

RESOURCE TOOLKIT: ENGINEERING PEER MENTORSHIP PROGRAM

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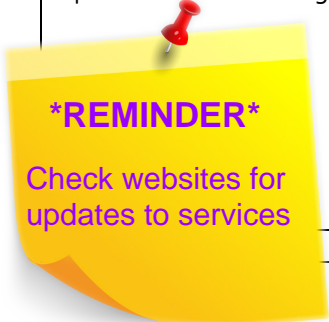
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Where to Find Support

Academic Advising	AccessAbility Services	Centre For Career Action	Counselling Services	Health Services	Student Success Office
<p>Undergraduate faculty advisors: http://www.registrar.uwaterloo.ca/students/advisors_index.html</p>	<p>Needles Hall (NH), Room 1401 519-888-4567 ext. 35082 access@uwaterloo.ca</p> <p>Website: https://uwaterloo.ca/accessability-services/</p>	<p>William M. Tatham Centre (TC), Room 1214 519 888 4047 careers@uwaterloo.ca</p> <p>Website: https://uwaterloo.ca/career-action/</p>	<p>Needles Hall Addition (NH), Room 2401 519 888 4567 ext. 32655 counserv@uwaterloo.ca</p> <p>Website: https://uwaterloo.ca/campus-wellness/counselling-services</p>	<p>Health Services Building 519-888-4096</p> <p>Website: https://uwaterloo.ca/campus-wellness/health-services</p>	<p>success@uwaterloo.ca 519 888 4567 ext. 84410 SCH (2nd Floor)</p> <p>Websites: https://uwaterloo.ca/student-success/students/academic-and-personal-development/success-coaching https://uwaterloo.ca/student-success/slp https://uwaterloo.ca/international-students/services</p>
<p>Providing faculty specific Information.</p> <p>Academic advisors provide information concerning:</p> <ul style="list-style-type: none"> - program choice, majors and minors - course selection - registration procedures - graduation requirements - course transfer credits - clarification of academic rules - petition writing and submission - strategies for recovery from a poor academic standing 	<p><i>Provide academic support for students who have permanent and/or temporary disabilities.</i></p> <p>Services include:</p> <ul style="list-style-type: none"> - learning strategies - adaptive technology education and technology lab - campus transportation - interpreters - volunteer note takers - alternative exam arrangements - tutor support - Student Access Van 	<p><i>Setting meaningful & achievable "next step" plans for career, employment and further education.</i></p> <p>Services include:</p> <ul style="list-style-type: none"> - one-on-one advising - drop ins - workshops - print resources - career assessments - online career tools - job postings - (summer, part-time, graduating, alumni) - co-op process advising 	<p><i>Identifying and working through barriers causing distress.</i></p> <p>Services include:</p> <ul style="list-style-type: none"> - individual appointments - peer support - group therapy - workshops & seminars <p>There are also counsellors within each faculty.</p> <p>Barriers may include:</p> <ul style="list-style-type: none"> - past or present trauma - anxiety and stress - relationship concerns - depression - grief and bereavement - anger management - crisis interventions - suicidal thoughts - addictions 	<p><i>Providing convenient, confidential and comprehensive medical care to students</i></p> <p>Services include:</p> <ul style="list-style-type: none"> - walk-ins - confidential STI testing including HIV (AIDS) - nutrition education - allergy, immunizations and medical injections - birth control dispensary, counselling, and options - emergency contraception - wart treatment 	<p>Peer Success Coaching: <i>Exploring learning strategies and resources that you can use to achieve your academic goals</i></p> <p>One-on-one peer support and workshops Skills include:</p> <ul style="list-style-type: none"> - time management - exam preparation - note taking - reading - study strategies <p>Online resources: tip sheets for study skills</p> <p>Student Leadership Program: <i>Exploring & enhancing your leadership abilities</i></p> <ul style="list-style-type: none"> - complete 12 interactive workshops - receive e-certificate sign by the University president and associate provost, students. <p>International Student Advisors: <i>Consultations for international students</i></p> <p>One-on-one assistance with:</p> <ul style="list-style-type: none"> - immigration - medical coverage - financial & employment resources - transition



All services will refer students to and/or collaborate with additional resources to best service the student's needs.

