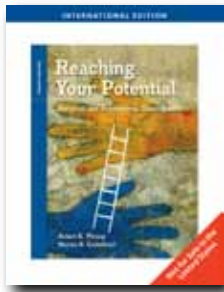
FEATURES

- Master Student MAP. The Master Student MAP (an acronym for Metacognitive Application Process) feature located on the opening page of each chapter provides an organizational framework that introduces each chapter and acts as a common theme throughout the text to guide students in monitoring thinking and learning. A reasoning model based on the Learning Style Inventory, the map helps students understand why the chapter matters, what is included in the chapter, how they can use the chapter, and what to think about as they read ("As you read, ask yourself what if . . ."). What makes this model so effective is that by utilizing the strengths of each learning style, students can implement the monitoring aspect of metacognition as soon as they achieve awareness.
- The Discovery Wheel. The most widely recognized feature of FROM MASTER STUDENT TO MASTER EMPLOYEE 4E, International Edition, the Discovery Wheel is an activity where students think about the kind of student they are and the kind of student that they want to become. Its twelve sections correspond to the twelve chapters in the text. Assigned at the outset of the course, this exercise helps students assess their current strengths and weaknesses in different areas of student success. Students answer a series of questions and then plot their scores on their Discovery Wheel--a graphic illustration of their skill levels. The purpose of this exercise is to give students the opportunity to change their behavior. Completing the Discovery Wheel a second time allows students to see what behaviors they have changed on their journey to becoming a master student. Students can complete this exercise in the text or online.

CONTENTS

Introduction: Managing Change 1. Character 2. First Steps 3. Time And Money 4. Memory 5. Reading 6. Notes 7. Tests 8. Creative And Critical Thinking 9. Communicating 10. Collaborating 11. Health 12. Career Management

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REACHING YOUR POTENTIAL, 4E

Personal and Professional Development, International Edition

Robert K. Throop; Marion B. Castellucci, B.A. Barnard College; 30 years experience as a writer and editor of educational books.

REACHING YOUR POTENTIAL, International Edition takes a holistic approach to helping students take control of their lives and improve their self-belief. The text is organized around the four areas of emotional, intellectual, physical and social potential. Through a process of learning and self-examination, students discover their values, increase their commitment to personal goals, and challenge themselves to grow and learn. While gaining practical knowledge and skills, students will discover their emotional, intellectual, physical, and social resources. This model, which is thematically integrated throughout the text, allows readers to emerge from their learning experience understanding the importance of developing each of these areas in order to reach their fullest potential. The text involves readers in active learning with self-assessments, activities that apply concepts to their own lives, questions that test comprehension, and case studies to foster critical-thinking skills.

NEW TO THIS EDITION

- Unit Openers have been added to help students easily preview the main goals of each chapter and how they fit into the five stages of personal mastery.
- A new “Tech Tips” feature has been included to provide suggestions for using technology in college, in day-to-day life, and on the job.
- Coverage of Time Management has been aligned with the concept of Setting Goals in Chapter 2 (moved from the previous edition’s Chapter 13).
- A redesign and updated art/photo program makes the text more readable and visually appealing.

- The instructor support materials, including Test Bank, PowerPoint slides, and Instructor’s Manual, have been revised and enhanced to provide more practical content.

FEATURES

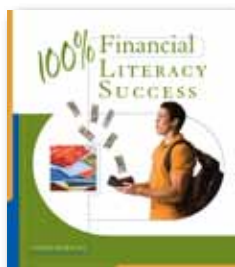
- Introduction: To The Lifelong Learner provides an overview of the authors’ model for helping students reach their full potential, including the five stages that should be followed to develop the four major potentials of the individual.
- Pre-reading and post-reading Self-Assessments allow students to measure their potential and track their progress.
- A diverse array of people who have overcome challenges and succeeded in life is profiled in “Whatever It Takes” features, providing motivation for students to do the same.
- As students work through the text, they apply the concepts they learn to their own situations in the “Your Turn” activities. Interspersed throughout each chapter, these activities prompt students to participate in a process of self-discovery, which engages and holds their interest.

CONTENTS

INTRODUCTION To the Lifelong Learner. Before You Begin: Self-Assessment. Part I: DEVELOPING YOUR EMOTIONAL POTENTIAL. 1. The Power of Self-Belief. 2. Setting Goals and Managing Time. Part II: DEVELOPING YOUR INTELLECTUAL POTENTIAL. 3. Improving Your Thinking Skills. 4. Improving Your Study Skills. Part III: DEVELOPING YOUR PHYSICAL POTENTIAL. 5. Eating Well. 6. Staying Healthy. Part IV: DEVELOPING YOUR SOCIAL POTENTIAL. 7. Communicating Effectively. 8. Improving Your Listening Skills. 9. Improving Your Speaking Skills. 10. Getting Along with Others. 11. Functioning in Groups. Part V: DEVELOPING YOUR ACTION PLAN. 12. Handling Change and Stress. 13. Managing Money. 14. Preparing for Your Career. After You’re Done: Self-Assessment. Glossary. References. Index.

© 2011, 672pp, Paperback, 9781439043752

FIRST-YEAR EXPERIENCE / ORIENTATION



NEW!

eBook

100% FINANCIAL LITERACY

Gwenn Wilson, MA

100% FINANCIAL LITERACY SUCCESS helps students develop the basic knowledge and skills necessary to manage their personal finances during college and beyond. Topics including personal banking, financial aid, budgeting, credit cards, and taxes are introduced through case studies to help students understand the real-world applications and begin to think critically about the role of these concepts in their own lives. Throughout the text, individual, group, and online exercises encourage students to explore and apply skills from the text, helping them create a pathway for long-term financial success.

FEATURES

- **Learning Objectives:** Learning Objectives, like those provided on course syllabi, are provided to outline what students should be learning from the chapter and guide them to the main concepts of the chapter. The objectives help students to identify important points and indicate what they are supposed to learn from the chapter.
- **Case In Point:** At the beginning of each chapter, a case study demonstrates the application of chapter concepts to the real world. The questions following each case study are provided to stimulate critical thinking and analytical skills. The questions and responses can be discussed in class, or as a written exercise. Students are encouraged to think of your own application of ideas and to raise additional questions.
- **Critical Thinking Questions:** The Critical Thinking

Questions challenge student's to examine ideas and thoughtfully apply concepts presented in the book. These questions encourage the development of thinking skills that are crucial for efficient performance in school and in the workplace.

- **Success Steps:** Scattered throughout the book are Success Steps that offer a pathway to achieve various goals. They essentially summarize the detailed processes that are discussed fully in the body of the text.
- **Apply It!:** At the end of each chapter are activities that will help students apply the concepts discussed in practical situations. Individual Activities are directed at a student's personal development. Group Activities typically include projects that are completed more successfully from several perspectives or broader research.
- **Internet Activities** are intended to help student's develop online skills. For example, they may be asked to research a topic using online resources.

CONTENTS

1. Introduction to Financial Literacy. 2. Learning How to Budget, Save Your Money, and Insure What You Have. 3. Personal Credit Cards: Good or Bad? 4. Personal Banking. 5. Financial Aid Know-How. 6. Understanding Taxes. Appendix A: Financial Literacy Web Sites. Glossary of Terms. Index.

© 2014, 208pp, Paperback, 9781435462212



NEW EDITION!

eBook

100% INFORMATION LITERACY SUCCESS, 3E

Gwenn Wilson, MA

100% INFORMATION LITERACY SUCCESS teaches you to develop crucial information skills to succeed in college and the workplace. This book is designed to

actively help you develop skills beyond the classroom, focusing on those skills necessary for twenty-first-century learners and workers. Using hands-on learning activities and real-world applications, the text will teach you how to determine the nature and extent of information needed to solve a problem, how to access the information effectively, how to evaluate the information found, how to use the information for a specific purpose, and how to communicate the information effectively and legally.

NEW TO THIS EDITION

- New end-of-chapter features include Chapter Summary, Points to Keep in Mind (bulleted highlights from the text), and Check Your Understanding (link for student assessment).

FEATURES

- The second edition of 100% INFORMATION LITERACY SUCCESS has been thoroughly updated in its coverage of core skills for twenty-first-century learners, including more on Digital Libraries, plagiarism, and the state of Information Literacy in the twenty-first century.
- “Self-Assessment Questions” (previously “Reflection Questions”) cue students toward processing the information presented in the textbook.
- “Case in Point Scenarios” (previously “Chapter Scenarios”) are now paired with “Case In Point Revisited” sections that have been added to the end of each chapter.
- “Learning Objectives,” like those provided on course syllabi, provide students with an outline of what they should be learning from the chapter.
- “Case In Point Scenarios,” found at the beginning of each chapter, are case studies that demonstrate the application of chapter concepts to the real world.
- “Critical Thinking Questions” challenge students to examine ideas and thoughtfully apply concepts presented in the text.
- At the end of each chapter, “Apply It!” activities (formerly named “Learning Activities”) help students apply the concepts discussed throughout the chapter in practical situations.

CONTENTS

1. Introduction to Information Literacy in the Digital Age. 2. Determining the Information You Need. 3. How Do You Find and Access Information? 4. Evaluating

Information. 5. Organizing Information. 6. Legal and Ethical Issues Related to Information.

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NEW EDITION!



eBook

100% STUDENT SUCCESS, 3E

Gwenn Wilson, MA

100% STUDENT SUCCESS, a text in the 100% Success Series, promotes student achievement by addressing practical student tasks such as note-taking and reading strategies, while encouraging students to develop skills like critical thinking, goal-setting, time management, and balancing life responsibilities with school-all skills that will serve them well beyond college. The third edition of 100% STUDENT SUCCESS retains important features such as self-assessment questions and Apply It! exercises, and now features earlier presentation of communication skills, more on avoiding plagiarism, and coverage of social media.

NEW TO THIS EDITION

- NEW “Be in the Know” feature in every chapter provides crucial information needed by students, such as how to get the most out of every class, how to be an effective team member in school or on the job, and more.
- NEW “Critical Thinking Questions” in the margin (along with “Self-Assessment Questions”) encourage students to review and reflect on what they have just learned.
- NEW section in Chapter 5 (Communication Skills for Student Success), “Social Networking and Social Media,” has been added to discuss the positives and negatives of this form of communication.
- NEW sections in Chapter 7 (Information Literacy for the 21st Century), “Defining Digital Literacy,” added to address the relationship between digital literacy

and information literacy, and “Working with Your Librarian,” added to stress the importance of the librarian as the need for information moves into the digital age.

- NEW expanded coverage of strategies for avoiding plagiarism in Chapter 8 (Legal and Ethical Issues in the Academic Environment).
- NEW sections in Chapter 9 (Financial Considerations for School Success) include “Seeking Financial Advice,” “Saving While in College,” and “Saving for the Future.”
- In Chapter 10 (Nutrition and Fitness Strategies for the Successful Student), the new “MyPlate” federal nutritional recommendations replace “MyPyramid.”
- “Case in Point” features now appear in the middle (rather than the beginning) of each chapter, and illustrate an issue commonly faced by college students; questions that follow each scenario encourage critical thinking and analysis.
- A new chapter organization and part-openers divide the text into four parts, to reflect common learning areas: “Starting Out,” which includes strategies for success as well as common concerns of adult college students; “Shaping and Communicating Your Ideas,” which includes the communication chapter (formerly Chapter 10) as well as learning strategies and critical thinking and problem solving; “Harnessing Information,” which includes information literacy for the 21st century as well as legal and ethical concerns for college students (including avoiding plagiarism); and “Success Strategies for Personal Well-Being,” which includes coverage of financial and health concerns.

