

Use of Time Table Management Use of Library in Studying (e-Library)

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Introduction

- To thrive when facing challenges in university, remember why you are at UniJos.
- God created you to do good works.
 - University helps to prepare your mind so you can do those good works.
 - To do the good works that God has prepared for you, you will need:
 - Hard work
 - Practice (Studying)

Time Management Tips

- *"It is quality rather than quantity that matters."* Seneca
- **Monthly.** Make monthly timetables for the term with assignments' due dates and important commitments
- **Weekly.** Make a weekly timetable with time set out for classes, study, mandatory activities (e.g., cleaning, transportation), and leisure
- **Daily.** Make a daily To Do list
 - Be prepared with materials on your To Do list to do while waiting

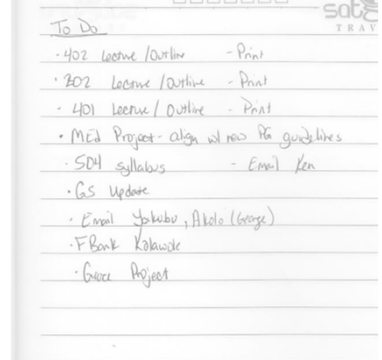
Monthly Timetable

Month: June						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
				1	2	3
	4	5	6	7	8	9
	10	11	12	13	14	15
	16	17	18	19	20	21
	22	23	24	25	26	27
	28	29	30			

Weekly Timetable

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6-7am							
7-8am							
8-9am							
9-10a							
10-11a							
11-12p							
12-1p							
1-2pm							
2-3pm							
3-4pm							
4-5pm							
5-6pm							

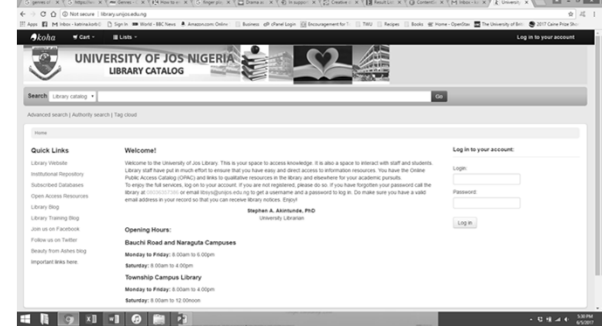
Daily To-Do List



Use of Library

- **Read**
- Read **assigned materials** that support what is covered in lecture
- Read assigned materials and **unassigned materials** that support what is covered in lecture
- Read assigned and unassigned materials **using RCRC**
 - **Read** the material twice
 - **Cover** the material with your hand
 - **Recite** by summarizing what has been read without looking at the notes
 - **Check** whether the summary is accurate by comparing it to the notes

UniJos Library Catalogue <http://library.unijos.edu.ng/>



Materials that can be Accessed Online

- Books
- Journals
- Monographs
- Magazines
- Newspapers
- Videos
- Lectures (audio and powerpoint)

Materials in the UniJos Library

- **Books (especially Textbooks):** Brief summary of theories and research on a broad range of topics
 - Limited information about many different topics

e-Access

- Search Library Catalogue on UJ Library Website
- open.umn.edu/opentextbooks
- catalog.flatworldknowledge.com
- www.oerconsortium.org
- books.google.com
- www.amazon.com

Materials in the UniJos Library

- **Academic Journals:** In-depth research studies on specific topics.

- **Journal of Educational Psychology**
 - *Examining dimensions of self-efficacy for writing*
 - *Explaining the impact of grades on intrinsic motivation*
 - *Effects of number tutoring with contrasting forms of practice*
- You may not find your topic in one journal, so you must consult an **Index** or **Database** to find articles that relate to your topic

e-Access

- “Subscribed Database” on UJ Library Website
- scholar.google.com
- www.jstor.org
- www.who.int/hinari/en
- Email the author, requesting an electronic copy

Materials in the UniJos Library

- **Monographs:** A specialist work of writing on a single subject or an aspect of a subject
 - *Children Without Permanent Parents: Research, Practice, And Policy*
- Journals have articles on many topics, whereas a monograph only covers one topic
- Monographs are quite long (100 pages or more), but journal articles are short (10-15 pages)

e-Access

- Some are published as books, others are published by journals

Materials in the UniJos Library

- **Magazines:** Summarize findings for a non-academic audience
- **Newspapers:** Articles on current events written by journalists
- **Videos:** Some are produced by academics, others are not
 - www.youtube.com
- **Lectures** (audio and powerpoint): Instruction given by various levels of experts
 - <https://www.khanacademy.org/>
 - <https://ocw.mit.edu/index.htm>

Tips for Searching for Resources on the Internet

- Outline the major points for your paper **before** searching the internet to reduce plagiarism
- Search for keywords, *not* the entire project topic
- List synonyms for the keywords before searching
- Put key phrases in “quotation marks”
- Limit your use of google
- Limit citations of wikipedia
- Use the resources you have to find additional resources by following up references

Key References

- General study tips:
 - http://www.ucc.vt.edu/academic_support_students/study_skills_information/
- Ultimate Guide to Becoming a Better Student
 - <http://i.allschoolguide.com/article/ultimate-guide-becoming-better-student>