DO YOU NEED HELP?

EXPLORE YOUR OPTIONS

HOW CAN YOU TELL? ARE YOU EXPERIENCING ANY OF THE FOLLOWING:

- > A sudden disinterest in or absence from classes
- > Patterns of perfectionism
- > Excessive fatigue
- > Self-harm behaviours
- > Unusual inability to make eye contact
- > Difficulty controlling emotions
- > Sudden social withdrawal
- > Feelings of hopelessness
- > Excessive use of alcohol

NO

Remember to keep up your self-care habits throughout the term to strengthen your resiliency.

YES

IS YOUR CONCERN URGENT? DO YOU FEEL LIKE YOU ARE IN CRISIS?

(Crisis could include suicidal thoughts or plans, or feeling like you might harm yourself or someone else)

I NEED TO TALK TO SOMEONE RIGHT NOW

YES

EMERGENCY CONTACTS

If you are concerned for your safety, call UW Police at ext. 22222, call 911, or visit the emergency room.

Go to Counselling Services in Needles Hall Addition, 2nd floor anytime between 8:30 a.m. and 4:30 p.m. and meet with an intake specialist to develop a wellness plan.

If it is after hours and you'd like to talk it out, speak to someone at one of the helplines: Here 24/7 (1-844-437-3247) or Good2Talk (1-866-925-5454).

NO

ARE YOU FEELING OVERWHELMED DUE TO ACADEMIC STRESS?

YES

WHAT ARE MY OPTIONS?

ACADEMIC SUPPORT

UNDERGRADUATE ADVISORS

You can contact your undergraduate advisor for academic information and graduation requirements.

uwaterloo.ca/registrar/current-students/advisors

STUDENT SUCCESS OFFICE

Provides a variety of services that will help guide you to the right resources and opportunities for a successful university career. These services include workshops, success coaching, online resources, peer mentorship, and tutoring programs.

uwaterloo.ca/student-success

ACCESSABILITY SERVICES

Provides academic support for University of Waterloo students who have either permanent or temporary disabilities. AccessAbility supports full-time, part-time, graduate and undergraduate students as well as students completing a degree through the Centre for Extended Learning.

uwaterloo.ca/accessability-services

THAT'S NOT THE MAIN ISSUE

NO

WOULD YOU LIKE TO TALK TO SOMEONE ONE-ON-ONE IN PERSON?

YES

NO

WORKSHOPS AND SEMINARS

Attend one of our Coping Skills seminars or a Counselling Services workshop to learn more about how to manage feelings of anxiety and stress. You can also view them online.

uwaterloo.ca/campus-wellness/counselling-services

I NEED TO TALK TO SOMEONE IN PERSON

YES

WOULD YOU LIKE TO TALK TO A PEER?

YES

NO

PEER SUPPORT

YOUR DON

Your residence Don has completed training in helping students with their concerns and can help refer you to other campus resources.

UW MATES

Call ahead or drop in to Needles Hall Addition, 2nd floor Counselling Services office between 8:30 a.m. and 4:30 p.m. to see one of our trained peer support volunteers.

ON CAMPUS HELP

COUNSELLING SERVICES

Attend a Counselling intake appointment with one of our Intake Specialists Monday to Friday 8:30 a.m. to 4:30 p.m. to develop a wellness plan or book individual counselling appointments.

uwaterloo.ca/campus-wellness/counselling-services

HEALTH SERVICES

Health Services doctors can advise on mental health concerns. Book an appointment by dropping in or calling 519-888-4096.

uwaterloo.ca/campus-wellness/health-services

CENTRE FOR MENTAL HEALTH RESEARCH

Offers accessible, effective, mental health services for people of all ages in the Region of Waterloo. Call 519-888-4567 ext. 33842 for more information.

uwaterloo.ca/mental-health-research

UW CHAPLAINS

The UW chaplains represent eleven different faith traditions, and they strive to be a dynamic presence on campus, providing support to students, faculty, staff and the community.

uwaterloo.ca/chaplains

OFF CAMPUS HELP

Grand River Hospital > 519-749-4300

St. Mary's Hospital > 519-744-3311

KW Counselling Services > 519-884-0000

Offers walk-in hours Thursdays 12:00 p.m. to 6:00 p.m.