FEATURES

- Chapter-opening Learning Objectives outline the information in each chapter and help students identify key chapter concepts that they are expected to learn.

CONTENTS

Part I: STARTING OUT. 1. Strategies for College Success. 2. Human Behavior. 3. Common Concerns of the Adult College Student. Part II: SHAPING AND COMMUNICATING YOUR IDEAS. 4. Learning Strategies: Functions of the Brain in Learning. 5. Communication Skills for Student Success. 6. Critical Thinking And Problem Solving. Part III: HARNESSING INFORMATION. 7. Information Literacy for The 21st Century. 8. Legal and Ethical Issues in the Academic

Environment. Part IV: SUCCESS STRATEGIES FOR PERSONAL WELL-BEING. 9. Financial Considerations for School Success. 10. Nutrition and Fitness Strategies for the Successful Student.

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NEW EDITION!

MindTap

aplia

eBook

BECOMING A MASTER STUDENT, 15E

Dave Ellis

BECOMING A MASTER STUDENT Fifteenth Edition is all about “Embracing the new”. As students begin their education, they embrace a new culture and need new tools to be successful. BECOMING A MASTER STUDENT can be their guide! Beginning with a new Power Process motivational article called “Embracing the new” students will be empowered to try new tools presented in the textbook to enhance their experience in college and in life. Tools like the Discovery Wheel and Discovery and Intention Journal System to Power Process articles, Master Student Profiles, and the Kolb Learning Style Inventory (LSI), have made BECOMING A MASTER STUDENT the bestselling College Success textbook and will give students a deeper knowledge of themselves and their power to be successful in college. Integrated technology discussions and tips throughout the chapters help today’s students navigate the wide variety of web resources and apps that can support them throughout college. And, with the Fifteenth Edition, Cengage’s MindTap Course will bring all of these assets to one place with an integrated technology solution.

NEW TO THIS EDITION

- Two new Power Processes—“Embrace the new” (Chapter 7) and “Persist” (Chapter 12)—help motivate students to unleash their hidden potential by being open to new things that may be unfamiliar and honing

their abilities to be patient and persistent.

- Six new Master Student Profiles are included to introduce students to motivating, modern figures that have sharpened their master student qualities to succeed: Teresa Amabile (Chapter 1), Sonia Sotomayor (Chapter 3), Richard Blanco (Chapter 5), Irshad Manji (Chapter 7), Salman Khan (Chapter 8), Chimamanda Adichie (Chapter 9), and Sara Blakely (Chapter 10).
- In the Introduction, the Discovery and Intention Journal System explanations have been redesigned as part of the master student process. Four new articles address the steps and outcomes of the Discovery and Intention Journal System: “The master student process—Discovery”, “The master student process—Intention”, “The master student process—Action”, “Keep the process alive.” The Introduction also benefits from now including new articles related to professional work ethics, clearing communicating with instructors, and being a first generation student.
- Many new Journal Entries have been added throughout the chapters to reinforce the importance of discovery, intention, and action. Journal entry topics include: Declare your intention to change a habit, Discover the impact of technology on your time and attention, Create a not-to-do list, Reflect on the care and feeding of your brain, Reflect on your online reading habits, Reflect on your stress management strategies, and Celebrate your gains, clarify your intentions.
- Technology usage is highlighted throughout all the chapters, giving students a variety of suggestions to navigate the plethora of apps and web resources that are available today. “There’s an app for that—Using technology for time management” (Chapter 2), “Re-tool your memory” (Chapter 3), “Extending Muscle Reading to Web pages and ebooks” (Chapter 4), “Note-taking 2.0” (Chapter 5), “Using tools to tame your money life” (Chapter 10), and “Tools for lifelong learning” (Chapter 12) are all examples of how technology has been seamlessly interwoven into key study skills topics.
- Chapter 3 Memory has been revised to teach students how they can best work with their brain to become better learners, thus coming to tests more prepared. In “Your memory and your brain—6 key principles” students learn how their brain takes information in, processes it, and stores it. The ultimate goal is that students will be better prepared to put memorization

techniques to good use.

- Chapter 12, now titled Next Steps, has been revised to focus on persisting through the hardships of college with the greater reward being how they will continue to learn and thrive in their chosen paths by using the principles BECOMING A MASTER STUDENT has to offer. New articles include “Power Process: Persist”, “Taking the road to graduation”, “Persist on the path of mastery”, and “Tools for lifelong learning.”

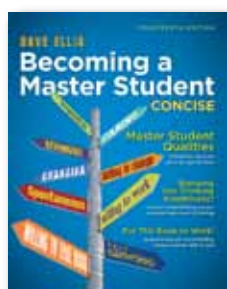
FEATURES

- Master Student MAP. The Master Student MAP (an acronym for Metacognitive Application Process) feature located on the opening page of each chapter provides an organizational framework that introduces each chapter and acts as a common theme throughout the text to guide students in monitoring thinking and learning. A reasoning model based on the Learning Style Inventory, the map helps students understand why the chapter matters, what is included in the chapter, how they can use the chapter, and what to think about as they read (“As you read, ask yourself what if...”). What makes this model so effective is that by utilizing the strengths of each learning style, students can implement the monitoring aspect of metacognition as soon as they achieve awareness.
- Power Processes. These short, unique motivational articles appear in the beginning of every chapter emphasizing academic success in terms of life skills and behaviors. When students apply the Power Process strategies, they become empowered students in the school of academics, work, and life.
- The Discovery Wheel. The most widely recognized feature of *Becoming a Master Student*, the Discovery Wheel is an activity where students think about the kind of student they are and the kind of student that they want to become. Its twelve sections correspond to the twelve chapters in the text. Assigned at the outset of the course, this exercise helps students assess their current strengths and weaknesses in different areas of student success. Students answer a series of questions and then plot their scores on their Discovery Wheel—a graphic illustration of their skill levels. The purpose of this exercise is to give students the opportunity to change their behavior. Completing the Discovery Wheel a second time allows students to see what behaviors they have changed on their journey to becoming a master student. Students can complete this exercise in the text or online.

CONTENTS

Introduction. The Master Student. 1. Discovering Yourself. 2. Time. 3. Memory. 4. Reading. 5. Notes. 6. Tests. 7. Thinking. 8. Communicating. 9. Diversity. 10. Money. 11. Health. 12. Next Steps.

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NEW EDITION!



eBook

BECOMING A MASTER STUDENT, 14E Concise

Dave Ellis

A brief version of the best-selling BECOMING A MASTER STUDENT, the fourteenth edition of BECOMING A MASTER STUDENT: CONCISE continues to lead the way in meeting the changing needs of today's first-year students. With over 150 less pages than the full edition and 2 fewer chapters, BECOMING A MASTER STUDENT: CONCISE contains the key features and tools of the bigger version, such as interactive journaling, a motivational writing style, the Discovery Wheel, Discovery and Intention Journal Entries, Power Process articles, Master Student Profiles, and the Kolb Learning Style Inventory (LSI), that have helped traditional students and adult learners alike to identify their strengths and weaknesses, set goals, and practice academic and life skills. In this latest edition, students will discover that study skills are really life skills with the renewed emphasis on the master student qualities throughout the book. Students will be challenged to apply the master student qualities to new Practicing Critical Thinking exercises and planning for a career by building an effective résumé and learning interviewing strategies they can practice while in college.

NEW TO THIS EDITION

- BECOMING A MASTER STUDENT: CONCISE is not just about study skills, it's about life skills. The master student qualities are the guiding force behind BECOMING A MASTER STUDENT: CONCISE. These

are not just behaviors that every student should strive for, but every person should strive for. To put a renewed emphasis on these qualities, The Master Student Qualities article that outlines these qualities has been moved to the Introduction as the first article students encounter in the book. Students will be reminded of these qualities throughout their BECOMING A MASTER STUDENT: CONCISE journey as the behaviors are stressed as qualities to continually build and mold within oneself.

- New! The Power Process articles have moved to the beginning of each chapter to motivate students and illustrate how simple behaviors can lead to great changes and successes in their academic as well as personal lives. Students see upfront how the skills they are learning about in the chapter are just as much about life skills as they are about academic skills. BECOMING A MASTER STUDENT: CONCISE is just as much about shaping master people as it is about shaping master students.
- Revised! The Learning Style Inventory is now easier to take, score, and interpret. New articles, including "Interpreting your Learning Style graph" and "Developing all four modes," thoroughly explain to students how their LSI score and graph relate to the four modes, which are a unique blend of feeling, watching, thinking, and doing. Learning Style Inventory directions and explanations have been simplified and made more apparent, stepping students through how to take the test, as well as clearer explanations of what the test results mean and how students can apply that new knowledge about themselves to their academic coursework and success.
- Revised! Emphasis on Bloom's Taxonomy and all new Practicing Critical Thinking Exercises. To help develop students' critical thinking skills, Chapter 7 (Thinking) now introduces students to the six different levels of higher thought with Bloom's Taxonomy. The Practicing Critical Thinking exercises that appear in every chapter have been developed to step students through the levels of critical thinking. Beginning with the earlier levels of remembering, understanding, and applying, students progress through the chapter exercises and are given more responsibility and exposure to the higher levels of analyzing, evaluating, and creating. Special attention has been given to these exercises to ensure that students and instructors

will be comfortable completing the exercises while authentically practicing critical thought, an essential skill for master students.

FEATURES

- The Master Student MAP (Metacognitive Application Process) feature provides an organizational framework that introduces each chapter and acts as a common theme throughout the text to guide students to monitor thinking and learning. A reasoning model based on the Learning Style Inventory, the MAP helps students understand why the chapter matters, what is included in the chapter, how they can use the chapter, and what to think about as they read ("As you read, ask yourself what if...").
- Each chapter (including the Introduction) has a Power Process; a unique motivational article, appearing at the beginning of every chapter. Power Processes are designed to empower success through the application of strategies relating to a wide variety of circumstances, issues, and problems. When students apply the Power Process strategies, they become empowered students in the school of academics, work, and life.
- The Discovery Wheel. The most widely recognized feature of BECOMING A MASTER STUDENT: CONCISE, the Discovery Wheel is an activity where students think about the kind of student they are and the kind of student that they want to become. Assigned at the outset of the course, this exercise helps students assess their current strengths and weaknesses in different areas of student success. Students answer a series of questions and then plot their scores on their Discovery Wheel--a graphic illustration of their skill levels. The purpose of this exercise is to give students the opportunity to change their behavior. Completing the Discovery Wheel a second time in Chapter 10 (What's Next?) allows students to see what behaviors they have changed on their journey to becoming a master student. Students can complete this exercise in the text or online.
- The Learning Style Inventory. Developed by Dr. David Kolb at Case Western Reserve University in Cleveland, Ohio, the LSI in Chapter 1 (First Steps) measures a learner's preferences for perceiving information (taking it in) and processing information (making sense of what's taken in). When these preferences are plotted on two continuums, four unique modes of learning are formed. Students find that although every individual is capable of employing all four modes, each person has a preferred way of learning. The LSI helps students be more aware of their preferred

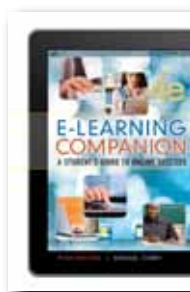
learning style, discover new options for achieving goals, solving problems, listening more fully, speaking more persuasively, and resolving conflicts between people. The LSI is printed on carbonless paper for easy scoring in the text or is available in an interactive format online.

