



The UnderStudy and Featured Presentation Program

Making arrangements to be gone to a conference or meeting? Schedule an “understudy” for your class time. The Learning Resources team offers this “menu” of options for presentations, programs, and services that can be brought to your class. Of course we’re willing to do this anytime as a “featured presentation” while you’re in class (like a guest speaker), but if you need to plan to be out of class, we’ll cover for you as well. (This arrangement is designed to be planned in advance and not serve as a last minute substitute.)

This is an opportunity for us to keep classes in session and embed our learning resources into your curriculum. We can adapt our programs and services to the time you have available; full class sessions, partial class sessions, or multiple sessions.

Program Guidelines

1. The sooner you schedule, the better. As a courtesy, please request a session at least a week in advance. Some facilitators may be able to step in at the last minute but all sessions are subject to the availability of the facilitator.
2. If you will be absent from the class, be sure the facilitator has details about the class schedule, location, your attendance procedures, and anything else he/she needs to know while filling in for you. Also be sure to report your absence through the normal procedures.
3. The session will be conducted in the classroom where the class normally meets unless a more suitable setting is required (such as a computer lab for a specific program). If an alternate setting is needed, the facilitator will work with the instructor to schedule a space.
4. We’d love to offer as many sessions as possible, but if we have facilitator time constraints, we may need to limit the number of understudy sessions provided to a specific class in one term.
5. Following a session, the facilitator may ask the students to complete a feedback assessment of the session.

Ready to schedule an understudy session? Make arrangements with the facilitator listed in the description of the session you selected. Have questions or comments? Contact Patrice Hess, Director of Learning Resources; patrice_hess@ivcc.edu, 815-224-0462, or visit E-209.

Study Skills

Facilitator Contact, Center for Accessibility and Neurodiversity (CAN): Tina Hardy,
tina_hardy@ivcc.edu, 815-224-0284

Time Management

- Importance/Research
- Strategies
- Activities – time wasters/time savers, creating a weekly schedule, have-to, need-to want-to exercise, inefficiency of multi-tasking simulation

Learning Styles – Strategies for enhancing strengths and decreasing weaknesses

- Overview of sensory styles, multiple intelligences, and processing style
- Assessments and activities – find your sensory style or multiple intelligence – exercises that highlight strengths and weaknesses

Memory and Learning/Test Prep

- How Memory Works – overview of short-term, working, long-term memory and how to get information from one spot to the next
- Activities related to moving info from STM to LTM, multi-sensory learning and memory, visualization and chunking strategies
- Make it Stick – research on study strategies that help you retain information based on the book of the same name, along with advice how to remember things long-term

Textbook Reading

- Overview of strategies
- Research on textbook use and preferences of today's students

Note Taking/Active Listening – Textbook NT and Classroom Strategy

- Information on the importance of this
- Different Methods for Different Types of Topics

Test Taking Strategies

- Strategies for T/F and M/C – last ditch – educated guessing strategies
- How to write a good essay for a test - mnemonic for steps
- How and why to review a returned test

Stress and Anxiety

- Research on how this affects the brain
- Strategies for combatting stress and anxiety

Study Skills Overviews – Strategies Compiled

- Make it Stick
- Tina's Top 10 For Successful Students
- Study Hacks for Successful Students
- Full assessment of study skills, goal setting, motivation, along with tip sheets for each area
- Math checklist for those who say they've "done everything" and still aren't successful in math

College Knowledge

- College Knowledge Jeopardy game
- Assessment of awareness of resources
- Overview of key resources, policies and procedures

General Student Technology

Facilitator Contact, Student Help Desk: Ellen Evancheck, ellen_evancheck@ivcc.edu, 815-224-0318

IVCC Student Technology

- Navigating the IVCC website
- Usernames and passwords
- Technology systems; WebAdvisor, Email, Blackboard
- Wifi on Campus

Maximizing Office365, Your IVCC Email, Word Processor, and More in the Cloud

- Logging into student email; Set up self-service password reset; Set up email on phone
- Using the O365 online apps vs installing O365 on your own device
- Use OneDrive and sync account with your IVCC computer login

Naming, Saving, and Managing Files on Your Computer and in Your OneDrive on IVCC Office365

- How to navigate to your IVCC U:drive, O365 OneDrive, and O365 student email folders
- How to create folders on the U:drive, O365 OneDrive, and O365 email folders
- Tips on naming files and saving to folders

Using Technology in Assignments

Facilitator Contacts, Educational Technologists: Dawn Lockwood, dawn_lockwood@ivcc.edu, 815-224-0515 or Mary Smith, mary_smith@ivcc.edu, 815-224-0520

Electronic Presentations: PowerPoint and Other Applications

- Basics in creating a presentation slide
- Keys to writing for a presentation
- Selecting the best pictures
- Finding and citing images

Visual Design for Media Assignments

- Using Rule of Thirds
- Selecting colors
- Selecting Fonts
- Getting the proportions right

Blackboard Discussion Board Best Practices

- Reading and breaking down the prompt
- Make your post stand out
- Blackboard tools and tips for discussions

Online Quiz and Test Taking

- Questions to ask before taking the test
- Prepare a computer for the test
- Test day best practices
- Get the most out of the post-test review

Creating a Video Assignment on Your Smart Phone

- Phone video basics
- Creating a story board
- Selecting the right shot
- Lighting basics
- Sharing your video

Creating a Podcast Assignment on Your Smart Phone

- Tools for audio creation
- Microphone basics
- Planning your podcast
- Sharing your podcast

Digital Study Tools

- Note taking tools
- Quizzing and note card tools
- Time management and calendar tools
- Blackboard App

Tutoring and Writing Center —Services and Opportunities

Facilitator Contact, Tutoring and Writing Center: Laura Kilmartin, laura_kilmartin@ivcc.edu, 815-224-0434

Citation Guidelines and Instruction

- Introducing the basics of MLA, Chicago, or APA citation styles
- Preparing and formatting a document in any of the most common styles
- Explaining the tutoring services offered in the Writing Center
- Offering a walk-through of the Writing Center website

Special Writing Events and Writing Situations

- Writing scholarship essays: best practices
- Applying for an IVCC Foundation Scholarship (towards the end of a fall semester)
- Working with peers on drafting and editing: best practices
- Understanding the writing process for any assignment

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Library Instruction

Facilitator Contact, Public Services Librarian: Stephanie Reeder, stephanie_reeder@ivcc.edu, or 815-224-0305

Developing Research Skills

- Navigating the library and its online resources in the S.O.A.R. Catalog
- Organizing research and managing sources
- Utilizing search filters and Boolean operators
- Identifying and brainstorming search terms
- Using Google Scholar

Evaluating Source Quality

- Introduction to credible sources found in the library's online databases
- Locating resources and evaluating resource credibility

Creating Accurate Citations

- Creating accurate citations with the library's citation tools

Activities for Application

- Individual open research time
- Locate an article in a database
- Online source evaluation
- Dry erase board brainstorm
- Database search challenge
- Library Orientation