

# Advanced Academic Training Student Learning Guide (Short Version)

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## 1. Student Daily Retrieval Schedule

### Monday through Friday Retrieval Schedule:

#### Monday 3-4 hours/day

- Create questions/answers from lecture (s) and assignment (s) using *Dragon Dictation*, or *Dragon Naturally Speaking*, *Siri Voice-controlled digital assistant* and one of the *Recommended Learning Tools* (see Appendix).
- Retrieve questions if you have time.

#### Tuesday 3-4 hours/day

- Retrieve questions/answers from Monday.
- Create questions/answers from Tuesday lecture (s)/assignment (s).
- If you don't have enough time, try to create questions and develop answers on the Saturday AM 3-4 hour session (using a dictation system will give you more time). Same should be done Monday through Friday.

#### Wednesday 3-4 hours/day

- Retrieve questions/answers from Monday and Tuesday.
- Create questions/answers from Wednesday lecture (s)/assignment (s).

#### Thursday 3-4 hours/day

- Retrieve questions/answers from Monday thru Wednesday.
- Create questions/answers from Thursday lecture (s)/assignment (s).

#### Friday 3-4 hours/day

- Retrieve questions/answers from Monday thru Thursday.
- Create questions (and answers if you have time) from Friday lecture(s)/assignment(s).

### Saturday and Sunday Retrieval Schedule

- Schedule three hours in the AM and three hours in the PM.
- Days you do not attend classes, schedule three hours in the AM and three hours in the PM.

#### Saturday

- Three hours in AM-record answers not developed during the week.
- Three hours in PM-retrieve questions/answers from the week.

#### Sunday

- Three hours in AM-retrieve questions/answers from the prior week.

- Three hours in PM-create questions from licensure/board or undergraduate admission examination texts and question bank using *Dragon Dictation or Dragon Naturally Speaking, Siri Voice-controlled digital assistant and one of the Recommended Learning Tools* (see Appendix).
- Complete and score the 10 question quiz created on Friday.
- Store quiz results in your computer for future analysis.

## **Monday of Second Week and Continuous Weeks Schedule for Retrieval**

- Retrieve questions/answers from previous week, Monday thru Friday (or as far back as you can in the 3-4 hour session).
- Create questions/answers from the Monday lecture (s)/assignment (s) depending on available time from the 3-4 hours. May only be able to create questions without answers.
- Leave answers until the first 3-4 hour session on Saturday.
- Continue retrieving Tuesday thru Friday from every source available (i.e. lectures, assignments, licensure text/bank questions, old exams, friends, team members and most importantly your imagination).
- **Do not stop retrieving once questions have been successfully retrieved and answered. This reduces loss of long term recall information.**
- **After each semester (or year) is completed, continue to retrieve previous semester/year questions on weekends and holidays.**
- This system will allow you to continually retrieve information until you are ready to take a comprehensive examination, licensure or board examination.

## **2. Improving Daily Retrieval Techniques**

- Students are instructed to go as far as they can each day; mark the place they stop, and next day continue retrieving from that point until they get back to the place that was last developed with questions.
- On Friday of each week, the student must develop an additional 10 question quiz covering questions/subjects retrieved during the Monday-Friday schedule. This quiz should be taken on Sunday PM.
- Never put questions and answers on the same page and always use your own words when retrieving answers to questions. Determine the answers to questions, and on another page, the questions that go with the answers.
- Do not read the information for the purpose of learning before you create and retrieve questions and answers. You are retrieving for long term retention and problem solving, not studying.
- Use *Dragon Dictation or Dragon Naturally Speaking, Siri Voice-controlled digital assistant and one of the Recommended Learning Tools*

(see Appendix) to record questions/answers, document percentages and numbers of correct answers/course and transfer questions to team members.

- Retrieval is conducted 365 days per year, including holidays and vacations. Breaks, taken during retrieval time, are not counted (the clock stops during breaks).
- When you do not have time to record answers during the week, wait until the weekend to document answers and catch up. This is usually due to the volume of information assigned each day.
- Priority of accomplishments:
  1. Retrieval of questions developed
  2. Answers to questions developed
  3. Retrieval from licensure, board or admission preparation texts, or question banks.
  4. Always get 6-8 hours sleep. Eat a nutritious diet and exercise ½ to 1 hour/day.

### **3. Methods of Creating Questions/Answers for Retrieval**

- Organize lectures and assignments by developing questions and answers using *Dragon Dictation or Dragon Naturally Speaking, Siri Voice-controlled digital assistant and one of the Recommended Learning Tools (Anki is the Learning Tool recommended for students in higher levels of education)*.
- Read and create questions from one paragraph at a time.
- You are creating questions for retrieval first without reading or studying the subject.
- The process is to create questions for spaced testing.
- Spaced repeated retrieval (testing) results in 80% recall, studying 30-36% recall.

### **4. Selection of a Recommended Learning Tool (see Appendix):**

- Dictate questions and answers, document learning progress, and transfer daily questions/quizzes to team members using *Dragon Dictation or Dragon Naturally Speaking, Siri Voice-controlled digital assistant and one of the Recommended Learning Tools*.
- Percentages and numbers of questions successfully retrieved can be automatically recorded in the Recommended Learning Tool system.
- Questions from each day can be dictated, stored and rotated back into the Recommended Learning Tool system.
- Question failures can be automatically recorded and stored in the Learning Tool:
  1. Type of question failure (Interactive, Vocabulary and Identification, Picture association and Formula association)
  2. Type of medical or science category failure (i.e. Anatomy,

- Pharmacology,)
3. Analyzed results can be stored in the Learning Tool System (computer)

**GOOD LUCK** – call if you need help  
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