- The Discovery and Intention Journal Entry system. As students make their way through the chapters, these journal prompts ask students to explain the whys, whats, and hows of applying the chapter skills to themselves in writing, and offers instructors a more specific and measurable form of journal writing than any other text. Students have an opportunity to reflect on their discoveries while setting a plan for action by writing their intentions.
- Exercises. Only action makes this book work. Student exercises found throughout the chapters encourage active learning and help develop critical thinking. BECOMING A MASTER STUDENT: CONCISE is a textbook and workbook combined.

CONTENTS

Introduction: The Master Student. 1. First Steps. 2. Time And Money. 3. Memory 4. Reading. 5. Notes. 6. Tests. 7. Thinking. 8. Communicating. 9. Health. 10. What's Next?

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NEW EDITION!

 CourseMate

 eBook

E-LEARNING COMPANION, 4E Student's Guide to Online Success

Ryan Watkins, *The George Washington University*; Michael Corry, *The George Washington University*

E-LEARNING COMPANION serves as a resource and quick-reference guide for any course that demands technology skills. In addition to helping students adapt previously mastered skills--such as time management, note-taking, and critical thinking--to the online environment, this text shows students how social networking, cloud file storage, wikis, and blogs can

be utilized appropriately and effectively in a college course. Technical terminology and how-to tutorials help students become more capable and flexible online learners, and build skills that will support them throughout college and their future careers. The Fourth Edition is fully updated to be current and relevant for today's online learning environments, and also includes new Workplace Applications, and coverage of professional behavior and professional emails.

NEW TO THIS EDITION

- A new Chapter 1, Get Engaged in Your Learning, offers an introduction to modern study strategies that apply online, in the traditional classroom, in workplace training, or anywhere in between.
- New Workplace Applications provide examples of how the same strategies that improve learning in college can improve performance in the workplace.
- New Emerging e-learning technologies such as social networking, online file sharing, cloud file storage, wikis, and blogs are discussed throughout the book.
- A new Quick Reference Guide on Writing Skills has practical tips for improving the quality of written assignments.
- A new E-mail Checklist in Chapter 6 offers a valuable tool for students to ensure that their communications are professional and appropriate.
- A new Professional Behavior Checklist in Chapter 6 includes reminders that apply equally in college as they do the workplace.
- A new section on Search vs. Research describes how both sets of skills can help improve information literacy.
- A new Technology Contingency Planning Worksheet has been added in Chapter 3.
- New Resources on the E-Learning Companion CourseMate include links to numerous topics ranging from plagiarism and personal safety to time management and troubleshooting technology problems.
- New and Updated Resources on the E-Learning Companion Instructor Companion Website include an answer key for the chapter activities in the book, guidance on using the Tutorials, Integration Guides for using the E-Learning Companion along with other Cengage College Success titles, and links to additional instructor resources are available.

CONTENTS

1. Get Engaged in Your Learning. 2. Selecting the Right Opportunities for Success Online. 3. Create a Plan for Online Success. 4. Technology Tips for Online Students. 5. Time Management Strategies. 6. Developing Positive Online Relationships. 7. E-Learning Vocabulary. 8. Maintaining Motivation in an Online Course. Quick Reference Guide. How-To Tutorials. Glossary.

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EXCELLING IN COLLEGE

Jeffrey Kottler, California State University, Fullerton

There is a difference between surviving in college and thriving in college, especially when considering the change in environment for first-year students. They are expected to take on new roles and responsibilities such as speaking up in class, approaching instructors, making new friends, performing under pressure, dealing with financial struggles, and making healthy lifestyle choices on their own. With so many changes and challenges to deal with at once, it often results in a stressed-out student. In fact, persuasive evidence shows stress is the single most reported obstacle to academic success in college (CHRONICLE OF HIGHER EDUCATION, 2009). This is especially true of first-year students. In surveys conducted by the American College Health Association (2009) and the Cooperative Institutional Research Program (2009), half of all students reported feeling plagued by stress in the previous year. One-third found that there were times they were so overwhelmed that they could barely function on a daily basis. EXCELLING IN COLLEGE encourages students to perform their best using critical-thinking skills and stress management. By using exercises, in-class activities, and videos, readers learn how to manage these challenges in order to better maintain relationships with family and friends. These skills are not only helpful during college but also carry through the post-academic career.

FEATURES

- EXCELLING IN COLLEGE offers unique chapters titled Stress Management and Prevention (Chapter 10) and Negotiating Relationships (Chapter 11). The stress management chapter helps students recognize when they are stressed, offers strategies for preventing and managing stress, and gives a variety of relaxation strategies that students can put to use immediately. The relationship chapter covers the different types of relationships that students are navigating (friendships, family, and romantic), the concrete relationship skills needed for success in college and beyond, and strategies for managing conflict within relationships.
- Right from the start, students can assess their stress by taking the online FOR REDUCING STRESS ASSESSMENT. Managing and preventing stress begins with having a clear assessment of problem areas in which students feel most vulnerable. By taking this online assessment, students will have an honest and accurate profile of the situations and circumstances that cause them the most stress. Once they have a better idea of potential areas of stress, they can develop an action plan for dealing with those situations that matter the most.
- The text's "View it" feature directs students to view online video modules where they can watch real students talking about the challenges, especially as they relate to stress, that they faced during their first year of college and how they dealt with them.
- The "For Reducing Stress" feature in each chapter offers strategies students can apply to a variety of potentially stressful situations, including taking tests, giving speeches, approaching someone who interests you, and dealing with conflict.
- "Student Voices" highlight real students talking about the realities of campus life, including the joys as well as the difficulties. As students read these brief stories, they can think about how they may compare with their own experiences.
- The "For Reflection" and "For Reflection and Action" exercises inserted throughout the chapters help students personalize and apply the textbook concepts to their daily lives. These activities can be used to practice new skills and make them a natural way that students deal with challenges.

CONTENTS

1. The Nature of Life on a College Campus.
2. Adjusting to Campus Life.
3. Managing Time and Setting Goals.
4. Striving for Excellence in the Classroom.
5. Studying,

Learning, and Remembering: Personal Styles. 6. Performing Under Pressure: Taking Tests. 7. Writing Papers and Doing Presentations. 8. Making Lifestyle Choices. 9. Thinking Critically and Solving Problems. 10. Stress Management and Prevention. 11. Negotiating Relationships. 12. Diversity and Appreciating Differences. 13. Planning for the Future.

© 2012, 344pp, Paperback, 9781428231207



NEW EDITION!



eBook

FOCUS ON COLLEGE SUCCESS, 4E

Dr. Constance C. Staley, University of Colorado, Colorado Springs

With increased attention paid to resilience, teamwork, and professionalism, the fourth edition of FOCUS ON COLLEGE SUCCESS recognizes the varied experiences of today's students and guides them to be more motivated and focused. The research-based approach builds a solid foundation, allowing students see the relevancy of this course to their lives. By helping students develop realistic expectations of what it takes to learn, FOCUS ON COLLEGE SUCCESS motivates and encourages students with direct applications and immediate results. Written by Constance Staley, one of the best-known names in the field of motivation, this text increases the credibility of the college success course by providing tools that help students succeed and thereby improve institutional retention rates. Starting with the use of the FOCUS Challenge Cases that introduce each chapter, FOCUS ON COLLEGE SUCCESS strikes a personal and informal conversation with readers--directly connecting with them and drawing them into text discussions. In a recent survey of students using FOCUS, 97% would recommend that their professor use this book again with next year's first-year students. Many students today are over-optionalized and over-obligated. FOCUS ON COLLEGE SUCCESS addresses those issues head-on, creating

teachable moments—and concrete results—in every class period.

NEW TO THIS EDITION

- The all-new chapter 1, *Starting Strong, Building Resilience*, covers resilience, providing students with the tools to commit to long-term goals. It also covers academic professionalism—what instructors will expect of students and what students can do to succeed. The Focus Challenge Case highlights Carson Reed, a first-year student overwhelmed by school and personal commitments.
- A number of chapters have been substantially revised or combined. Chapter 2 (previously chapter 1), *Setting Goals, Achieving Dreams*, includes new sections discussing attitude and happiness; tools to help students focus in a multitasking world; and self-motivation, explaining how and why people are motivated. Chapter 3 (previously chapter 2), *Learning Styles and Studying*, now combines the topics of Learning Styles and Study Skills so students will understand their own learning preferences and new ways to study, allowing them to learn more productively and efficiently. Chapter 8, *Reading, Writing, and Presenting*, now allows students to make connections between three important skills, with an emphasis on reading. Chapter 9 (previously chapters 7 and 9), *Developing Memory, Taking Tests*, combines the topics of memory skills and test taking, giving students an opportunity to put the memory strategies they learn immediately into practice when studying for quizzes and exams.
- In addition, *FOCUS ON COLLEGE SUCCESS* now has more coverage on creativity in organizations and affording college; new material on social media and job searching; and a renewed focus on succeeding in online classes and writing effective online messages. The Focus Challenge Case in chapter 10, *Working In Teams, Valuing Diversity*, highlights Serena Jackson, a first-year student left to do all the work herself for a group project, setting the scene for a focus on teams through chapter.

FEATURES

- **Research-based:** The research on today's students—their characteristics, learning styles, strengths, and challenges—is continually evolving. New studies appear in online and paper journals every day. This

edition of *FOCUS* contains the latest trends and critical issues to keep abreast of the prolific research available on the scholarship of teaching and learning. Specific areas of new research that are crucial to student success include the effects that being distracted by emails or phone calls has on student IQ, the time it takes to “reboot” after interrupting a task, and the role a college degree has on a happier, healthier life.

