STUDY SKILLS: SQ3R METHOD

Many students say they have a difficult time learning when studying. Other say they don’t know where to start. It is important to understand the difference between reading a chapter that will be featured on a test and studying for a chapter that will be featured on a test. Reading material is simply that – reading. It’s considered a passive activity where the reader gains a simplistic understanding of the author’s writing. Heavy engagement in the material is not occurring. Studying material is different. It is an active process. Studying may mean re-reading information, highlighting excerpts or even taking notes.

SQ3R is a type of reading comprehension method that will help you build a framework to understand your assignment.

Before you read, Survey the chapter:
- Title, headings and subheadings
- Captions under pictures and charts
- Questions and study guides
- Introductory and concluding paragraphs
- Summary

Question while you are surveying:
- Turn the title and headings into questions
- Read questions at the end of the chapters and after each heading
- Ask yourself, “What did my instructor say about this subject when it was assigned?”
- Ask yourself, “What do I already know about this subject?”

When you begin to Read:
- Look for answers to questions you raised
- Answer questions at the end of chapters
- Re-read captions
- Note all the underlined, italicized and bolded words and phrases
- Study graphic aids
- Reduce your speed for difficult passages
- Stop and re-read parts that are not clear
- Read only a section at a time

Recite after you’ve read a section:
- Out loud, ask yourself questions about what you read, or summarize, in your own words, what you read
- Take notes from the text
- Underline or highlight important points
- The more senses you use the more likely you are to remember what you read: Triple strength learning: seeing, saying, hearing
- Quadruple strength learning: seeing, saying, hearing, writing

Review: an ongoing process.

Created by Study Guides and Strategies, retrieved from www.studygs.net/ texred2.htm
Mental health is essential to everyone’s overall health and well-being. We all experience times of difficulty and stress in our lives. That’s why it’s important to challenge ourselves each day to incorporate healthy strategies for overall wellness.

Eating healthy, exercising and getting enough sleep are some of the ways to nurture our mental health. Living a healthy lifestyle may not be easy, but it can be achieved by gradually making small changes and building on those successes.

To learn more about mental health, visit the Mental Health America website and download the 2019 Mental Health Month Toolkit: www.mentalhealthamerica.net/may.

**HEALTHY HABIT: DIGITAL DETOX**

These days, it’s easy to be inundated with constant interruptions from electronic devices. While it can be helpful to stay connected through social media, emails and texts, too much engagement can have a negative effect on productivity and focus, as well as prevent us from connecting with those who are physically around us. Try taking a break from technology for a portion of the day. You can use “airplane mode” on your phone to help you refrain from constantly checking who “liked” your post or refreshing your email every few minutes. There are apps available to help with this also, such as Forest, Freedom and Quality Time. iPhone users can also use the Screen Time feature, while Android users can use Digital Wellbeing to track how often they are online. Try it and see how it can improve your focus, efficiency and relationships with others.
The Livescribe Smartpen makes it easy to capture notes

- Record class lectures while you write
- Slow down, speed up and bookmark key information
- Effortlessly digitize your handwritten notes to a Mac or PC

Students who have audio recorder/smartpen as an approved DSPS accommodation and who have attended a smartpen orientation may fill out a request form to enter their name into a lottery to borrow the pen with Laks Floriano. Those selected are notified the week prior to the start of each semester.

For questions, contact Laks Floriano at lfloriano@citruscollege.edu
**UPDATES**

- Students may still use the 2018-2019 Services Agreement for the spring 2019 semester. However, students will need to use the 2019-2020 Services Agreement starting in summer 2019. Schedule your update file appointment today in DSPS if you haven’t done so.

- In spring 2018, DSPS received 192 survey responses from students, staff and faculty regarding whether to keep or change our department name. 66.67 percent of respondents were in favor of the idea of a name change, while 31.25 percent were against the idea, and 2.08 percent remained neutral to the idea. We are continuing to research what other community colleges are adopting, as well as the procedure to change our name. More information will come in future DSPS newsletters.

- New classes offered for fall 2019:
  - ASL 101 – American Sign Language I (5 units)
  - ENGL 098A – Composition Fundamentals A (2 units)
  - ENGL 098B – Composition Fundamentals B (2 units)
Check out the online schedule for more details.

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**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. Applicants must be dependable, effective communicators who possess good penmanship and organizational skills.

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**SAYING GOODBYE: MS. JENNIFER MCLEOD**

Many of you know Jennifer McLeod, DSPS coordinator, as a warm, pleasant and funny person. Her bright smile invited everyone to connect with her, including students. Ms. McLeod became an adjunct DSPS counselor/LD specialist in September 2005 and later transitioned to program coordinator in June 2006. Ms. McLeod recently announced her resignation in order to provide personal care for her elderly parents in Nevada. Ms. McLeod asked us to share this message on her behalf:

Leaving DSPS was one of the most difficult choices I’ve had to make in my life because I was leaving a close-knit family, but I felt the need to answer the now-or-never calling to put my family first.

I absolutely loved my team and others I worked with at Citrus College, including College Connect.

I have countless wonderful memories to take with me; ones I will never forget. The DSPS and COUN 159 and 160 students have touched my life and inspired me in ways I cannot explain.

Fortunately, DSPS is made up of amazing staff. I have complete confidence they will have no problem keeping the program operating at its full potential! I was blessed to have coworkers and colleagues that I will sorely miss.

Please join us in wishing Ms. McLeod and her family all the happiness they can handle!

“How lucky we are to have something that makes saying goodbye so hard.”