Carizon Counselling > 519-743-6333

Offers walk-in hours Tuesdays 12:00 p.m. to 6:00 p.m.

Delton Glebe Counselling Centre > 519-884-3305

Offers not-for-profit, multi-faith-based counselling.

Everyone struggles at some point

From transition to university life, to changes in expectations, to relationships, there are a lot of reasons you might seek help for your mental health. 1 in 5 Canadians experience a mental health concern in their lifetime. **You are not alone.**

Signs that something might not be quite right

If you notice any of the following situations, consider getting some support:

- Your mood is low for more than two weeks
- You've lost focus or motivation
- You're having difficulty sleeping or your energy levels are poor
- You feel extreme loneliness
- You think about harming yourself
- You feel extreme fear about certain situations

Counselling Services is here to support you

We offer a variety of confidential services at no charge to University of Waterloo students who are currently registered or are on a co-op term. Our mental health professionals are here for you and interested in helping you through whatever you are experiencing. Our regular [hours](#) are Monday to Friday 8:30 a.m. to 4:30 p.m. We are located in **Needles Hall Addition on the 2nd Floor**. Our phone number is 519-888-4567 ext. 32655.



Emergency appointments

Emergency appointments are available during our regular hours and are provided to any student who is at **immediate risk** of self harm or harming someone else, or has recently experienced a trauma.

Booked appointments

Regular booked appointments can be made and scheduling depends on the urgency of your needs. When you meet with a counsellor they will listen to your concerns and develop a plan that suits your individual situation and needs.

Walk-in appointments

Walk-in appointments are available each **Wednesday and Thursday between 11:30 a.m. and 3:30 p.m.** These appointments are 90-minutes in length and are focused on finding you practical solutions for your most pressing concern.

UW MATES peer counselling

Peer counselling is available on a walk-in or booked basis. [MATES](#) student volunteers are trained by Counselling Services and are available to offer confidential support to students struggling with social issues, mental health issues, and transitioning to university life.

Coping Skills seminars

Coping Skills seminars are 1-hour seminars that focus on cultivating resilience, challenging thinking, managing emotions, and changing behaviour. They are offered a variety of times per term and can be registered for on LEADS. You can also view them [online](#).

Group therapy and workshops

Our [groups](#) and [workshops](#) provide you with the opportunity to learn more about topics such as: Managing anxiety and stress, regulating emotion, increasing motivation, sustaining recovery from depression, learning to meditate, and much more. Registration is online through LEADS.

More information about all of our services can be found at: <https://uwaterloo.ca/campus-wellness>

Other campus resources

University of Waterloo Centre for Mental Health Research (CMHR)

Located on the first floor of the PAS Building, the CMHR offers accessible, effective mental health services for both students and non-students of all ages in the Region of Waterloo. For more information or to book an appointment, please go to <https://uwaterloo.ca/mental-health-research/> or call 519-888-4567 ext. 33842.

Health Services

Health Services professionals can help you with mental health concerns. With a referral from a Health Services physician, you can schedule an appointment with a psychiatrist in the mental health office. Our mental health nurse is also located in Health Services and can provide help with transition of care and phone safety checks. Counsellors from Counselling Services also work in the mental health office and you can schedule your appointments there if you prefer. To book an appointment call 519-888-4096 or drop in to the Health Services building.

After-hours and other resources

If you need to speak with someone outside of our regular hours the following resources are available 24/7.

Good2Talk

[Good2Talk](#) is a free confidential help line for post-secondary students.

1-866-925-5454

Grand River Hospital Mental Health Emergency Care

[Grand River Hospital](#) offers 24/7 emergency care for mental health emergencies. 834 King Street West, Kitchener. 519-749-4300 x 6880.