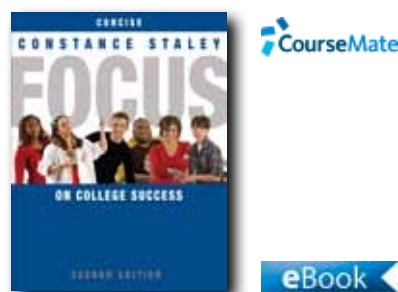
- **Credible:** Using concrete research to drive all content, this text delivers proof that the college success course matters and improves retention. *FOCUS ON COLLEGE SUCCESS* includes student Entrance and Exit Interviews, which document for faculty and college administrators the fact that students have made progress in the course and illustrate students' reactions to individual sections of the text.
- *FOCUS ON COLLEGE SUCCESS* recognizes the varied and diverse experiences that students bring to college. Focus Challenge Cases in each chapter present student profiles that focus on big issues and are immediately engaging. The Challenge Reaction and Insight Action prompts found throughout the text encourage students to identify what they already know about a topic then guide them to apply it to their own learning experiences. The text's unique and personalized learning system then emphasizes the four Cs: the degree of Curiosity prompted by course work, the level of Control over outcomes, and extent of focus on graduation and Career outlook, and the level of Challenge in course work.
- The updated photo program plugs into student engagement by offering photos of real students who are in college, stimulating students' interest and appealing to visual learners.
- **Fully Supported:** Offering a high level of instructor support, the integrated teaching package includes a robust website, a comprehensive Instructor's Manual, and an Annotated Instructor's Edition featuring notes from the author as well as from respected and dedicated college success teacher Catherine Andersen of Gallaudet University. To ensure the greatest possible success for institutions with diverse student audiences, various course setups, and a host of other variables, the text's annotations are grouped in the following categories: Diversity Discussion, Teachable Moments, Sensitive Situation, Teaching with Technology, Activity Option, and Emotional Intelligence (EI) Research.
- In addition, a host of creative multimedia features brings excitement into the college success/freshman seminar course. Lecture Launching Videos bring Dr.

Constance Staley into your classroom to help kick off topics in select chapters. Unique iAudio coverage of chapter summaries is available in downloadable MP3 format. The resourceful CourseMate Website includes Team Career exercises integrated with the text's Focus on Careers feature and Challenge Yourself online quizzes to help students understand more about themselves and their attitudes toward life and learning. Interactive FOCUSPoints, housed on the accompanying PowerLecture CD-ROM, set you up for an interactive, media-rich class with no effort. This dynamic tool is sure to increase student interest and enliven the course.

CONTENTS

1. Starting Strong, Building Resilience. 2. Setting Goals, Achieving Dreams. 3. Learning Styles and Studying. 4. Managing Your Time, Energy, and Money. 5. Thinking Critically and Creatively. 6. Learning Online. 7. Engaging, Listening, and Note-taking in Class. 8. Reading, Writing, and Presenting. 9. Developing Memory, Taking Tests. 10. Working in Teams, Valuing Diversity. 11. Working Toward Wellness. 12. Choosing a College Major and Career.

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FOCUS ON COLLEGE SUCCESS, CONCISE EDITION, 2E

Dr. Constance C. Staley, University of Colorado, Colorado Springs

FOCUS ON COLLEGE SUCCESS, CONCISE EDITION, thoroughly engages ANY reader with direct applications and immediate results. Staley, one of the best-known names in the field of motivation and focus increases the credibility of the college success course by providing tools that help improve student retention. Thoroughly researched, the text covers the topics most important to student success and incorporates the underlying

themes of motivation and self-discipline throughout. Rather than talking down to readers or speaking over their heads, FOCUS ON COLLEGE SUCCESS, CONCISE EDITION, strikes a personal and informal conversation with readers--directly connecting with and drawing them into text discussions.

NEW TO THIS EDITION

- New! For enhanced organization and convenience for students, content from the chapter "Making Use of Resources" (previously Chapter 3) has been integrated throughout the text, campus resources are now covered in Chapter 1, and money management is covered in the final chapter.
- New! In each chapter, the Challenge-Reaction and Insight-Action (CRIA) prompts have been revised to require less busy work while giving students an opportunity to react along the way. Challenge-Reaction prompts remain within the text, while the Insight-Action prompts that require students to think about what they have learned and how they will put those skills into action have been combined into a single activity at the end of the chapter. A revised CRIA discussion and figure also have been added to Chapter 1 to clarify for students and instructors the pedagogical approach used throughout the book.
- New! Careful attention to vocabulary and reading level ensures that the text is readable for all levels of students using the book. The author also has added figures and tables to stimulate students' interest and to appeal to visual learners.
- New! The 4 C-Factor features--illustrating level of challenge in course work, level of control over outcomes, degree of curiosity prompted by course work, and extent of focus on graduation and careers--now present more direct and concise profiles to better engage students' attention.
- New! FOCUS Challenge Cases have been redesigned to increase students' identification with the case study characters.

FEATURES

- Credible: Using concrete research to drive all content, this forward-thinking text delivers proof that the college success course matters and improves student retention. FOCUS ON COLLEGE SUCCESS, CONCISE EDITION, includes student entrance and exit exams that provide faculty and college administration with

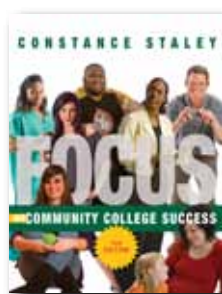
data proving that students made progress in the college success course, while also illustrating how students react to individual sections.

- **Comprehensive:** The rich research-based content of **FOCUS ON COLLEGE SUCCESS, CONCISE EDITION**, communicates academic soundness and reflects national trends and critical issues. It offers succinct coverage of topics key to student success, including motivation, decision making, time management, learning styles, note taking and listening, study skills, test taking, stress management, and relationship building.
- **Student-Centered:** **FOCUS Challenge Cases** open each chapter and present student profiles that focus on big issues and immediately engage readers. The text's unique and personalized learning system then emphasizes the four Cs: level of challenge in course work, level of control over outcomes, degree of curiosity prompted by course work, and extent of focus on graduation and careers. It also features the **VARK** questionnaire--a popular four-point learning style assessment that is simple and quick. In addition, **Readiness and Reality Checks** bookend chapters and help students identify opportunities for personal growth.
- **Fully Supported:** Offering a high level of instructor support, the integrated teaching package includes a robust online resource center, a comprehensive Instructor's Manual and Test Bank, **FOCUSPoints**: interactive, lecture-launching PowerPoints, and an Annotated Instructor's Edition, featuring notes from the author, as well as, from well-known emotional intelligence expert Catherine Andersen of Gallaudet University. Because of various student audiences, different course setups, and a host of other course variables, annotations are grouped into the following categories: Teachable Moment, Sensitive Situation, Teaching with Technology, Activity Option, and Emotional Intelligence (EI) Research.
- **Robust:** A host of creative multimedia features brings excitement into the college success/freshman seminar course. Lecture Launching Videos bring Dr. Constance Staley into your classroom to help kick off topics in selected chapters. Unique and humorous MP3 chapter summaries can be downloaded from the Online Resource Center, which also includes Team Career exercises and Challenge Yourself quizzes to help students understand more about themselves and their attitudes toward life and learning.

CONTENTS

1. Building Dreams, Setting Goals.
2. Learning to Learn.
3. Managing Your Time and Energy.
4. Thinking Critically and Creatively.
5. Developing Information Literacy, Writing, and Speaking Skills.
6. Engaging, Listening, and Note-Taking in Class.
7. Developing Your Memory.
8. Reading and Studying.
9. Taking Tests.
10. Building Relationships, Valuing Diversity.
11. Choosing a College Major and Career.

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NEW EDITION!

CourseMate MindTap

aplia

eBook

FOCUS ON COMMUNITY COLLEGE SUCCESS, 3E

Constance Staley, University of Colorado, Colorado Springs

FOCUS ON COMMUNITY COLLEGE SUCCESS 3e speaks directly to the community college student, delivering strategies for navigating the unique challenges of juggling school, family, and work, and living/studying at home. Updated with the most current research, this forward-thinking text continues to strive to improve student retention, motivation, and engagement as well as offer proof of student progress and course efficacy through the Entrance and Exit Interviews. The **THIRD EDITION** includes expanded coverage of multitasking throughout the book with more strategies for helping students reduce distractions and focus on important tasks. A new section on Academic Professionalism defines what it means to be a professional student and shows students how they can build a positive reputation in the classroom. Staley, a leader in the field of motivation, helps students develop realistic expectations of what it takes to learn while encouraging and engaging them with direct applications and immediate results.

NEW TO THIS EDITION

- The NEW Chapter Openers invite your students to connect the content in the chapter to their own lives.
- The NEW Multitasking coverage throughout the book helps students reduce distractions and stay more focused on important tasks.
- The NEW Sharpen Your Focus feature in every chapter offers ways to reduce stress and stay focused.
- The NEW Academic Professionalism section in Chapter 1 defines what it means to be a professional student and gives readers advice on what they can do every day to build their reputation in the classroom.
- Key content has been shifted and updated as follows: Chapter 3 now combines the topics of Learning Styles and Study Skills so readers will know about their learning preferences and new ways to study so that they can learn more productively and efficiently. Chapter 8 combines the topics of Reading, Writing, and Presenting allowing students to make connections between these three important skills. Chapter 9 combines the topics of Memory Skills and Test-Taking, giving readers an opportunity put the memory strategies they learn immediately into practice when studying for quizzes and exams.
- The revised Chapter 6: Learning Online highlights a renewed focus on succeeding in online classes and writing effective online messages.
- The NEW Focus Challenge Case in Chapter 2 highlights Sylvia Sanchez, a new student dealing with getting motivated and setting goals.
- The VARK IT marginal notes boxes have been updated with more focused activities that link learning style preferences to the chapter content.

FEATURES

- Community College-focused: **FOCUS ON COMMUNITY COLLEGE SUCCESS** explores the unique issues that community college students face both inside and outside of the classroom, including juggling family, school, and work, and living/studying at home. The text puts extra emphasis on study skills, reading, writing, and test taking, while the instructor's edition includes annotations that tie the book content to developmental studies.
- Credible: Using concrete research to drive all content, this text delivers proof that the college success course matters and improves retention. **FOCUS ON COMMUNITY COLLEGE SUCCESS** includes student

Entrance and Exit Interviews, which document for faculty and college administrators the fact that students have made progress in the course and illustrate students' reactions to individual sections of the text.

CONTENTS

1. Getting The Right Start. 2. Building Dreams, Setting Goals. 3. Learning Styles And Studying. 4. Managing Your Time, Energy, And Money. 5. Thinking Critically And Creatively. 6. Learning Online. 7. Engaging, Listening, And Note-Taking In Class. 8. Reading, Writing, And Presenting. 9. Memory Skills And Taking Tests. 10. Building Relationships, Valuing Diversity. 11. Choosing A College Major And Career. 12. Creating Your Future.

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eBook

NAVIGATING THE RESEARCH UNIVERSITY, 3E

A Guide for First-Year Students

Britt Andreatta, University of California, Santa Barbara

Full of practical tips and tools and useful personal advice, **NAVIGATING THE RESEARCH UNIVERSITY: A GUIDE FOR FIRST-YEAR STUDENTS, 3E**, provides students with a comprehensive introduction to education at a research institution. The text is designed to support students at a broad range of research universities by helping them understand research, the role it plays in the university, and the basic methodologies used in a variety of disciplines. Andreatta guides students in developing the skills necessary for achieving academic success, including critical thinking, thoughtful analysis, and effective writing. In addition, the text includes valuable insights into the personal and working issues students may encounter as new and aspiring members of a community of scholars.

NEW TO THIS EDITION

- New! A new feature titled @myU discusses how a variety of topics are likely to materialize in the daily experience of the student. This feature includes space for reflection so that students can personalize the content.
- New! A new “Scenic Route” feature appears in the margin and directs students to related websites and tools.
- New! A Chapter Overview allows students to preview the material at the beginning of every chapter.
- New! This edition features new material on critical thinking and higher-order thinking skills and their importance at a research university (Chapter 1).
- New! New material in Chapter 3 covers key skills for achieving success in college, including note taking, test taking, motivation, and stress management, and keeps the third edition fresh with coverage of these popular topics.

