STUDY SKILLS: WHAT IS A MNEMONIC?

Have you ever felt like there were just too many things to remember? Important dates, subject theories or even where you left your keys? This happens to everyone, and it is heightened when you are under stress, such as final exams or when unplanned things happen. Memory is complex. It enables us to store and manage information required to carry out cognitive tasks, such as learning, reasoning and comprehension.

Students can use memory to their advantage by implementing a simple technique called a mnemonic. A mnemonic is a device, such as a pattern of letters (an acronym) or associations (a saying), that assists in remembering something. Learning or making your own mnemonic helps the brain "chunk" information so that it is easy to retrieve at a later time.

Here are five commonly used class mnemonics. Try developing your own mnemonic the next time you want to commit something to memory!

<table>
<thead>
<tr>
<th>Subject</th>
<th>Concept</th>
<th>Mnemonic</th>
<th>Mnemonic in its entirety</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kinesiology</td>
<td>Treating a sprain</td>
<td>RICE</td>
<td>Rest the injured area. Ice the sprain. Compress with a wrap or bandage. Elevate the injured area.</td>
</tr>
<tr>
<td>Music</td>
<td>Treble clef</td>
<td>Every Good Boy Deserves Fun</td>
<td>The notes on the lines of a treble clef music staff are E, G, B, D and F.</td>
</tr>
<tr>
<td>Biology</td>
<td>Classification of life</td>
<td>Kings Play Cards On Fairly Good Soft Velvet</td>
<td>The categories in the classification of life are Kingdom, Phylum, Class, Order, Family, Genus, Species and Variety</td>
</tr>
<tr>
<td>Math</td>
<td>Order of operations</td>
<td>Please Excuse My Dear Aunt Sally</td>
<td>The order of operations for math is Parentheses, Exponents, Multiply, Divide, Add and Subtract.</td>
</tr>
<tr>
<td>Geography</td>
<td>The Great Lakes</td>
<td>HOMES</td>
<td>The freshwater lakes that cover more than 94,000 square miles in North America are Huron, Ontario, Michigan, Erie and Superior.</td>
</tr>
</tbody>
</table>

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OFFICE HOURS
Monday – Thursday: 8 a.m. to 5 p.m.
Friday: 8 a.m. to 4:30 p.m.

OFFICE LOCATION
Students Services Building, SS 133 (next to the Art & Coffee Bar)
Our thanks to all who provided feedback on the DSPS newsletter. Here are a few we’d like to share:

“I wanted to let you know that your newsletter is so well done. It is very informative, attractive and a wonderful reflection of your department and all the great things that you do for our students. Hats off to you and your team on such a fabulous newsletter!”

—Dr. Geraldine M. Perri, superintendent/president

“The DSPS KnOWLedge is Power newsletter has a wealth of useful information for students as well as staff. It has something for everyone!”

—Carol Tomas, director of financial aid

“I enjoyed the quote from Winston Churchill so much that I added it to my email. Thank you for sharing your interesting and comprehensive newsletter!”

—Helen Jeng, adapted physical education program coordinator

“I feel the newsletters have always been excellent. I love to read updates on DSPS and about any of the students featured. Great job!”

—Jamie Richmond, administrative secretary, admissions and records

“I think the newsletter is very informative. The layout is catchy and colorful.”

—Guillermo Miranda, financial aid technician

—I enjoy reading the DSPS newsletter. I think they have been very informative. It seems like a good idea to continually remind people about the various disabilities issues that arise with students and the services your department offers. I thought the piece on autism was illuminating; the classes you are offering and advice to students about how to approach instructors for reference letters was useful and insightful.”

—Dr. Bruce Grossman, business faculty
For visual mapping, outlining, writing and making presentations, Inspiration 9 is the ultimate thinking and learning tool to comprehend, create, communicate and achieve more. Now available in the DSPS High Tech Center Lab (SS 133).