Here 24/7

[Here 24/7](#) is Waterloo Region's Mental Health and Crisis Services team.

1-844-437-3247

WatSAFE app

Download the [WatSAFE](#) app to have access to a list of support contacts at all times.

Mental health training opportunities

Counselling Services offers a broad range of suicide intervention and mental health training programs. Our goals are to raise campus mental health awareness, reduce mental health stigma, and support early intervention for those in need within our Waterloo campus community.

Check back often as new sections and offerings will be posted as they become available or subscribe to our [eNewsletter](#).

EXPAND ALL

COLLAPSE ALL

WHICH TRAINING IS RIGHT FOR ME? 

QPR 

SAFETALK TRAINING 

MORE FEET ON THE GROUND ONLINE 

This is a free online mental health education program that teaches students, staff, and faculty to **Recognize, Respond, and Refer** individuals experiencing mental health problems on campus. The program was developed by the Council of Ontario Universities (COU) in partnership with Brock University and the Ontario Government's Mental Health Innovation Fund and has been adapted and branded for all participating post-secondary institutions across Ontario.

Training content:

- Comprehensive information about common mental health and addiction concerns
- Overview of signs/symptoms, treatment options, mental health stigma
- Facts, statistics, and stories of lived experience
- Campus and community resource information
- Opportunity to receive a certificate following successful completion of a brief on-line assessment of learning

Training dates:

- Anytime, anywhere at [More Feet on the Ground](#).

MORE FEET ON THE GROUND IN PERSON



MENTAL HEALTH FIRST AID



ASIST



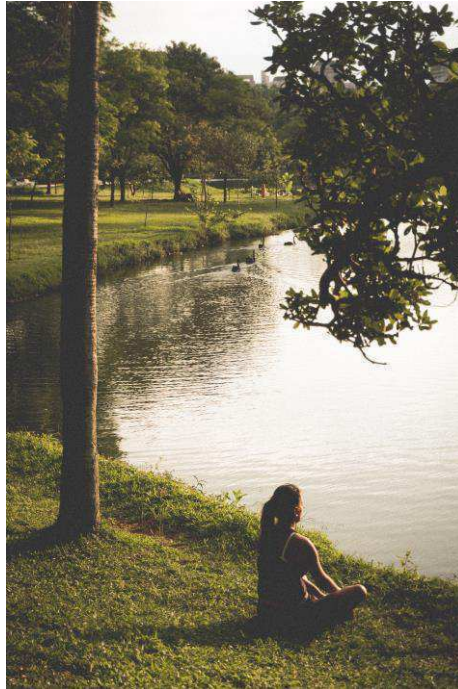
The big list of self-care and distraction activities

Adapted from *The Dialectical Behaviour Therapy Skills Workbook* by Matthew McKay

Self-care and distraction can help you calm down in when you are feeling stress and can help promote greater resiliency if you do them regularly.

Self-soothing

- Watch a relaxation video on YouTube
- Listen to music you love
- Eat a comfort food
- Sleep or nap
- Take a shower
- Cuddle with a pet/imagine your pet being goofy
- Cook your favourite meal
- Paint your nails
- Have a bubble bath
- Read a comic book
- Watch a good bad movie or a comedy
- Pray
- Meditate
- Open up your window and breathe
- Take a bubble bath
- Be just in the moment
- Do something goofy



Engage your brain or create

- Play video games
- Do a puzzle
- Play solitaire
- Sing
- Draw
- Watch a cooking show
- Knit, crochet or sew or learn to
- Read a book by an author you love
- Journal
- Plant a garden
- Write a poem
- Take photographs or make a video
- Play a musical instrument
- Scrapbook
- Start a blog
- Play chess with your computer

Connect with others

- Talk to or text a friend
- Go out and see a friend
- Join a club
- Reach out to a friend in need
- Try volunteering
- Do a random act of kindness
- Buy a coffee for person behind you
- Bake muffins for someone
- Bring a candy to someone
- Talk to your mom, dad, or siblings