FEATURES

- A Quick Start Guide that appears before Chapter 1 is designed to help students navigate the first few days at their university. It includes essential information such as living with roommates, finding classes, and receiving financial aid.
- “Stories from the Path” features explore a diverse range of student experiences relevant to concepts covered in the text. Both positive and negative experiences are presented through compelling experiences shared by real-life college students. Three new stories appear in the third edition. In addition, stories throughout the text provide informative and engaging personal examples to illuminate key concepts in ways students are likely to find relevant and useful.
- A section explores Kohlberg’s Six Stages of Moral Development, outlining general principles and exploring their specific applications for students in the unique setting of a research institution.
- Integrated throughout the text, new and updated national data on college students support an informed discussion of important current issues and trends of interest to students in research universities.
- The “Points of Interest” feature helps students become engaged with the text by providing alternative perspectives to complement your viewpoint.

CONTENTS

1. Research and the Research University.
2. The First-Year Experience at the Research University.
3. Skills for Academic Success at the Research University.
4. Independence, Family, Values, and Campus Safety.
5. Degrees, Majors, and Careers at a Research University.
6. Alcohol, Drug Use, and Sexual Activity among University Students.
7. The Diverse University Community.
8. Leadership Development at the Research University.
9. Planning for Your Future.

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NEW EDITION!

CourseMate MindTap

aplia

eBook

ON COURSE, 7E

**Strategies for Creating Success in College and in Life,
International Edition**

Skip Downing

ON COURSE: STRATEGIES FOR CREATING SUCCESS IN COLLEGE AND IN LIFE, 7E, International Edition empowers students with the tools they need to take charge of their academic and lifelong success. Through distinctive guided journal entries, Skip Downing encourages students to explore and develop their personal responsibility, self-motivation, interdependence, and self-esteem, and to make wise choices that create successful results. “Wise Choices in College” sections in each chapter help students develop the study skills they need to excel in their other courses. The 7th edition features expanded coverage of diversity, emphasizing the many ways in which people are different and how these differences often influence the choices they make. Other new topics include a discussion of academic integrity, how to thrive in the college culture, and a research-based section on the importance of developing a growth mindset. Plus, a new Annotated Instructors Edition guides instructors to relevant exercises and materials in the ON COURSE FACILITATOR’S MANUAL.

NEW TO THIS EDITION

- **NEW!** Expanded Coverage of Diversity. Rather than simply add one article about this important issue, diversity has been integrated throughout the text. The intent of this approach is to emphasize that we are all different from others in many ways, and these differences often influence the choices we make and, thus, the outcomes and experiences we create. By way of example, an article titled “Respecting Cultural Differences” will help students understand the growing diversity they will encounter in college and beyond, along with a number of strategies for showing respect for people different from themselves.
- **NEW!** Article on the Culture of Higher Education. The culture of higher education is unique and, therefore, challenging to many students. This article and the accompanying journal entry will help students understand what a “culture” is, how their college or university culture is different from previous cultures they may have experienced (e.g. high school), and what choices they can make to thrive in the culture of higher education. Armed with this information, they’ll soon feel like a native of their new culture.
- **NEW!** Discussion of Academic Integrity. Many educators are concerned about cheating in higher education. Woven into an article about personal integrity and self-respect, this discussion presents the author’s own experiences with cheating and three powerful reasons why cheating is a bad choice for any college student to make.
- **NEW!** Article on Developing a Learning Orientation to Life. Recent findings by psychologist Carol Dweck and others reveal the impact of growth and fixed mindsets on learning. This article presents the practical application of this important research, providing students with practical strategies for becoming an effective lifelong learner (not to mention earning better grades).
- **REVISED.** Journal Entries. Based on user feedback, many of the Journal Entries have been revised to help garner more thoughtful responses from students and allow for more flexibility of which questions to focus their efforts.
- **One Student’s Story--More Added!** A popular feature in earlier editions, these short essays are authored by students who used On Course strategies to improve the quality of their college outcomes and experiences. These stories show the positive and dramatic results possible when students apply what they learn in this course to overcome the multitude of challenges that

can sabotage success in college, and beyond.

- **NEW!** Annotated Instructor’s Edition for On Course with revised Facilitator’s Manual. To help guide instructors to the bevy of ideas found within the Facilitator’s Manual, the Annotated Instructor’s Edition provides specific cross-references directly in the margins to ideas and activities available in the Facilitator’s Manual. The Facilitator’s Manual now includes tried-and-true activities provided by On Course instructors from across the country, additional study skills and diversity activities, sample student Journal Entry responses, and suggestions for teaching in an online environment.

FEATURES

- **Self-Assessment Questionnaires.** On Course begins and ends with a self-assessment questionnaire. By completing the initial questionnaire, students can see areas of growth that need attention. By completing the concluding questionnaire, students see their semester’s growth. Students have the option of completing the questionnaire either in the text or online.
- **Guided Journal Entries.** A guided journal entry immediately follows each article, giving students an opportunity to apply the success strategy they have just learned to enhance their results in college and in life. Believing in Yourself articles and journal activities appear in each chapter, reinforcing the importance of developing strong self-esteem for long-term success.
- **Articles on Proven Success Strategies.** Thirty-three brief articles explain powerful strategies for creating success in college and in life. Each article presents a success strategy from influential figures in psychology, philosophy, business, sports, politics, and personal and professional growth. In these articles, students will learn the “secrets” of the extraordinarily successful.

CONTENTS

1. Getting On Course To Your Success.
2. Accepting Personal Responsibility.
3. Discovering Self-Motivation.
4. Mastering Self-Management.
5. Employing Interdependence.
6. Gaining Self-Awareness.
7. Adopting Lifelong Learning.
8. Developing Emotional Intelligence.
9. Staying On Course To Your Success.

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NEW EDITION!

CourseMate MindTap

aplia

eBook

ON COURSE, STUDY SKILLS PLUS EDITION, INTERNATIONAL EDITION, 2E

Skip Downing

ON COURSE: STRATEGIES FOR CREATING SUCCESS IN COLLEGE AND IN LIFE, STUDY SKILLS, 2E, International Plus Edition was created for educators who would like to promote student growth and self-awareness, while providing more extensive instruction in study skills. Downing's powerful guided journal entries have been retained from the original ON COURSE, International Edition text to encourage students to explore essential life skills such as personal responsibility, self-motivation, interdependence, and self-esteem. The Study Skills Plus Edition engages students in a learner-centered construction of study skills knowledge, and gives students practice in applying empowerment strategies. The 2nd edition highlights the very process of learning how to solve academic challenges with improved study skills. Students engage in critical and creative problem solving that will enable them to achieve greater success in all parts of their lives. The 2nd edition also features expanded coverage of diversity, emphasizing the many ways in which people are different and how these differences often influence the choices they make. Other new topics include a discussion of academic integrity, how to thrive in the college culture, and a research-based section on the importance of developing a growth mindset. Plus, a new Annotated Instructors Edition guides instructors to relevant exercises and materials in the ON COURSE FACILITATOR'S MANUAL.

NEW TO THIS EDITION

- **REVISED!** Wise Choices in College sections now include lists of common study skills challenges students face, along with strategies for addressing these challenges. In addition, the On Course CORE

Learning System – a six-step problem-solving approach – is now presented as a flowchart, making it even easier for students to create their own personalized Academic Skills plan for adopting new learning strategies.

- **NEW!** Expanded Coverage of Diversity. Rather than simply add one article about this important issue, diversity has been integrated throughout the text. The intent of this approach is to emphasize that we are all different from others in many ways, and these differences often influence the choices we make and, thus, the outcomes and experiences we create. By way of example, an article titled “Respecting Cultural Differences” will help students understand the growing diversity they will encounter in college and beyond, along with a number of strategies for showing respect for people different from themselves.
- **NEW!** Article on the Culture of Higher Education. The culture of higher education is unique and, therefore, challenging to many students. This article and the accompanying journal entry will help students understand what a “culture” is, how their college or university culture is different from previous cultures they may have experienced (e.g. high school), and what choices they can make to thrive in the culture of higher education. Armed with this information, they'll soon feel like a native of their new culture.
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- **One Student's Story--More Added!** A popular feature

in earlier editions, these short essays are authored by students who used On Course strategies to improve the quality of their college outcomes and experiences. These stories show the positive and dramatic results possible when students apply what they learn in this course to overcome the multitude of challenges that can sabotage success in college, and beyond.

- **NEW!** Annotated Instructor's Edition for ON COURSE: STRATEGIES FOR CREATING SUCCESS IN COLLEGE AND IN LIFE, STUDY SKILLS, 2E, International Plus Edition with revised Facilitator's Manual. To help guide instructors to the bevy of ideas found within the Facilitator's Manual, the Annotated Instructor's Edition provides specific cross-references directly in the margins to ideas and activities available in the Facilitator's Manual. The Facilitator's Manual now includes tried-and-true activities provided by On Course instructors from across the country, additional study skills and diversity activities, sample student Journal Entry responses, and suggestions for teaching in an online environment.

FEATURES

- **Self-Assessment Questionnaires.** On Course begins and ends with a self-assessment questionnaire. By completing the initial questionnaire, students can see areas of growth that need attention. By completing the concluding questionnaire, students see their semester's growth. Students have the option of completing the questionnaire either in the text or online.
- **Guided Journal Entries.** A guided journal entry immediately follows each article, giving students an opportunity to apply the success strategy they have just learned to enhance their results in college and in life. Believing in Yourself articles and journal activities appear in each chapter, reinforcing the importance of developing strong self-esteem for long-term success.

CONTENTS

1. Getting On Course To Your Success.
2. Accepting Personal Responsibility.
3. Discovering Self-Motivation.
4. Mastering Selfmanagement.
5. Employing Interdependence.
6. Gaining Self-Awareness.
7. Adopting Lifelong Learning.
8. Developing Emotional Intelligence.
9. Staying On Course To Your Success.

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NEW!

CourseMate

eBook

PLUGGED IN

Joel English, Centura College

Do you have what it takes to be a successful eLearner? Online classes can be convenient, but that doesn't mean that they are easy. You can succeed as an online student, but you must be honest with yourself about your technical abilities, priorities, responsibilities as a student, and just how much you can take on. **PLUGGED IN** offers concrete strategies to help you succeed within the online college setting. By learning and applying the four fundamentals of online learning -- Motivation, Self-Discipline, Communication, and Commitment -- you will set yourself up for success in all of your courses, both in-person and online.

FEATURES

- When students take online courses, they need a solid base of technical skills, ample technology experience, and both familiarity and confidence using the Internet. However, many new students come to online courses feeling that they need a jumpstart with technology, fearing that their computer might be too old and their skills may be too weak to succeed online without help. Chapter 2: Computer Skills and Access and Online Technology Bootcamps review the basics and guide students through hands-on exploration of important technology concepts. The Bootcamps offer video instruction that will make sure students understand the technology how-to's they need to succeed.
- Because students are used to writing within Facebook, Twitter, text messages, and other informal spaces, they often allow the informal language to creep into their formal writing. Chapter 8: Online Writing Environments will help students be aware of their audience, consider the goals of the writing, and think about the environment they're working in.
- Student friendly, interactive features such as Boot

Up, Sync In, Reflection Dock, and Talk it Out allow students to continuously connect to material and check their understanding important concepts.