Use Inspiration 9 for:

- **Visualizing and developing ideas to understand and retain concepts.**
- **Planning and organizing written work.**
- **Communicating and presenting knowledge.**
- **All of your school projects.**
• DSPS would like to give a warm welcome to the new dean of counseling programs and services, Dr. Nicole Smith.
• Students must now present the 2019-2020 Services Agreement to instructors when requesting accommodations.
• Coming Winter 2020 – DSPS 088: Stress and Anxiety Management.
  DSPS 092: Study Skills for Students with Disabilities.
• Coming Spring 2020 – DSPS 090: Empowerment for Students with Disabilities.
  DSPS 092: Study Skills for Students with Disabilities.
  COUN 160: Strategies for College Success (recommended for students with disabilities).
  American Sign Language (ASL) classes.

SEVEN DAY ATTITUDE ADJUSTMENT CHALLENGE

“A weeklong positivity challenge” created by: the Family Ma’am

Day 1: Make a list of five things in your life right now that you should be thankful for.
Day 2: No complaining. Go a full day without a single complaint.
Day 3: Express gratitude to at least one important person in your life.
Day 4: Spend 30 minutes doing something that makes you happy.
Day 5: Get active! Go outside and get some exercise!
Day 6: Give yourself a mirror pep-talk.
Day 7: Smile! Give everyone you meet a smile!

ANNOUNCEMENTS

Are you interested in working on campus? Do you want a job where you can meet new people and provide a rewarding service to someone else? DSPS is currently seeking quality note takers to assist students with disabilities.

For more information on how to apply, visit the job posting at www.citruscollege.edu/hr/see/pages/openings.aspx.

Good news! Did you know that DSPS now gives swag bags to students who volunteer to share notes in class with a DSPS student who has a notetaking assistance accommodation? Volunteers must be dependable, effective communicators, who possess good penmanship and organizational skills. Swag bags are given at the end of the semester. For more information, email emadrid@citruscollege.edu.

Faculty – please share this student volunteer opportunity with the students in your classes!
**INSTRUCTOR’S CORNER**

**Subject: Extended Time on Exams**

Citrus College faculty serve an essential role in helping students with disabilities achieve academic success. Below is a brief description of extended test time as an accommodation.

**How is the accommodation of extended test time determined?**

The accommodation of extended test time is based on the functional/educational limitation(s) of the student. For example, a student with low vision may need additional time to complete the test independently and a student with a learning disability may need additional time to process the information on the test. It is very important that all exam dates are included in the class syllabus in order for students to schedule their accommodations in advance. If a DSPS student makes a request to use extended time for your class exams at least one week before the exam date, ask the student to see a copy of their DSPS Services Agreement to verify that it is an authorized accommodation.

**Where do I facilitate the extended time for exams?**

Exams are not administered at the DSPS office. We recommend that you deliver exams to the Testing Center in P1 109 where the student will be proctored. Students are required to test at the same time as the class unless the Testing Center cannot accommodate the requested time. If your class time conflicts with the Testing Center hours or other classes, discuss alternate options for taking the exam with the student and note any day and time changes for the test on the Testing Request Form.

If you prefer to administer the test rather than sending the student to the Testing Center, you must provide the student with all of the indicated test accommodations unless otherwise mutually agreed upon with the student.

**What are the Testing Center protocols for faculty?**

- Exams must be delivered no later than 7:30 a.m. on exam day, including a Testing Request Form (available online or at the Testing Center), to ensure processing. Earlier delivery whenever possible is appreciated.
- The Testing Request Form must include all pertinent information, including names of DSPS students, time allotted for exam, materials allowed and delivery method of exam once completed.
- Deliver paper tests via email as attachments (if fewer than 10 copies) or hard copy in person in P1 109.
- For students requesting large print or braille, instructors must have exams delivered to Alternate Media Specialist Laks Floriano in SS 133 or via email to lfloriano@citruscollege.edu no later than one week prior to exam date.