Change the scene

- Go for a drive
- Take a ride on a bus
- People watch at a mall
- Go to a movie
- Go to the library
- Go to a place of worship
- Sit by a stream and listen to the water
- Go shopping
- Go to your favourite café
- Hold a smooth rock in your hand
- Watch the sunrise or the sunset


Exercise

- Go for a walk in nature
- Dance
- Ride your bike
- Do yoga
- Go for a jog or run
- Play outside
- Hop on a swing
- Stretch your muscles
- Clean up your room

Nutrition articles

- [Student survival guide to healthy eating](#)
- [Exam time energy boosters](#)
- [Fibre fundamentals](#)
- [10 easy meal ideas](#)
- [Frosh 15: Rumour or reality?](#)
- [Nutrition and stress](#)
- [Tips for gaining weight](#)
- [uCook \(PDF\)](#)
- [Do you have a healthy attitude towards food and your body?](#)

See the University of Waterloo Campus Wellness blog for other articles on various health and wellness topics, including meditation, nutrition, sleep



Learn more at
Health Services

easy recipes / stocking your kitchen / meal planning / shopping / cooking /



uCook

**WATERLOO
HEALTH SERVICES**

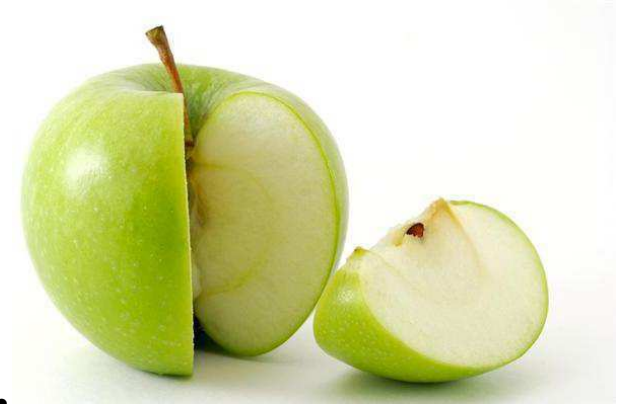
/ food safety /



Even if you haven't cooked before, this toolkit will help you with what you need to know, from kitchen set up to storing leftovers, including recipes and other good-to-know stuff. Just add a kitchen and sense of adventure!

Why should you learn to cook?

- You can better control food quality and portion sizes..
- You can include more locally grown foods.
- Eating at home will save you money.
- Preparing your own food can be fun and relaxing.



What will you learn from uCook ?

- Ideas for stocking your kitchen
- Healthy meal planning made easy
- Tips for shopping and reading labels
- How to keep your food safe
- Ways to use leftovers
- Cooking terms
- Measurement conversions
- Recipes for aspiring student chefs
- 10 more easy meal ideas

Where to find it:

- p... 2 - 3
- p... 4 - 5
- p... 6
- p... 7 - 8
- p... 9
- p... 10
- p... 11
- p... 12 - 20
- addendum



Produced by University of Waterloo Health Services, Nutrition Services, 2012.

To access online :
<https://uwaterloo.ca/health-services/nutrition-services/ucook>
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Ideas for stocking your kitchen

Equipment: You don't need a gourmet kitchen to prepare tasty, healthy meals: but you should invest in more than a microwave and some paper plates. What you buy and how much you spend is a personal choice. The "need to haves" will be adequate for preparing most things. The "nice to haves" will make kitchen chores easier or quicker, but you can do without them.

Need to have:

- medium and large frying pans (non-stick is nice)
- medium size pot with lid, larger pot (for pasta,)
- baking sheet and loaf pan
- oven-proof casserole dish
- toaster
- mixing bowls
- measuring cups and spoons
- non-metal spatula (aka pancake flipper)
- mixing spoon or wooden spoons
- ladle, potato masher
- wire whisk
- vegetable peeler
- cheese grater
- colander
- cutting board
- 3 sharp, good quality knives:
 - ✓ a small paring knife for peeling or cutting
 - ✓ a large chef's knife for chopping or dicing
 - ✓ a serrated knife for slicing tomatoes or bread
- can opener
- 2 potholders or oven mitts