- Part of creating a successful environment for students will be communicating their academic needs to their family members and winning their support so they will understand their needs as a student. The Road Sign feature found throughout the text will guide students to communicate a strategic educational need to the people they live with or interact with every day.
- The Plug In feature will help students apply concepts, carve out the time and space needed to succeed, and practice strategies for success.
- The Student Voice feature highlights short case studies written by successful online students, focusing on specific aspects that led to their success. The Student Voice segments allow students to express the importance of working with school staff, finding community among peers, prioritizing time, working with student financial advisors, and other principles.

CONTENTS

PART 1: BOOTING UP YOUR ONLINE PROGRAM.

1. Online Student Success: Deploying the Four Fundamentals. 2. Computer Skills and Access: Gaining and Keeping the Technology You Need. 3. Academic Integrity: The Ethics of an Online Student. 4. Time Management: Understanding the Myth of Convenience. 5. Academic Readiness: Assessing Your Learning Style and Educational Preparedness. PART 2: OPTIMIZING YOUR SUCCESS AS A STUDENT. 6. Critical Thinking: Refining Your Academic Skills. 7. Strategic Learning Practices: Memorizing, Reading, Studying, and Taking Notes Efficiently. 8. Online Writing Environments: Communicating Effectively within Computer Spaces. 9. School Resources: Taking Control of Student Support Services. 10. Financial Literacy: Staying Smart about your Academic and Personal Finances.

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CourseMate

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eBook

STUDENT SUCCESS IN COLLEGE

Doing What Works!

Christine Harrington, Middlesex County College

Raise the academic bar for your students and watch their confidence and student success skills increase. **STUDENT SUCCESS IN COLLEGE: DOING WHAT WORKS!** offers an accessible and relevant way for students to move beyond opinions and advice about how to succeed in college by offering an integrated approach of researched back student success practices paired with student success research studies. Your students will find success as they learn how to put the information on skills for success into practice as they strive to accomplish their academic goals. With an overall theme of reading, critical thinking and information literacy skills, **STUDENT SUCCESS IN COLLEGE** will help students feel comfortable with the structure of research study articles, making it more likely that they will use these higher level sources earlier in their academic careers. By providing students with shared content that is relevant and meaningful, they can practice skills they can apply immediately to their other classes. The 7 chapters in the text covers key strategies for success in college including how to use campus resources, staying motivated, setting goals, making good decisions, staying positive and establishing a support system, using memory techniques and taking notes, and preparing for tests.

FEATURES

- In seven chapters, **STUDENT SUCCESS IN COLLEGE** will provide your students with academic strategies to implement across their classes. Students will put critical thinking skills into action reading peer reviewed journal articles that highlight why the success strategies are supported and at the same time strengthening their information literacy skills.

- The 7 chapters chunk key college success concepts into seven meaningful themes and offer you the flexibility to cater the course schedule to the needs of your students, spending more time where they need it the most.
- The introductory 7 Smart Success Strategies gives students a sneak-peek at key strategies they'll need to put into action and gives them the context around the themes covered in each chapter. The seven questions that open up each chapter then connect back to the 7 Smart Success Strategies.
- Highlighting of key concepts within the text and end-of-chapter notes offer students models to follow, emphasizing the practice of correctly extracting key information and organizing it in a way that helps them to process.
- Student success research studies, in the form of peer reviewed research articles from sources like the Journal of Career Assessment, the American Psychological Association, and the College Student Journal are included in the text providing an innovative way for students to practice reading and immediately applying proven strategies for success in college.
- Zooming in on Research feature box gives a brief overview of a relevant research study that is mentioned in the chapter and how they can use the information. Students will be given exposure to thinking about specific ways that they can apply the research findings to their lives as college students.
- Critically Thinking and Reading about the Research feature box prompts students to engage in active reading and critical thinking practices as they read the research article.
- College Success CourseMate for STUDENT SUCCESS IN COLLEGE provides online interactive quizzing, videos, additional journal articles, a research summary worksheet, and more. For instructors, the web site includes sample syllabi, learning activates directly tied to learning outcomes, PowerPoint Slides, a test bank, videos and more.

CONTENTS

1. Getting Started: Knowing your College and its' Resources. 2. Knowing Yourself: A Focus on Your Strengths and Motivation. 3. Setting Effective Goals and Making the Most of Your Time. 4. Making Good Decisions: A Focus on Academic, Financial, Career and

Stress Management Decisions. 5. Keys to Academic Resilience: A Positive Mindset and Support System. 6. Skills You Need: Study Strategies, Memory and Note-taking. 7. It's Show Time: Tests, Papers and Presentations.

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eBook

THE ADULT LEARNER'S COMPANION, 2E A Guide for the Adult College Student

Deborah Davis, Kaplan University, Tampa

Adult learners face unique challenges--work, family, and the numerous responsibilities and obligations that they must juggle while pursuing a degree. With limited time and financial resources, adult learners need to know where and how to get help quickly and easily, and who to turn to when they have questions. The second edition of THE ADULT LEARNER'S COMPANION: A GUIDE FOR THE ADULT COLLEGE STUDENT preserves the principal core of the first edition while extending the scope and relevance of the relationship between life experience and its practical application to college and work. Essentially, the new edition teaches adult students how what they already know can be applied to all facets of college and career. Author Deborah Davis, a former adult student herself, provides a concise manual that helps adult learners navigate their way through the college experience, while providing the skills necessary for academic achievement.

NEW TO THIS EDITION

- New! A new Chapter 2 ("The Life Experience, College, and Career Relationship") specifically addresses concerns to help relieve some of the stress adult learners naturally feel in beginning college.
- New! "Critical Thinking and Problem Solving," now Chapter 6, focuses on how the application of Bloom's

Taxonomy can be used to solve real-life problems in practical and real-world ways.

- New! The second edition includes expanded information for online students.
- New! The second edition reorders the information presented to take the adult learner in a logical learning progression. The natural learning curve moves from the familiar to the unfamiliar and the newly structured chapters use that format to build one set of skills on another.
- New! A new feature, "From the Author," uses a story from the author's own experience as a way to connect with students. The author's personal experience illustrates how the principles and ideas of the chapter, in story-form, directly relate to the adult learner. This feature emphasizes that there is commonality among us all. When it comes to life learning and experience, the titles of teacher/author and student disappear.
- New! New end-of-chapter features include Companion Strategies that provide practical and simple ways to put chapter principles into practice, Best and Worst Practices that compare the best and worst practices of the chapter information (showing students what college perceptions and actions are most effective and which are not), and an Assignment that provides a way for teachers to assess and evaluate students' assimilation and comprehension of the chapter material.

FEATURES

- Chapter Highlights provide a concise preview that identifies key chapter material at the beginning of each chapter.
- End-of-chapter feature "Best (and Worst) Practices" list brief summaries of chapter concepts and principles for easy review.
- Avoiding Plagiarism and Citing Sources Appendix provides students with a brief overview of the issues concerning plagiarism as well as an outline of MLA and APA citation standards.

CONTENTS

1. College Success. 2. The Life Experience, College, and Career Relationship. 3. Stress Management. 4. Time Management. 5. Help and Support. 6. Critical Thinking and Problem Solving. 7. Class Skills. 8. Studying. 9. Tests. 10. Writing Papers.

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NEW EDITION!

CourseMate

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eBook

THE CONFIDENT STUDENT, INTERNATIONAL EDITION, 8E

Carol C. Kanar, Valencia Community College

Building confidence through accomplishment remains at the heart of THE CONFIDENT STUDENT, 8E, International Edition. This practical and accessible text features self-discovery, self-assessment and confidence-building activities to keep students motivated and help them develop the skills they need to be successful in all of their courses. The Eighth Edition delivers more explicit critical-thinking instruction in every chapter. New Thinking with Bloom activities encourage active reading and processing of information by guiding students through the six levels of thinking as they reflect on chapter concepts. In addition, more intentional practice of reflective thinking is provided in the fully revised Your Reflections exercises at the end of every chapter. New questions and writing prompts invite students to engage in self-reflection for the purpose of assessing progress, discovering strengths, and addressing weaknesses.

NEW TO THIS EDITION

- New Feature: Thinking with Bloom. Reviewers asked for enhanced coverage of critical thinking and especially more material that addresses Bloom's Taxonomy. As a summary feature in every chapter, Thinking with Bloom takes students through six levels of thinking to reflect on one or more concepts covered in the chapter. This feature invites students to consider a topic in depth and to demonstrate what they have learned.
- New Feature: Get Connected. The Computer Confidence material from Chapters 1, 5, 9, 10, 13, and 14 have been updated and revised for this new boxed feature. Get Connected has also been added to each of the remaining chapters with new material on the

following topics and more: Using a textbook's online resources, how to evaluate online sources, developing an action plan online, tips for reading online, and how to prepare for online courses and tests. This feature provides pragmatic tips for managing technology and making the best use possible of this important resource.

- A more intentional focus on reflective thinking. Your Reflections at the end of every chapter has been completely revised with a new format, questions, and writing prompts that invite students to engage in self-reflection for the purpose of assessing progress, discovering strengths, and addressing weaknesses.
- New material in Chapters 1, 6, and 14 have undergone major revision to make them more relevant to today's student's needs. Chapter 1 has a new organization and focus on adapting to college life and learning, with new sections on making the transition from high school to college, civility and teamwork, and reflective thinking as a key to self-assessment and self-improvement. Chapter 6 has been retitled "Managing Your Resources: Time and Money. Material on managing time through scheduling and avoiding procrastination has been retained from the Seventh Edition and revised. The section on managing money has been moved from Chapter 14 into this chapter, where it has a better fit. Chapter 14 contains a new section on professionalism in dress, behavior, and speech to address the need for students to make a successful transition from college student to professional in the workplace.

FEATURES

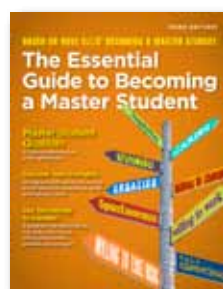
- "Skill Finder" shows students what skills covered in THE CONFIDENT STUDENT, 8E, International Edition they are familiar with as well as those that they need to develop and improve.
- "Confidence Builders" address learning strategies, attitudes, and career skills for the purpose of broadening students' understanding and extending the discussion of chapter topics into related areas of interest.
- "Awareness Checks" in every chapter are brief checklists or assessment questionnaires that orient students to a chapter concept or discussion concept.
- "Critical Thinking" exercises enhance the text's pedagogical foundation by showing how to integrate critical thinking into studying and classroom

interaction.

CONTENTS

1. Becoming a Confident Student.
2. Motivating Yourself to Learn.
3. Thinking Critically and Creatively.
4. Setting Goals and Solving Problems.
5. Sharpening Your Classroom Skills.
6. Managing Your Resources: Time and Money.
7. Becoming an Active Reader.
8. Controlling Attention and Memory.
9. Creating Your Study System.
10. Studying and Learning from Textbooks.
11. Preparing for Tests.
12. Building Skills for Confident Communication.
13. Maintaining Your Health and Well-Being.
14. Facing Your Future with Confidence.

