

Preparing for Quizzes

Every few days, there will be a short quiz on material that was recently covered in lectures, notes, and activities since the last quiz. These quizzes will be open note, but you should NOT access lectures, other online material, or notes other than your own during the quiz. This document provides a general overview of how you can best prepare notes for these quizzes.

Generally, your notes should be a brief recap of the information you learned that will help you synthesize and distill important information about a topic. It will also serve as a “cheat sheet” that you can reference if you forget how to do something—on a quiz or later on—or if you just need a brief review of a topic you learned weeks, months, or decades ago. If your notes for each quiz in this course are more than about 2 pages, you’re probably including too much information. While I can’t provide you with quiz questions, I am happy to talk with you if you’re concerned that your notes aren’t covering the important information.

Last year, I prepared a lecture on creating “one-pagers” that some students found to be helpful as they prepared their notes. If you already have a tried-and-true method for taking notes, that’s great! If not, the lecture is available on the course website along with an example of my own notes (it’s linked on the schedule and lecture page).

In addition to using your notes on the quiz, I encourage you to share them with others so they can modify their notes and so that you can learn from each other. One of you might present information in a more helpful way than I did! Besides being helpful to your peers, I will give you extra credit points towards the quiz category if you do so. If you want to share your notes, you will need to submit them at least 24 hours before the related quiz closes. Doing so will allow me to upload them for others to review before they take the quiz. *You are not required to submit your notes to me except for quiz 1* unless I specify otherwise later on. Even if you elect to submit them for extra credit, you are NOT required to use the header/formatting guidelines listed on the syllabus that you would for other assignments. I do ask that you include your name, but it will be removed before sharing them with others. As available, other students’ notes will be made available on the “quiz” page of the course website (<https://cepc-0904.jackhester.com/quizzes.html>). Information about what’s covered on each quiz will also be shown there along with any study guides I provide.