For more information on Testing Center protocols, visit [www.citruscollege.edu/lc/testing/pages/protocols.aspx](http://www.citruscollege.edu/lc/testing/pages/protocols.aspx), email testingcenter@citruscollege.edu or call 626-914-8570.
DISABLED STUDENT PROGRAMS AND SERVICES

DSPS CLASSES

Strategies for Academic Success

DSPS 092:
Study Skills for Students with Disabilities

DSPS 090:
Empowerment for Students with Disabilities

DSPS 085: E-Text Basics

DSPS 088: Stress and Anxiety Management

Visit our website for further details

www.citruscollege.edu/stdntsrv/dspss/
Brandy Davis
DSPS Interpreter Coordinator, World Traveler

GET TO KNOW ONE OF OUR STAFF MEMBERS A LITTLE BETTER!

How long have you been working at Citrus College?
I started as an hourly sign language interpreter in 1997. In 1999, the interpreter specialist at the time decided to take another position in San Bernardino. She asked me to be the interim until the position was filled. I enjoyed the work and the opportunity so I applied for the job and started in 2000.

What is a proud moment you've had since working at Citrus College?
It is hard to narrow it down to one, so I will narrow it down to two. For several years, I was a lead organizer of our DSPS Recognition Ceremony, which honored our students for their persistence and achievements. The speeches were very touching and inspiring. The second is seeing the deaf and hard-of-hearing students mature into successful graduates and transfer students. Being a part of their growth and success makes me very proud.

Where did you go to high school or college?
I was a La Puente Warrior and Mt. SAC Mountie.

What is a job you had that you’ll never forget?
I will have to say, this job! I did not have too many jobs before becoming an interpreter in 1995. Working as an interpreter has given me a rich, fascinating look into life experiences – birth, early childhood education in a state school for abused and neglected children, fun days at amusement parks, doctor appointments, employment (from hiring, training and firing), field trips to museums and car races, post-secondary education, doctorate programs, graduations, and funerals. Unforgettable, indeed!!!

What do you like most about working in DSPS?
I have had wonderful coworkers and directors in the 20 years I have been here. They are all caring personalities who helped me become an adult, since I came as a teen! Our students have a spectrum of disabilities and challenges. Seeing their grit, perseverance and pain has taught me to be grateful and not to be a complainer. I also enjoy the college environment and days off since I love to travel.

Brandy Davis can be reached at bdavis@citruscollege.edu.
MENTAL HEALTH STRATEGY: SELF-CARE

What is self-care?
Self-care is any activity that we do deliberately in order to take care of our mental, emotional and physical health. When people think of self-care, they may imagine lavish spa trips with facials and massages or getting a fancy manicure and pedicure. Overlooked are the subtle things that can be done to take care of yourself, such as getting enough sleep, saying “no” to tasks that you do not want to do, eating nutritious food and drinking enough water. Good self-care can lead to an improved mood and reduced anxiety. It can promote a good relationship with yourself by honoring and respecting what your body may need, both emotionally and physically.

What do you need?
By asking yourself, “What does my body need right now?” you can become more self-aware of what activities promote positive physical and mental health. Understanding your own needs and making them a priority is a part of self-care. Self-care is not considered selfish – it is making yourself a priority so that you can be the best that you can be. Do you feel tired? Do you feel unhealthy? Do you need some time to yourself?

By assessing how you are feeling and prioritizing what you may need in this moment, you can then decide what actions to take to schedule self-care into your daily routine.

What are some examples of self-care?
• Get enough sleep
• Exercise
• Practice relaxation/meditation strategies
• Spend time with family or friends
• Consider dropping one or two activities you don’t want to do
• Do at least one thing you look forward to every day
• Eat a healthy diet/drink half your body weight in water
• Incorporate laughter in your everyday life

OK, so how do I do it?
Make sure to set aside enough time for self-care to take place. When we are not committed to scheduled self-care tasks, it can be easily overlooked. By scheduling the designated activity on your calendar, you will be more likely to see it through. Start off by committing to doing just one or two small self-care acts a day.