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NEW EDITION!

CourseMate

MindTap

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eBook

THE ESSENTIAL GUIDE TO BECOMING A MASTER STUDENT, 3E

Based on Dave Ellis' Becoming a Master Student,

THE ESSENTIAL GUIDE TO BECOMING A MASTER STUDENT, 3rd Edition, was written with you in mind. Beginning with an introduction to higher education, you will learn about Master Student Qualities--the attitudes and behaviors that lead to success in the classroom and beyond. Tools like the Discovery Wheel, the Discovery and Intention Journal Entry System, Power Process articles, and the Kolb Learning Style Inventory (LSI) guide you through self-assessment and discovery, creating a foundation from which to build solid strategies for academic growth. Each page of this brief, 160-page text, invites you to put new ideas into action immediately and select additional strategies as you plan for your future. A new chapter on Using Technology to Succeed provides the essentials of information literacy, using technology to capture ideas and get organized, joining virtual teams, and using social networking responsibly.

NEW TO THIS EDITION

- New! Introduction: Getting Involved starts students off on the right foot with suggestions for making a smooth transition to higher education. From the start, students will have the tools they need to be successful in college and beyond.
- New! Each chapter opens with a Master Student MAP (an acronym for Metacognitive Application Process) providing an organizational framework that introduces each chapter and acts as a common theme throughout the text to guide students in monitoring thinking and learning. A reasoning model based on the Learning Style Inventory, the map helps students understand why the chapter matters, what is included in the chapter, how they can use the chapter, and what to think about as they read (“As you read, ask yourself what if . . .”). What makes this model so effective is that by utilizing the strengths of each learning style, students can implement the monitoring aspect of metacognition as soon as they achieve awareness.
- New! A dedicated Technology Chapter 6: Using Technology to Succeed contains new articles on Developing information literacy, Using technology to capture ideas and get organized, Join the (virtual) team, Smart social Networking. Exercises in this chapter ask students to journal about the impact of technology on their time and attention and think critically about information on the Internet.
- New! Emphasis on Bloom’s Taxonomy and all new Critical Thinking Exercises. To help develop students’ critical thinking skills, Chapter 7 Thinking Clearly and Communicating Your Ideas now introduces students to the six different levels of higher thought with Bloom’s Taxonomy. The Practicing Critical Thinking exercises that appear in every chapter are brand new and have been developed to step students through the levels of critical thinking. Beginning with the earlier levels of remembering, understanding, and applying, students progress through the chapter exercises and are given more responsibility and exposure to the higher levels of analyzing, evaluating, and creating. Special attention has been given to these exercises to ensure that students and instructors will be comfortable completing the exercises while authentically practicing critical thought, an essential skill for Master Students.
- New! Skills Snapshots activities end each chapter and

asks students to link their initial Discovery Wheel answers to what they’ve learned about the chapter skill, and make their intentions for how they plan to implement the skill in their academic success.

FEATURES

- The Discovery and Intention Journal Entry system. As students make their way through the chapters, these journal prompts ask students to explain the whys, whats, and hows of applying the chapter skills to themselves in writing, and offers instructors a more specific and measurable form of journal writing than any other text. Students have an opportunity to reflect on their discoveries while setting a plan for action by writing their intentions.
- The Discovery Wheel sets the stage for learning by helping students formulate a picture of how they see themselves as learners. It is a picture of how they view their strengths and weaknesses as a student today. At the end of the course, students will be able to measure their progress by retaking The Discovery Wheel. This popular exercise is available for students to complete in the textbook or online.
- Power Processes. These short, unique motivational articles appear in the beginning of every chapter emphasizing academic success in terms of life skills and behaviors. When students apply the Power Process strategies, they become empowered students in the school of academics, work, and life.
- The Kolb Learning Styles Inventory (LSI) helps students discover their preferred learning style. By exploring their learning styles, students can discover new options for achieving goals, solving problems, listening more fully, speaking more persuasively, and resolving conflicts between people. Learning Styles Inventory directions and explanations have been simplified and made more apparent, stepping students through how to take the test, as well as clearer explanations of what the test results mean and how students can apply that new knowledge about themselves to their academic coursework and success.
- One Click Away articles in the text direct students to the CourseMate website for additional topic coverage.

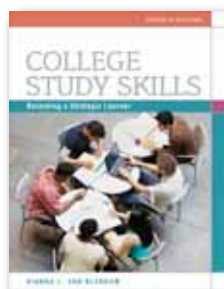
CONTENTS

Introduction: Getting Involved. 1. Using Your Learning Styles. 2. Taking Charge of Your Time and Money. 3. Achieving Your Purpose for Reading. 4. Participating

in Class and Taking Notes. 5. Maximizing Your Memory and Mastering Tests. 6. Using Technology to Succeed. 7. Thinking Clearly and Communicating Your Ideas. 8. Creating Positive Relationships. 9. Choosing Greater Health. 10. Choosing Your Major and Planning Your Career.

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STUDY SKILLS



COLLEGE STUDY SKILLS, 7E **Becoming a Strategic Learner**

Dianna L. Van Blerkom, University of Pittsburgh, Johnstown

COLLEGE STUDY SKILLS: BECOMING A STRATEGIC LEARNER, Seventh Edition, is a wide-ranging, practical text that focuses on helping you become actively engaged in your own learning. The text incorporates active learning strategies to help you succeed in college by introducing a strategy, allowing you to practice it, and asking you to do self-assessments to gain feedback on your own success. This variety of strategies and activities, as well as authentic and engaging text material from numerous core subject areas, gives you opportunities to apply what you are learning to your course work in other college classes. The Seventh Edition has a new focus on motivation. Chapter (1), “Getting Motivated,” focuses on the importance of motivation in college success. More information on the causes of motivation problems and strategies for increasing motivation are included. Each of the chapters that follow in the text strengthens the connection between motivation and the strategies that are presented, so that students continue to increase their motivation through-out the course.

NEW TO THIS EDITION

- The Seventh Edition of COLLEGE STUDY SKILLS: BECOMING A STRATEGIC LEARNER has a new focus on motivation. Chapter 1, “Getting Motivated,” focuses on the importance of motivation in college success. More information on the causes of motivation problems and strategies for increasing motivation are included. Each of the chapters that follow in the text strengthens the connection between motivation and the strategies that are presented, so that students continue to increase their motivation through-out the course.
- The Chapter Opener page of each chapter has been refreshed with a new “Terms You Should Know” feature that provides students with a quick reference list of key terms that will be covered in that chapter.
- A new interactive feature called “What’s Your Motivation?” pushes students to understand what motivates them and why.
- A new critical thinking activity feature asks students to analyze decisions they have made or will have to make in their college career and the consequences.
- The popular “Where Are You Now?” assessment feature now includes write-on lines to encourage interaction with the text.
- Nearly every chapter contains revised and updated material reflecting both the latest research and trends in college-level learning and feedback from instructors and students who benefited from use of previous editions.

FEATURES

- A section in the opening chapter introduces and explores the concept of becoming a self-regulated learner, providing an effective model students can use to approach college-level academics and apply in many or all of their courses. Each chapter includes motivational basis for using the strategy, instruction in the strategy, student examples, exercises for practice, and activities for self-evaluation.
- A chapter on taking essay exams combines essential content and activities previously covered in two chapters for a more focused presentation and a streamlined overall structure, making the current edition more manageable and practical for instructors and students.
- The Seventh Edition contains an expanded selection of group activities, offering more opportunities to

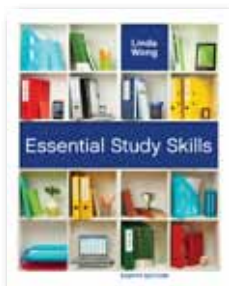
explore key concepts or practice essential skills through classroom exercises or collaborative assignments.

- The seventh edition of COLLEGE STUDY SKILLS: BECOMING A STRATEGIC LEARNER is replete with a wide variety of excerpts, real-life student examples, and engaging and relevant exercises, freeing instructors to focus on teaching and engaging with students instead of devoting time to research and select appropriate supplemental materials.

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1. Getting Motivated. 2. Goal Setting. 3. Time Management. 4. Memory and Learning. 5. Taking Lecture Notes. 6. Improving Concentration. 7. Reading Your Textbook. 8. Marking Your Textbook. 9. Organizing Text Information. 10. Preparing for Exams. 11. Taking Objective Exams. 12. Taking Essay Exams. 13. Succeeding on Finals.

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NEW EDITION!

CourseMate

aplia

eBook

ESSENTIAL STUDY SKILLS, 8E

Linda Wong

For students who need to develop the study skills required to successfully complete their college education--whether they attend a two- or four-year college or they are adult learners--ESSENTIAL STUDY SKILLS, 8th Edition, is their guide to success. Featuring the essential learning strategies for becoming a better student, this book helps students learn how to prepare for class, develop textbook reading strategies, use effective note-taking techniques, strengthen their test-taking skills, and use technology effectively. ESSENTIAL STUDY SKILLS, 8th Edition, adapts to any learning style and offers a step-by-step approach and numerous opportunities for practice throughout the

textbook and accompanying CourseMate website. The new edition includes a dedicated chapter (12) entitled Using Technology, providing guidance on how students can use electronic tools to improve their study skills, conduct research (and avoid plagiarism), and succeed in online courses.

NEW TO THIS EDITION

- NEW Chapter 12, Using Technology, provides guidance on how students can use electronic tools to improve their study skills, conduct research (and avoid plagiarism), and succeed in online courses.
- NEW chapter organization presents time- and self-management skills (such as managing stress) earlier, so students learn valuable techniques to use throughout the semester.
- NEW separate chapters on time management (Chapter 3) and Goal Setting (Chapter 4).
- REVISED chapters on memory (now Chapters 5 and 6) have been streamlined and simplified to focus on practical strategies.
- REVISED chapter 7, Preparing for Upcoming Tests, now includes more on taking essay exams.

FEATURES

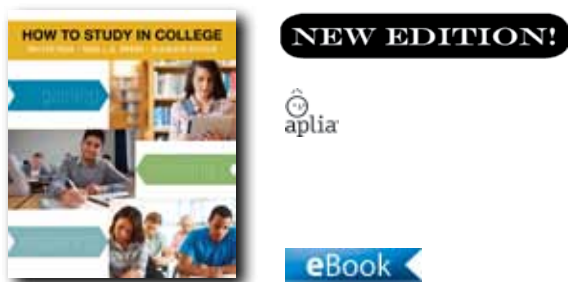
- REVISED reading strategies chapters have been streamlined to address active reading (Chapter 8), outlining and taking notes from textbooks (Chapter 9), and reading in different content areas (Chapter 10).
- The Essential Test Taking Skills Pull-Out Guide, at the back of the text, allows students to consult numerous test-taking strategies, for objective, recall, math, and essay test questions, at any point in the course. This information supplements Chapter 7, "Preparing for Upcoming Tests," with additional suggestions for succeeding in any testing situation and includes complementary online exercises for further practice.
- Chapter-opening visual maps show students how to effectively "map" chapter content.
- Chapter-opening Profile exercises allow students to assess their current skills and determine the learning objectives on which they need to focus.
- Exercises, Check Points, Concept Checks, and Reflective Writing prompts allow frequent practice and review opportunities.

