

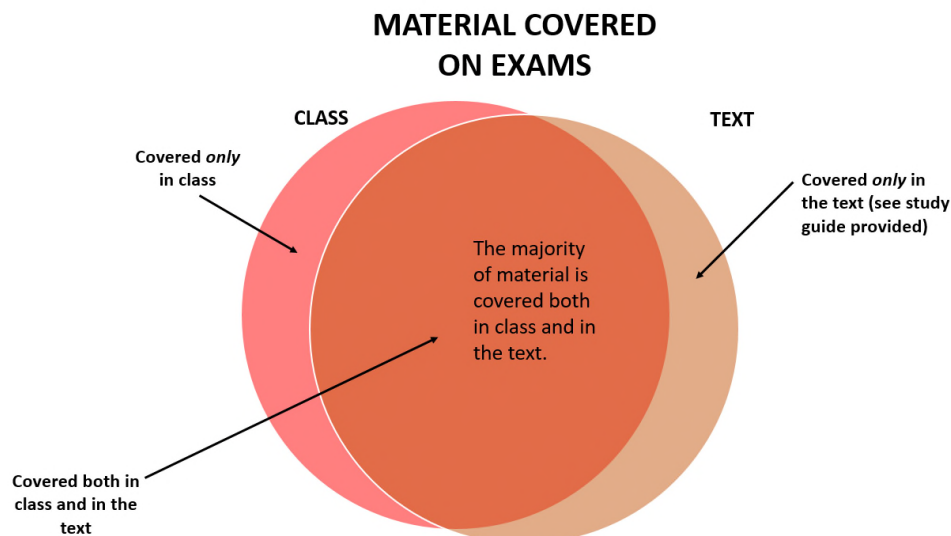
# PREPARING FOR EXAMS

## General issues

- **Research shows that regardless of what kind of exam you eventually end up taking, those who pretend to be studying for an essay (rather than multiple choice) exam will tend to do better.** If you challenge yourself to be able to explain and discuss in your own words, you will learn better.
- Exams are designed to differentiate between those who understand the material well and those who do not. As such, some exam questions are written to “tempt” those who try to “bluff” their way through the exam without sufficient and meaningful study. The fanciest and most complex multiple choice answer is not necessarily the correct one! If you see a large number of “buzz” words that do make sense together, that is an indication that the answer is not correct!
- Exams questions will often require you to *reason* your way to the correct answer based on course ideas.
- It is useful to take the sample exam to see if you are comfortable with the types of questions that will be asked, but it is generally not useful to attempt to “study” from previous exams. Questions will not be asked the same way again.
- Having a good night’s sleep and a good meal before an exam are essential.

## Studying

- To effectively prepare for exams (and use course ideas in your career), is important to *understand* the ideas involved, their relationship to each other, and how these apply to real organizations and settings. Memorizing definitions and trivia is generally not useful. **Study aids that emphasize this low level of learning (e.g., Connect+) are not good use of time.**
- Studying with others may be helpful, but time spent on “quizzing” and other forms of low level learning is not well spent. Your emphasis should be to **understand, relate, and apply**.
- It is *not* advisable to “divvy up” study questions among group members, each bringing in answers to those assigned. This is about understanding, not memorizing.



## Textbooks

- A study guide has been provided for textbook material that we may not cover in class. You

should know this material for exams.

- You should be able to answer the study questions from *Contagious* on exams and be able to generalize the application of the ideas involved.
- Exams do *not* emphasize definitions or trivia. **You should read to *understand* the ideas and their applications.**
- Much of the material is covered both in class and in the textbook. Depending on your individual learning style, spending time on the textbook coverage of this material may or may not be a good use of your time.