Winnie the Pooh

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**WE’RE HIRING**

Applicants for fall/spring must be enrolled in 12 units, unless they are approved for Federal Work Study or are a part of DSPS. Applicants for winter/summer must carry a minimum of three units.

For more information on how to apply, visit the job posting at [www.citruscollege.edu/hr/ses/pages/openings.aspx](http://www.citruscollege.edu/hr/ses/pages/openings.aspx)

Instructional faculty – please share this student employment opportunity with the students in your classes!


INSTRUCTOR’S CORNER

Subject: Use of Audio Recorder Accommodation in the Classroom

What is the audio recorder accommodation?

Many students have “audio recorder” as an authorized DSPS accommodation. This accommodation allows students to record the audio of lectures with a device they are responsible for providing, which is typically a digital audio recorder, smartpen or smart phone. The smartpen is a writing utensil that has an embedded digital recorder, letting the student record while writing notes. This process allows for easy access to audio when reviewing notes at a later point in time.

Who is the audio recorder appropriate for?

Students who are unable to take or read notes have the right to audio record class lectures for their personal study only (84.44 of Section 504 of the Rehabilitation Act of 1973 P.L. 93-516). Students who process information slowly or get easily distracted may also have “audio recorder” as an accommodation. Recording the lecture lets the student focus on actively listening during class instead of worrying about writing down important points while simultaneously listening for content. After class, the student can re-listen to the lecture as many times as necessary and take notes from the recording.

What are the policies and guidelines for using an audio recorder?

DSPS students who have this accommodation sign an agreement stating that sharing audio recordings with other people without the consent of the lecturer is not permitted, nor is using recordings of the faculty member, other lecturers or students whose classroom comments are recorded as part of class discussion. Any information contained in the recorded lecture is protected under federal copyright laws and may not be published or quoted without the express consent of the lecturer. Students are required to present the DSPS Services Agreement to the instructor as notification of their intent to audio record class lecture.

For additional guidance and resources on how to support students with disabilities, call 626-914-8675 or stop by the DSPS office in SS 133.
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/
GET TO KNOW ONE OF OUR STAFF MEMBERS A LITTLE BETTER!

How long have you been working at Citrus College?
In July, it will be 17 years (😲 LOL).

What is a proud moment you’ve had since working at Citrus College?
I’ve had several, having worked in different departments over the years.

When I worked in Visual and Performing Arts, I was so proud of the students who I saw come into the program to sing, dance and act. It was a joy to see them flourish during their performances.

Working in Foster/Kinship Education and Resource Programs, I helped local foster parents provide positive living environments for the children in their care.

The Child Development Center brought children running to my desk, asking for hugs and stickers ... that just made my day, every day!

Now that I work in DSPS, my proud moments come from students who look beyond their disabilities with such determination to reach their goals. When parents tell me how grateful they are for what our team does, I can’t tell you how much that means to me.

Where did you go to high school or college?
I grew up on the East Coast. I graduated from Liberty Senior High School in Bethlehem, Pennsylvania. I took hotel/restaurant management courses at Eldorado College in West Covina, and have taken a few classes here at Citrus College and at Mt. SAC. I'll be taking business management classes online this spring at Eastern Gateway Community College, offered through the CSEA union. Fingers crossed!

What is a job you had that you'll never forget?
I guess that would be my first job as a 10-key data entry clerk. It made me realize how much I needed to strive for more. I took three buses to get there and back, got off at 5 p.m. and didn’t get home until 10 p.m. I was paid $5.75 per hour and worked to pay for my bus pass. It was dreadful. The situation motivated me to join the United States Army. The look on my parents’ faces was priceless when I told them I was enlisting. They were so proud of me, and the whole experience made me the strong and independent woman that I am today.

What do you like most about working in DSPS?
It’s true what they say: “Do something you love and you’ll never work a day in your life!” I can honestly say that I enjoy coming to the office. I learn quite a bit from the students about their disabilities and so much more from the DSPS team. We serve a diverse population of students with a wide variety of disabilities. The staff genuinely cares about our students’ success. They are the most patient people I know and I respect them for their vast knowledge in their respective fields of expertise. From the counselors and alternate media specialist to our sign language interpreter and the College Connect program, I’m very fortunate to work alongside all of them.

Emmy Madrid can be reached at emadrid@citruscollege.edu.
THE POWER OF GRATITUDE

What is gratitude?
Gratitude is the quality of being thankful — a readiness to show appreciation for and to return kindness.

How do we increase feelings of gratitude in our lives?
One of the most common positive psychology practices is to write down experiences for which you are grateful in a “gratitude journal.” Try documenting at least three experiences you are grateful for each day. This is more effective when the experiences are specific and detailed. For example, you could write, “I am grateful for seeing the beautiful butterflies flying around on my way to school,” rather than, “I am grateful for nature.” You might write, “I am grateful for being able to spend some time with my mom, laughing about that show we watched last night,” instead of simply, “I am thankful for my mom.” By writing down three things we are grateful for daily, we can actually train our brain for greater positivity, gratitude and happiness.

Why is it important?
Focusing on gratitude for things that we appreciate in our lives can have a powerful impact on our physical, emotional and social well-being. This can be a useful tool when we have feelings of stress, depression, frustration and anxiety. It can improve self-esteem, energy levels, and improve feelings of connection in times of loss or crisis. Gratitude can give us the ability to see something bigger than ourselves.

WHERE IS THE OWL?
Did you put on your investigative hat and find the hidden owl in this edition of the DSPORT KnOWLedge Power newsletter?