SEVENTH EDITION

KEYS TO

Effective Learning

Habits for College and Career Success

Carol Carter **Sarah Kravits**

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Carol Carter | Sarah Kravits

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PEARSON

Seventh Edition

Keys to Effective Learning

Habits for College and Career Success

Carol Carter

Sarah Lyman Kravits

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This edition is dedicated to today's courageous students as they navigate a world of rapid technological change, high costs in education, and workplace instability.

Students everywhere: You have the heart and the potential to persist and to make the world a better place in ways that are significant no matter their scope. Our mission is to help you build habits that give you the ability and drive to take action. The world needs your talents, and we all eagerly anticipate the time when we will benefit from what you have to offer.

About the Authors

Carol Carter has spent her entire career in the business world, where she has a track record of success in corporate America, entrepreneurship, and nonprofits. Her student success work is driven by firsthand knowledge of what employers expect and demand from today's graduates. As president of LifeBound (www.lifebound.com), an academic and career coaching company, she drives the company's goal to help middle school and high school students become competitive in today's world, and she teaches study, interpersonal, and career skills to students as well as training and certifying adults in academic coaching skills. As cofounder of GlobalMindED (www.globalminded.org), the standard-setting conference of leaders committed to Access, Equity, and Opportunity in education, she brings education, business, and policy leaders together to improve outcomes for students, especially those who are first generation to college.

Carol speaks on educational topics nationally and internationally and is an expert blogger for the *Huffington Post* under "Impact," "College," and "Business." Carol is a co-author of many books for Pearson, including the *Keys to Success* series as well as *Keys to Business Communication* and the *Career Tool Kit*. She has also published a series of books for K–12 students through LifeBound, including *Dollars and Sense: How To Be Smart about Money* and *Majoring in the Rest of Your Life: Career Secrets for College Students*.

Sarah Kravits teaches student success at Montclair State University and has been researching and writing about student success for 20 years. As a parent of three children (ages 16, 14, and 10), a collaborator, a co-author, and an instructor, she lives the strategies for success she writes about, striving daily for goal achievement, productive teamwork, and integrity. Sarah is a co-author of the *Keys to Success* series, including *Keys to College Success, Keys to Community College Success, Keys to College Success Compact, Keys to Effective Learning, Keys to Online Learning,* and *Keys to Success Quick.*

Sarah presents workshops and training on student success topics such as critical thinking, risk and reward, and time management at schools all over the country, including an annual success workshop for the entering class of Jefferson Scholars at the University of Virginia. Having attended UVA as a Jefferson Scholar herself, she continues to manifest the Jefferson Scholars Program goals of leadership, scholarship, and citizenship with her efforts to empower college students to succeed in school and in all aspects of their lives.

preface

In this road-tested student favorite text, the **Habits for Success** framework helps students develop persistence, planning, questioning, connecting, coaching skills, and more. These self-directed learning skills give readers tools to build a bright future personally and professionally, and are exceptionally helpful to underprepared students. This seventh edition features strong study skills coverage, accessibility for a wide range of students, and diverse role models who inspire students of all ages, stages, ethnicities, and life circumstances.

What's New, What's Better

Personalized Learning with MyStudentSuccessLab™

MyStudentSuccessLab is an online homework, tutorial, and assessment program designed to engage students and improve results. Within its structured environment, students practice what they learn, test their understanding, and pursue a plan that helps them better absorb course material and understand difficult concepts. It fosters the skills students need to succeed for *ongoing personal and professional development*. Whether face to face or online, MyStudentSuccessLab personalizes learning to help students build the skills they need through peer-led video interviews, interactive practice exercises, and activities that provide academic, life, and professionalism skills.