Nice to have:

- garlic press
- blender or Magic Bullet
- personal size grill (i.e. George Foreman-type)
- slow cooker or rice cooker
- microwave oven
- salad spinner to dry lettuce and greens
- a second cutting board (use one for raw meat and another for everything else)





Ideas for stocking your kitchen

Food: Preparing a quick and balanced meal is easier when your kitchen is stocked with basic, wholesome ingredients. This will help you to pull together an easy, satisfying lunch or dinner or grab an energizing snack. Keep an ongoing grocery list handy so you can add foods as you need them. Here is a list of suggested ingredients to keep on hand.

Basics for your refrigerator:

- eggs
- hummus
- milk or fortified soy milk
- yogurt
- cheese
- lettuce, spinach or ready-to-eat salad greens
- variety of seasonal fruits
- variety of seasonal fresh veggies
- orange juice
- lean sandwich meat (look for nitrate-free)
- non-hydrogenated margarine or butter
- opened salsa, salad dressing and low-fat mayonnaise
- lower sugar jam
- lemon juice or lemons

Basics for your freezer:

- variety of frozen veggies
- frozen fruit
- meat, poultry and fish
- orange juice concentrate
- extra loaf of bread
- ice cubes



Canned goods:

- tomatoes, tomato or pasta sauce
- tuna or salmon
- beans and lentils, canned lentil or bean soup

Dry goods:

- pasta and rice (at least some whole grain)
- oatmeal – regular and instant
- 100% whole grain bread, wraps or bagels
- whole grain crackers
- higher fibre, lower sugar cereal
- flour, cornstarch, baking soda, baking powder
- peanut butter or almond butter, nuts
- snacks - “light” popcorn or tortilla chips
- whole grain granola or cereal bars

Condiments, seasonings & oil

- a few basic seasonings such as salt, pepper, basil, oregano, parsley, garlic, cinnamon
- brown and white sugar, honey, maple syrup
- vinegar- white and red or balsamic
- mustard, ketchup, soy sauce
- vegetable or chicken bouillon
- oil (i.e. canola or olive) and non-stick spray



How to plan healthy meals

Juggling the demands of school, social life, jobs, volunteer work, etc.? Planning ahead will make it easier to eat healthy meals while also saving you money and time. The few minutes it takes to plan your meals for the coming week are well worth the effort. Keeping your kitchen stocked with the basics will make it easy to prepare a quick, energy-packed meal. Meal planning is easy when you follow the simple steps below.

1. **Open your cupboards, refrigerator and freezer.** Decide what needs to be used up soon then look for recipes that use those ingredients.
2. **Check the online flyer at the supermarket.** Buying seasonal fruits and vegetables and sale foods helps to lower your grocery bill.
3. **Look online if you need ideas.** Check the box for some places to start. Write down the shopping list for each recipe if you don't have the ingredients on hand.
4. **Use [Canada's Food Guide](#) to find out how much food you need to eat from the four food groups each day.** In general, meals should include veggies and/or fruit, grains, a lower fat milk product or alternative and a meat or protein-rich alternative. Most snacks should include foods from 2 Food Guide food groups.
5. **Write out a menu plan for the week.** Each day should include 3 meals and 1 to 3 healthy snacks. Keep in a visible spot like on the fridge.
6. **Make a shopping list to take with you.** Shopping is easier and faster if you list things together according to where they are found in the store (produce, frozen food, etc.).

Want more ideas?

[EatRight Ontario](http://ontario.ca/eatright) ontario.ca/eatright

- Click on [Menu Planning](#) and make a personalized menu plan

Looking for recipes?

