First Year Checklist

Mid-Semester Checklist

Below is a list of suggested steps to take to help you progress through your semester.

1. Keep up your class attendance/online presence—keeping up with your learning is just as important as submitting/sitting your assessment on time. A consistent effort throughout semester gets the best results!

2. Act on feedback from early assessment items to help you improve for future assessment items.
   - Seek clarification from your teaching staff if you are unsure what the feedback means.
   - Utilise the Student Learning services for assignment writing and referencing help. Visit [www.utas.edu.au/students/learning](http://www.utas.edu.au/students/learning)
   - Contact your teaching staff for content specific help.

3. Manage your time and motivation. For advice on how to maintain or improve in this area:
   - read the various advice sheets on: Time Management, Stress Management; and Building Resilience and Succeeding. Go to [www.utas.edu.au/students/resources](http://www.utas.edu.au/students/resources)
   - contact your Student Adviser for assistance managing your study time and/or balancing study/work/family commitments. Go to [www.utas.edu.au/students/advisers](http://www.utas.edu.au/students/advisers)

4. Make use of the mid-semester break by:
   - drawing up a plan to get the most out of your break – use the weekly planners to allocate time to specific tasks. These planners are available under “Starting at UTAS at: [www.utas.edu.au/students/resources](http://www.utas.edu.au/students/resources)
   - checking your lecture notes are complete.
   - catching up on any missed readings and summarising the key points.
   - catching up on any missed tutorial/workshop/self-study questions by attempting the questions before checking answers.
   - looking ahead to upcoming assessment and making a start.
   - doing library research for assignments due later in semester.
   - getting other areas of your life organised that may help take the pressure off you later in semester.
   - contacting Counselling/Disability Services/a Student Adviser for assistance managing the impacts of personal/health issues on your studies. [www.utas.edu.au/students/shw](http://www.utas.edu.au/students/shw)

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