CONTENTS

Preface iv
Meet the Cast xx
Acknowledgments xxvi
FOCUS Entrance Interview xxviii

CHAPTER 1: BUILDING DREAMS, SETTING GOALS 1
FOCUS Challenge Case: Gloria Gonzales 2
Who Are You? And What Do You Want? 4
   Exercise 1.1 We’d Like to Get to Know You . . . 5
Spending Time “in the System” 6
How Motivated Are You and How Are You Motivated? 8
   Exercise 1.2 The Ideal Student 12
   FOCUS on Careers: Eric Sween, Psychologist 12
Give Yourself an Attitude Adjustment 13
   Six Ways to Adjust Your Attitude 13
      Create a Career Outlook: Psychologist 13
      Box 1.1 Statements That Ought to Be Outlawed in College . . . and Why 14
      Exercise 1.3 Your Academic Autobiography 14
Ability versus Effort: What’s More Important? 15
   Control Your Learning: Your Toughest Class 16
What Drives You? Values, Dreams, and Goals 17
   Values at the Core 18
   Dreams versus Goals 18
      Cultivate Your Curiosity: Know Thyself! How Hard Can That Be? 21
College Success: You Make the Call 21
   Graduating from College: What It Takes 22
   The Bad News: Obstacles along the Way 24
   The Good News: Benefits at the End of the Road 24
This Course Has a Proven Track Record 25

CHAPTER 2: LEARNING ABOUT LEARNING 27
FOCUS Challenge Case: Tammy Ko 28
Go to the Head of the Class: Learning and the Brain 30
   Use It or Lose It 30
   Ask Questions and Hardwire Your Connections 31
Take Charge and Create the Best Conditions for Learning 31
      Cultivate Your Curiosity: Can You Build a Better Brain? 32
      Control Your Learning: Your Top-Ten List 36
Multiple Intelligences: How Are You Smart? 36
   Translate Content into Your Own Intelligences 39
   Use Intelligence-Oriented Study Techniques 40
   Develop Your Weaker Intelligences 40
How Do You Perceive and Process Information? 41
Schedule Your Way to Success  
Exercise 4.1 Term on a Page  
FOCUS on Careers: Judith Cara, Community and Government Relations Manager, Intel Corporation  
Create a Career Outlook: Public Relations Specialist  
To Do or Not to Do? There Is No Question  
Exercise 4.2 So Much to Do—So Little Time  
How Time Flies!  
The P Word. Read This Section Now! . . . or Maybe Tomorrow . . . or . . .  
Control Your Learning: Your Toughest Class  
Beyond Juggling: Realistically Manage Work, School, and Personal Life  
Exercise 4.3 VARK Activity  

CHAPTER 5: THINKING CRITICALLY AND CREATIVELY  
FOCUS Challenge Case: Annie Miller  
Rethinking Thinking  
What Is Critical Thinking?  
Exercise 5.1 And Just Why Is Critical Thinking Important?  
Exercise 5.2 Critical Searching on the Internet  
A Four-Part Model of Critical Thinking  
I. Reasoning: The Foundation of Critical Thinking  
   Analyzing Arguments  
   Assessing Assumptions  
   Considering Claims  
   Avoiding Faulty Reasoning  
   Exercise 5.3 Rocky Mountain State University Case Study and Simulation  
II. Problem Solving: The Basic How-To’s  
III. Decision Making: What’s Your Style?  
IV. Thinking about Your Thinking  
Becoming a Better Critical Thinker  
FOCUS on Careers: Harold “Hallie” Tyler, Federal Judge  
Create a Career Outlook: Judge  
Unleash Your Creativity!  
Creativity: “Thinking Outside the . . . Book”  
Ten Ways to Become a More Creative Thinker  
Exercise 5.6 VARK Activity  

