

**STUDY HABITS AND CLEANLINESS****TERMINAL LEARNING OBJECTIVE(S)**

1. Without the aid of references, describe the importance of proper study habits as a member of the Buccaneer Battalion. (NROTCUSFINST 1533.1E)
2. Without the aid of references, describe the importance of cleanliness as a member of the Buccaneer Battalion. (NROTCUSFINST 1533.1E)
3. Without the aid of references, describe proper studying habits. (Academictips.org)

**ENABLING LEARNING OBJECTIVE(S)**

1. Without the aid of references, identify proper note taking techniques. (Academictips.org)
2. Without the aid of references, identify proper time management techniques. (Academictips.org)
3. Without the aid of references, identify stress-reducing techniques. (Academictips.org)
4. Without the aid of references, identify where to seek academic help. (Academictips.org)
5. Without the aid of references, identify the various on campus resources for academic assistance. (USF.edu, UT.edu)

1. **INTRODUCTION.** As individuals who aspire to be officers in the United States Navy and Marine Corps, you must develop mentally, morally, and physically. In order to develop mentally through our college studies, it is important to understand proper study habits. It is also important to maintain cleanliness and organization in order to create an environment conducive to studying and maintaining professional living standards.

2. **PROPER STUDY HABITS.**

a. **Note Taking.** Take notes on the important items only. Not everything that is said in class needs to be annotated. Notes should be legible. Use different colored pens or highlighters to draw attention to key terms or concepts while reviewing your notes. It's helpful to look over your notes before and after each class in order to prepare yourself for upcoming lectures. Reviewing notes allows you to take note of any questions you may have regarding the subject.

b. **Time Management.** Time management is the key to success in higher education. It is essential to analyze your use of time during the week and make the necessary changes to your schedule in order to study for class. Set your priorities and say "no" when outside influences begin to distract you. However, remain flexible in scheduling your time and look for opportunities to combine activities such as eating and socializing, or working out with your friends. The standard amount of hours to spend studying for each class are as follows:

Easy classes = 2 hours of studying for every class hour per week

Average classes = 3 hours of studying for every class hour per week

Difficult classes = 4 hours of studying for every class hour per week

There are only 168 hours in a week. Thoroughly analyze your time in order to provide effective and efficient time management. The following chart will help you analyze where your time is spent:

Daily Activity	Number of Hours
Sleep	X7 = ____
Grooming	X7 = ____
Eating	X7 = ____
Travel	x7 = ____
Scheduled events	X7= ____
Class	X7 = ____
Work	X7 = ____
Socializing	X7 = ____
Working out	X7 = ____
Misc.	X7 = ____

c. **Reduce Stress.** You cannot completely eliminate stress from your life in college, however, there are simple things you can do to reduce the feelings of being overwhelmed. One stress-reducing techniques is to create a to-do list. This will create a feeling of accomplishment when you successfully complete each item and reduce the chances of you forgetting an assignment. Another tip to reduce stress is to save everything frequently and on multiple sources. Electronics are known for breaking at the worst possible time and flash drives can be “misplaced.” Lastly, do NOT wait until the night before an assignment is due to begin working on it.

d. **Seek Help.** Seeking help from either on or off campus resources is not a sign of weakness. If you are feeling overwhelmed then don’t wait until it’s too late to get help. Seeking advice from others will help to lighten the burdens of being a freshman in college. Where can they seek help?

**3. CAMPUS RESOURCES.**

a. **Libraries.** Libraries are useful resources when you need to get away from distractions in order to study. They also have large collections of books and electronic resources to aid in your research. The library is also a smart place to meet for study groups because of their public setting.

b. **Tutoring.** Tutoring is available on campus; if you are struggling in a subject seek out the necessary help. Further information for this resource is available on your individual school homepage under the 'academics' link.

c. **Academic Advisors.** Academic advisors are available to aid students in their goal of completing a degree in four years. Further information about your advisor is also available on individual school webpages.

d. **Professors.** The best person to ask about an assignment, a grade, or the subject material is the professor teaching the class. Don't be afraid to approach a professor with a question. If they have office hours, know what they are. Normally a professors office hours are posted on the syllabus.

e. **Fellow Students.** Another way of getting information about a class is finding peers who have taken it before. Your classmates are a beneficial resource. Your fellow Midshipman may also provide assistance because they are held to the same academic standards as you.

4. **IMPROPER STUDYING HABITS.** Although procrastination, cramming, and all-nighters may have gotten you through high school it will not work in college. Proper studying habits must become a behavior resembling that of muscle memory. Do not let the behavior of other students influence how you study; hold yourself to a higher standard.

5. **CORRELATION BETWEEN CLEANLINESS AND LEARNING.** A clean environment is more effective for personal learning capabilities. Therefore, keeping your living space organized and tidy improves your ability to study properly.

6. **CLEANLINESS AND PROFESSIONALISM.** Your living area reflects your character. A tidy and organized living space shows people that you are a mature and professional individual. You should treat your rooms not as just a bedroom, but also as an office.

**References:**

1. NROTCUSFINST 1533.1E BN Regulations
2. Academictips.org
3. Campbell, J., & Bigger, A. (2008). Cleanliness & learning in higher education. Facilities Manager, 24(4), 28-36.
4. USF.edu (<http://www.usf.edu/academics/academic-resources.aspx>)
5. UT.edu (<http://www.ut.edu/academicsupport/>)