

STUDY GROUP CHECKLIST

FIND THE PEOPLE

Identify 3 to 5 students who have a serious interest in joining a study group and are motivated, dependable, and accepting of the ideas of others. Sometimes your closest friends are NOT the best choice for a study group! With close friends, it may be too tempting to focus on things other than what needs to be studied.

ORGANIZE THE GROUP

Make a contact list with everybody's email addresses and phone numbers, and distribute copies to everyone in the group.

SET A SCHEDULE

Decide how long, how often, and where the group will meet. Identify a space that is relatively quiet and free of distractions. If you change the location for each meeting, make sure everyone knows where the next meeting is.

SET GOALS

Come up with goals for the group. Will you compare notes and modify your own notes if needed? Do you plan to discuss lectures and readings? Or is the group focused on studying for one or more specific exams?

CHOOSE A LEADER

Decide who will lead the study sessions. You can choose to have one leader for all sessions, or you can rotate the leadership responsibility among the group members.

CREATE AND FOLLOW AN AGENDA

The group can create a plan for each study session, or that can be the responsibility of the group leader. It is the leader's responsibility to keep the group on task during the meeting. A written plan can help all group members see what needs to be accomplished.

KEEP UP ATTENDANCE

Keep track of attendance. It can help to create some kind of system of reminders for each other, and it may be that the group needs to add new members as others leave.