CONTENTS

1. Discovering And Using Your Learning styles. 2.

Laying A Strong Foundation For Success. 3. Using Time Effectively. 4. Creating And Achieving Goals. 5. Processing Information Into Your Memory. 6. Rehearsing And Retrieving Information From Memory. 7. Preparing For Upcoming Tests. 8. Using Active Reading Strategies For Textbooks. 9. Organizing Textbook Information. 10. Reading In Content Areas. 11. Strengthening Listening And Communication Skills. 12. Using Technology.

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HOW TO STUDY IN COLLEGE, 11E

Walter Pauk, Cornell University, Emeritus; Ross J.Q. Owens

Over a million students have transformed adequate work into academic achievement with this best-selling text. HOW TO STUDY IN COLLEGE sets students on the path to success by helping them build a strong foundation of study skills, and learn how to gain, retain, and explain information. Based on widely tested educational and learning theories, HOW TO STUDY IN COLLEGE teaches study techniques such as visual thinking, active listening, concentration, note taking, and test taking, while also incorporating material on vocabulary building. Questions in the Margin, based on the Cornell Note Taking System, places key questions about content in the margins of the text to provide students with a means for reviewing and reciting the main ideas. Students then use this technique--the Q-System--to formulate their own questions. The Eleventh Edition maintains the straightforward and traditional academic format that has made HOW TO STUDY IN COLLEGE the leading study skills text in the market.

NEW TO THIS EDITION

- New! Goal-Setting and Concentration have been combined into a single chapter. The new chapter makes the fundamental connection between these

long- and short-term strategies for focusing and adds increased emphasis on motivation, self-regulation, and implementation intentions as well as new data on the pitfalls of the ever-increasing phenomenon of multitasking.

- New! Updated Chapter on Stress Management. Information and advice on diet, exercise, and sleep and their role in increasing resiliency to academic stress has been updated to reflect some of the latest research on these important topics. In addition the two-way connection between stress and procrastination has been strengthened with cutting-edge cognitive data.
- New! Separate Chapter Devoted to Listening skills. Although the skills of listening and reading share many similarities, there are some fundamental differences that make listening a unique, essential, and often under-appreciated aspect of academic success. The new chapter focuses on the special challenges of listening and offers some concrete strategies for getting the most out of oral presentations.
- New! Updated Chapter on Reading. Information on reading has been expanded to include additional emphasis on cross-disciplinary reading strategies as well as specific advice on dealing with electronic texts.
- New! Updated Vocab-u-ladders! The end-of-chapter word connection puzzles have been updated to provide additional word origin insights and incorporate vocabulary taken directly from the chapters they accompany.
- New! Skill Tags Table of Contents. Alternate table of contents points the way directly to sections in the book that deal with each of the eight basic Skill Tag skills.
- New! Feature box called "Also in this Chapter" in the chapter opener points students' to interesting and fun facts throughout the chapter!

FEATURES

- Emphasis on Gaining, retaining, explaining. The Eleventh Edition provides a focus on the three-step path to study success. For students to be successful they need to build a strong study skills foundation and then gain, retain, and explain information. Students will find it easier to gauge their progress and place their academic activity in clearer context when they think of their coursework in these terms.
- Vocabulary in Action: This end-of-chapter feature

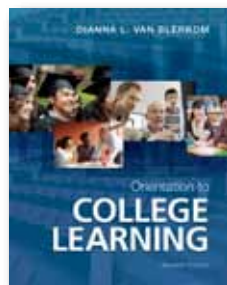
takes three distinct approaches to vocabulary enrichment. Say What?! quotes modern thinkers and leaders and asks students to use context to pinpoint the meaning for some of the words they use. Backstory goes up close and personal with key words taken directly from each chapter, spotlighting their fascinating and sometimes surprising histories. And finally, revised Vocab-u-ladders use a word puzzle to encourage students to explore the derivations of words and their relationships by linking seemingly disconnected words together, using a ladder motif that incorporates a series of clues and provides a group of possible words that can be placed on each of the empty rungs.

- Chapter Checkups: The end-of-chapter questions place a greater emphasis on questions that encourage students to reflect on what they have just read and apply the skills they've learned in each chapter to the work they are doing elsewhere.

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1. Set Clear Goals and Stay on Track. 2. Organization: Use Your Time and Space Effectively. 3. Resiliency: Learn How to Manage Stress. 4. Vocabulary: Bolster the Basis of Complex Thinking. 5. Reading: Extract the Essence from Every Text. 6. Listening: Strengthen the Unsung Key to Communication. 7. Critical Thinking: Use Questions to Zero In on Valuable Information. 8. Flexible Thinking: Learn Through Multiple Channels. 9. Remembering: Fight Back Against Forgetting. 10. The Cornell System: Take Effective Notes. 11. Mastery: Turn Your Notes into Knowledge. 12. Tests and Quizzes: Ace Your Exams. 13. Class Participation: Get the Most out of Discussions. 14. Written Assignments: Turn in a Solid Research Paper.

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ORIENTATION TO COLLEGE LEARNING, 7E

Dianna L. Van Blerkom, University of Pittsburgh, Johnstown

ORIENTATION TO COLLEGE LEARNING, Seventh Edition takes students on a specific path to help them to be motivated, and to surround themselves with the resources they need to set goals and celebrate accomplishments. The text emphasizes well-defined goals, regular class attendance, good work habits, sufficient background knowledge, appropriate study strategies, time management, and motivation as the key factors that contribute to college success. It strengthens the connection between motivation and the strategies that are presented, so that students continue to increase their motivation throughout the course and enhance their commitment to being a successful student.

NEW TO THIS EDITION

- New! The 7th edition of ORIENTATION TO COLLEGE LEARNING now focuses on motivation throughout the text. When students have the motivation to apply what they are learning in all of their courses, they should see an improvement in their grades, have more time for other responsibilities or for leisure activities, feel less stressed about their academic work, feel better about themselves, and perhaps even begin to enjoy learning.
- New! A new pre- and post-test assessment feature is now available on the student Web site made up of many of the items from the "Where Are You Now?" activities.
- New! Quick Start Page on How to Use This Book serves as a guide to better navigate your way through the text.
- New! New Quick Start Page on Getting Motivated highlights the key factors in college success and

provides a spring board for success!

- New! Motivation activities have been added to each chapter to ensure students are getting the most out of their text.
- New! “Terms You Should Know” have been moved to the first page of each chapter. This allows students to think of the terms as they read through the chapter content.
- New! The Where Are You Now? Activity has been expanded to include a rating scale and space for students to write a response about what they learned after completing the assessment.

FEATURES

- Emphasis on strategic learning throughout.
- Clear, in-depth explanations for each of the strategies presented.
- Flexible, straightforward format and organization that appeals to a variety of instructors--full-time or part-time faculty, counselors, residence life personnel, or anyone in academic assistance.

CONTENTS

1. Getting Motivated. 2. Goal Setting. 3. Time Management. 4. Memory and Learning. 5. Taking Lecture Notes. 6. Improving Concentration. 7. Reading Your Textbook. 8. Marking Your Textbook. 9. Organizing Text Information. 10. Preparing for Exams. 11. Taking Objective Exams. 12. Taking Essay Exams. 13. Succeeding on Finals.

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PRACTICING COLLEGE LEARNING STRATEGIES, 6E

Carolyn H. Hopper, Middle Tennessee State University

PRACTICING COLLEGE LEARNING STRATEGIES, Sixth Edition, is a readable, straightforward, and practical text which focuses on making a first year student's transition to college smoother. PRACTICING COLLEGE LEARNING STRATEGIES models learning strategies that will give students the foundation for learning how to learn throughout college and for becoming life-long learners. The text and activities are thoughtfully constructed using strategies supported by brain research and neuroscience. In addition, the structured activities and exercises guide students in the reflection process to make the information personal and useful and to provide practice opportunities. By combining practical application with learning strategies theory, this text is a motivational tool teaching students how to learn. The author focuses on putting students in the driver's seat, teaching them how to use all of the tools that are at their disposal.

NEW TO THIS EDITION

- New! Chapter 1, Making a Smooth Transition to College, places emphasis on the tools for success in college as well resources available on campus, at home, and in the community. This chapter provides the most basic skills that students need to be productive from “day one”. Key words that every college student should know are boldfaced in the chapter and encourage students to be active in the reading process. (Previous users will note that this new chapter combines the Survival Kit and Chapter 10 from the Fifth Edition and places this important information at the forefront of the text.)
- New! Chapter 5, Learning Principles, teaches students the learning principles used as ways to process or

transfer information into long-term memory and strengthen connections that allow for learning. For us to learn something new, we must make a connection to something that is already in our brain.

- New! Chapter 7, Processing Information from Textbooks, includes basic reading strategies to help students who may be struggling with reading college textbooks, remove some “rust” from adult students, and act as a guide to help all students adjust the amount reading required in college.
- New! Chapter 11, Information Literacy, covers a systematic approach for information literacy and research to help students have the tools they need to be an effective student in an information age. The chapter highlights important critical thinking strategies for evaluating sources.
- New! Newly designed chapter opener map provides for an easy to follow guide of the chapter’s main topics.
- New! Brain Bytes throughout the text now include research on our ability or lack thereof of multitasking!
- New! Revised Virtual Field Trips include more activities and videos.
- New! Practice exercises in Time Management, Critical Thinking, Goal Setting, and more!

FEATURES

- Student Tips: Because students want proof that the strategies in the book really work, the author has included tips from students who have found success and unique ways to implement the strategies in the college setting.
- Parallel Parking: Each chapter ends with a critical thinking exercise that applies the driving analogy to chapter concepts. Brain research confirms that using metaphors or analogies is one of the best ways for students to demonstrate that they understand a new concept. New learning is only processed into long term memory by making new connections to connections that are already in the brain. Therefore, the Parallel Parking feature encourages students to think critically about how the strategies used in each chapter and their experience as a college student parallel various driving terms.

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—	2012	9780495913832	Davis	The Adult Learner's Companion, 2e	p.25	62.95
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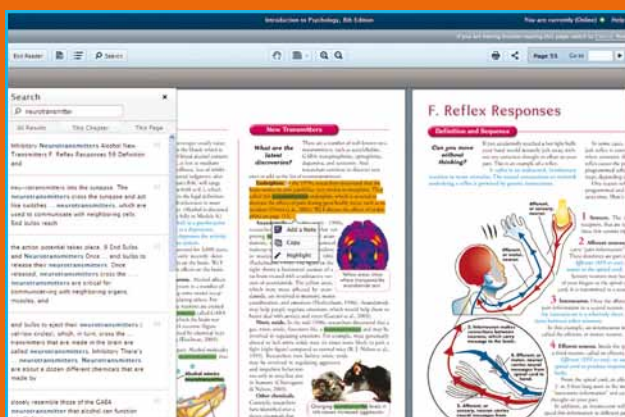
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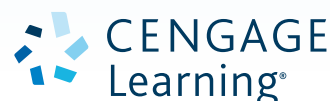
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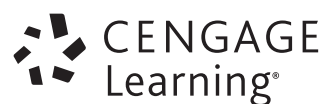
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