This learning outcomes-based technology promotes student engagement through:

- **The Conley Readiness Index (CRI)**—a research-based behavioral diagnostic, developed by Dr. David T. Conley, that measures readiness around a skill set and builds ownership of learning.
- **A Full Course Pre- and Post-Diagnostic** test, based on Bloom's Taxonomy and linked to key learning objectives in each topic.
- **A Pre- and Post-Test** for each individual topic in the Learning Path; an **Overview** of objectives to build vocabulary and repetition; access to **Video interviews** to learn about key issues "by students, for students"; **Practice** exercises to improve class prep and learning; and **Graded Activities** to build critical thinking skills and develop problem-solving abilities.
- **Student resources**, including Finish Strong 24/7 YouTube videos, Calculators, and Professionalism/Research & Writing/Student Success tools.
- **A title-specific version available** as an option for those who teach closely to their text. This course would include the national eText, chapter-specific quizzing, an extended Feature set, and Learning Path modules that align with the chapter-naming conventions of the book.

Increased Focus on How College Efforts Promote Career and Life Success

Revised! **In-chapter coaching strategies.** Research shows that students who have been coached or have a coaching framework do better in college and career, experience less stress, and make more effective choices than those who do not. Coaching within each chapter promotes self-directed learning, love of challenge, absolute accountability, and the capacity to achieve goals and outcomes both in class and out.

- **Inside Tips** provide advice from one of the two co-authors. Carol gives **career-focused** advice, and Sarah provides **academic advice**. Each author's questions promote increased self-knowledge, agency, and accountability.
- Powerful Questions ask students chapter-specific coaching questions, with the element of **peer coaching**, asking pairs of students to work together. Students build self-efficacy and develop coaching skills, learning how to be both **mentor** and **mentee**.

Revised! **Habits for success theme.** The Habits listed below are the foundations of academic, professional, and life success. The coaching framework builds the accountability, teamwork skills, and problem solving that modern employers expect and require.

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New! Engaging, motivating role models. Readers will be inspired by chapter-opening case studies featuring the personal stories of students and graduates who have worked for cutting-edge companies (Google, GlobalMindED), started their own successful ventures (MindFULL Learning Institute, Roots Java Coffee, Sunesis Nexus), and created organizations that bring transformative change to their colleges and communities. Each story demonstrates the role of that chapter's Habit in facing a challenge and making a difference, so that students can see how it's done.

New! Habit in Action wrap-ups, new to this edition, precede the end-of-chapter exercises. Each wrap-up continues the chapter-opener case story, describing how the person met a challenge and continues to make a difference, and gives readers an opportunity to connect the story to their own lives.

Improved Thinking and Study Skills Coverage

Revised! Updated study skills material textwide. Study skills materials feature strategies that reflect the wide range in how students learn today (in person, online, using technological tools, in teams, etc.). Coverage of study skills remains extensive, with two chapters on reading and two chapters on test taking as in the 6th edition. Specific updates include the following:

- Memory and studying coverage are paired in Chapter 9, with the comprehensive "journalists' questions" structure of study strategies (When to study, Where to study, Who to study with, What to study, Why to study, How to study). This chapter is moved from its previous location to a more logical spot following the chapter on listening and note taking.
- The second reading chapter (Chapter 7), which still contains material on reading different subjects, now focuses more extensively on Critical Reading and Information Literacy, incorporating the information on literacy material previously found in an appendix.
- Chapter 8 presents strategies for electronic note taking.
- Chapter 9 provides expanded material on test anxiety.

Revised! Updated life skills material textwide. Life skills strategies honor the modern student and reflect the latest science and trends. Specific updates include:

- Increased focus on coaching strategies and powerful questions in Chapter 1 and throughout.
- Revised material on time management, with details about the myth of multitasking and expanded material on procrastination.
- Updated money management and financial aid material in Chapter 3.
- Physical and mental wellness material in Chapter 4 that reflects the most current statistics and science.

- Multiple intelligence grids, which have been retained in Chapters 3 through 11. Each grid presents learning preferences strategies linked to a chapter topic, poses a related problem, and asks students to generate MI-based strategies that will work best for them.
- Early learning preferences coverage with integrated applications. An early chapter remains on learning how we learn and showcases several learning styles/preferences and personality inventories.