CHAPTER 6: ENGAGING, LISTENING, AND NOTE-TAKING IN CLASS  
FOCUS Challenge Case: Lindsey Collier  
Get Engaged in Class  
Dare to Prepare  
Follow the Rules of Engagement  
Listening with Focus  
“Easy Listening” Is for Elevators—Focused Listening Is for Classrooms  
Listening Is More Than Hearing  
Listen Hard!
Contents

Exercise 8.2 Marginal Notes 179
FOCUS on Careers: Barbara Swaby, Literacy Expert 180
Create a Career Outlook: Teacher 181
Control Your Learning: Your Toughest Class 182
Exercise 8.3 You Are What You Read! 183
Meta-what? Metacognition, Reading, and Studying 183
Becoming an Intentional Learner: Make a Master Study Plan 184
Sprinting to the Finish Line: When to Take Shortcuts 186
A Final Word about Reading and Studying 187
Exercise 8.4 VARK Activity 188

CHAPTER 9: TAKING TESTS 189
FOCUS Challenge Case: Joe Cloud 190
Testing 1, 2, 3 . . . Show What You Know 192
Before the Test: Prepare Carefully 193
Cramming: Does “All or Nothing” Really Work? 196
Test-Taking: High Anxiety? 197
Cognitive 198
Emotional 199
Behavioral 199
Physiological 199
Cultivate Your Curiosity: Reduce Math Anxiety and Increase Your Test Scores! 200
During the Test: Focus and Work Hard 200
FOCUS on Careers: Beth Robinson, The College Board 202
Taking Objective Tests 203
Create a Career Outlook: Manager, Nonprofit Organization 203
True-False: Truly a 50–50 Chance of Getting It Right? 204
Multiple Choice or Multiple Guess? Taking the Guess Work Out 204
Short-Answer, Fill in the Blank, and Matching Tests 206
Taking Subjective Essay Tests 207
Control Your Learning: Your Toughest Class 210
Don’t Cheat Yourself! 210
After the Test: Continue to Learn 212
Exercise 9.1 VARK Activity 213

CHAPTER 10: BUILDING RELATIONSHIPS 215
FOCUS Challenge Case: Kia Washington 216
The Heart of College Success 218
What Is Emotional Intelligence? 219
Intrapersonal Skills (Self-Awareness) 220
Interpersonal Skills (Relating to Others) 220
Stress Management Skills 220
Adaptability Skills 220
General Mood 220
Can Emotional Intelligence Be Improved? 221
What Is This Thing Called Love? 223
Cultivate Your Curiosity: Build Relationships, One Drop at a Time 224

Communicating in Relationships 225

Control Your Learning: Your Toughest Class 227

Breaking Up Is Hard to Do 228

Diversity Makes a Difference 230

FOCUS on Careers: Linda Holtzman, Diversity Trainer 230

Create a Career Outlook: Human Resources 231

Appreciate the American Mosaic 232

Box 10.1 Service-Learning: Learning by Serving 233

Exercise 10.1 VARK Activity 233

CHAPTER 11: CHOOSING A COLLEGE MAJOR AND CAREER 235

FOCUS Challenge Case: Ethan Cole 236

What’s the Connection? 238

College in a Box? 238

How Do the Disciplines Connect? 239

Control Your Learning: Your Toughest Class 241

How to Choose a Major and a Career 241

Step 1: Follow Your Bliss 241

Cultivate Your Curiosity: Focus Your I’s! 242

Step 2: Conduct Preliminary Research 243

Step 3: Take a Good Look at Yourself 244

Send in the SWOT Team! 244

Exercise 11.1 Group Résumé 246

Box 11.1 Five Ways to Open the Door (or Close It) during an Interview 246

Step 4: Consider Your Major versus Your Career 247

FOCUS on Careers: Tanya Sexton, Associate Partner, Lucas Group Consulting Firm 248

Create a Career Outlook: Recruiter 249

What’s Your Academic Anatomy? 250

Exercise 11.2 Get a Job! 252

How to Launch a Career 252

Box 11.2 A Model Résumé 254

Exercise 11.3 VARK Activity 256

FOCUS Exit Interview 257

Notes 261

Credits 279

Index 281