New! Brain-based learning and metacognition. Thinking materials are updated with the latest in brain science—building intelligence, how memory works, the cost of switch-tasking, and more. This information builds student metacognition in an approachable and interesting way. Examples can be found in Chapter 1 (introduction), Chapter 5 (thinking), and Chapter 9 (memory).

Revised Exercises Increase Relevancy and Application

Revised! In-chapter self-assessments. Newly titled "All About You," the in-text self-assessments (which appear at least once per chapter) provide readers with the opportunity to reflect on chapter material in the context of their own lives.

Revised! Take Action in-chapter exercises. These exercises, in many cases updated and streamlined, provide a midchapter chance to apply chapter material to personal situations and needs.

Revised! Note the Important Points. Previously, a mix of subjective and objective questions, the end-of-chapter summary exercise has been revised to feature exclusively objective questions for a more straightforward look at retention of chapter material.

Revised! End-of-chapter (EOC) exercises. The tried-and-true set of exercises has been retained and revised. Each chapter's EOC set builds essential skills for college and life:

- Critical thinking (Critical Thinking: Applying Learning to Life)
- Teamwork and interpersonal skills (Team Building: Collaborative Solutions)
- Test preparation and test-taking skills (Test Prep: Start It Now)

One last note: Many of our best suggestions come from you. Instructors and students, please send your questions, comments, and ideas about *Keys to Effective Learning* to Carol Carter at caroljcarter@lifebound.com or Sarah Kravits at kravitss@mail.montclair.edu. We look forward to hearing from you, and we are grateful for the opportunity to work with you.

Instructor Resources

Online Instructor's Manual (www.pearsonhighered.com/irc)

This online manual provides a framework of ideas and suggestions for activities, journal writing, thought-provoking situations, and online implementation, including MyStudentSuccessLab recommendations.

Online PowerPoint Presentation (www.pearsonhighered.com/irc)

This comprehensive set of online PowerPoint slides can be used by instructors for class presentations and also by students for lecture preview or review. The PowerPoint presentation includes summary slides with overview information for each chapter to help students understand and review concepts within each chapter. These downloadable sets of slides are fully customizable by individual instructors.

MyStudentSuccessLab (www.mystudentsuccesslab.com)

This title is also available with MyStudentSuccessLab—an online homework, tutorial, and assessment program designed to engage students and improve results. It includes the Conley Readiness Index (CRI). Within its structured environment, students practice what they learn, test their understanding, and pursue a plan that helps them better absorb course material and understand difficult concepts. It fosters the skills students need to succeed for *ongoing personal and professional development*. Whether face to face or online, MyStudentSuccessLab personalizes learning to help students build the skills they need through peer-led video interviews, interactive practice exercises, and activities that provide academic, life, and professionalism skills. Beyond the Full Course Pre- and Post-Diagnostic assessments, and the Pre- and Post-tests within each module, additional learning outcomes-based tests can be created/selected using a secure testing engine and may be printed or delivered online. If you are interested in adopting this title with MyStudentSuccessLab, ask your Pearson representative for the correct package ISBN and course to download.

Course Redesign (www.pearsoncourseredesign.com)

Collect, measure, and interpret data to support efficacy. Our resources can help you rethink how you deliver instruction, measure the results of your course redesign, and get support for data collection and interpretation.

Implementation and Training

(http://www.pearsonmylabandmastering.com/northamerica/mystudentsuccesslab/educators/support/training-options/index.html)

Access MyStudentSuccessLab training resources such as the Planning Tool Kit, Implementation guide, How Do I videos, Self-paced training modules, and Live Online Training sessions with a Faculty Advisor.

CourseConnect (www.pearsonlearningsolutions.com/courseconnect)

This title is also available with CourseConnect-designed by subject matter experts and credentialed instructional designers; it offers customizable online courses with a consistent learning path, available in a variety of learning management systems as self-paced study.

eTextbooks Online (such as www.vitalsource.com)

As an alternative to purchasing the print textbook, students can *subscribe* to the same content online and save up to 50% off the suggested list price of the print text. With an e-textbook, students can search the text, make notes online, print out reading assignments that incorporate lecture notes, and bookmark important passages for review.

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