[Cooking Light](http://cookinglight.com) cookinglight.com

- Check the Quick & Healthy section

[Food Network](http://foodnetwork.com) foodnetwork.com

- Look in the Healthy Eating section or watch how-to videos

[Kraft Canada](http://kraftcanada.com) kraftcanada.com

- Find recipes using ingredients you have on hand

[Foodland Ontario](http://foodland.gov.on.ca) foodland.gov.on.ca

- Find tested & tasty seasonal recipes

Healthy eating goals

- Serve vegetables and/or fruit with each meal and eat these often as a snack.
- Include an orange and a dark green veggie daily.
- Use more whole grain choices like brown rice, barley, oats and quinoa. Buy 100% whole grain pasta, breads, cereals crackers and tortillas.
- Limit added fat, salt, sugar.
- Use fewer packaged, ready-to-eat and take-out foods.
- Buy lower-fat dairy products with 2% fat or less and look for reduced-fat cheese.
- Eat fish at least twice a week.
- Look for lean, unseasoned meat and take the skin off chicken.
- Choose oils such as canola, olive, low fat-mayonnaise and margarines low in saturated and trans fats.
- Limit less nutritious foods and drinks like candy, chips and pop and watch your portions.
- Drink more water.



Timesavers

- Cook extra. It doesn't take much longer to make a larger pot of spaghetti sauce, soup or stir-fry. Portion leftovers and freeze in individual servings to use when you're really busy.
- Cut up raw veggies for snacks or prepare salad for 3 or 4 days at a time.
- Use frozen fruit in smoothies or on yogurt.
- Use frozen vegetables.
- Invest in a slow cooker.
- Clean up as you go.

uCook



Buying a daily coffee and bagel can cost more than \$90 a month! Stock your kitchen with breakfast supplies and get up early enough to eat at home!

Money saver\$

- Grains such as rice, pasta and barley are inexpensive and can be used in soups, stews and salads.
- Eat more meatless meals. Legumes like beans, chick peas or lentils, eggs, tofu, peanut butter and canned fish contain a lot of protein at a lower cost per serving than meat, fish or poultry.
- Look for seasonal recipes; veggies and fruit are cheaper and taste better when they're in season.
- Re-invent your leftovers by using in soups, sandwiches, omelettes or casseroles.
- Buy spices and foods you only need in small quantities in the the bulk section.



The shopping trip

When you keep your kitchen stocked with healthy food, you're more likely to eat better, so shop for groceries regularly. Before you go, have your menu planned and shopping list written out. One more thing: don't shop with an empty stomach!

Good to know...

- Most of the foods recommended in [Canada's Food Guide](#) - produce, bread, dairy products, meat, eggs, etc. - are found in the outside aisles of the grocery store. Spend more time here.
- Feature displays are there so you will spend more. Avoid impulse buys: stick to your list!
- The unit pricing sticker on the shelf allows you to compare the unit price of different brands or sizes of foods to figure out which costs less. While larger packages usually cost less "per unit," only buy them if you will use up the food.
- Generic or store brands are often similar in quality to name brands but cost less.
- Most local supermarkets have a student discount day if you show your WatCard.



Read the ingredient list...

The '**Ingredient List**' always appears on the food label unless it contains only one ingredient. The ingredients are listed by weight from **most to least**. People with food allergies should always read the ingredient list.

Reading labels: 5 easy steps

1. Serving size

Compare the serving size on the package to the amount you eat.

2. Calories, protein, fat, etc.

This tells you how much energy and other nutrients you get from 1 serving.

3. % Daily Value

This tells you if there is a little or a lot of a nutrient based on how much an average person needs in a day.

4. Choose foods with less of these:

- fat, saturated and trans fats, cholesterol, sodium & sugar

5. Choose foods with more of these:

- fibre, vitamins A & C, calcium, iron

For more info:

[Health Canada](#)
[EatRight Ontario](#)



Keep your food safe

If you have ever been sick with nausea, vomiting, fever, cramps or diarrhea, you may have been one of the many Canadians who get sick from food poisoning every year. Following these simple rules will help you to lower your risk of having an “unwanted guest” at your next meal.

- **Wash your hands.** Use soap and warm water and wash for 20 seconds before preparing food and after handling raw meat, fish or poultry.
- **Keep everything clean.** Use hot, soapy water to wash preparation surfaces and cooking utensils. Change dish cloths and towels often and air dry. Wash fresh produce, even those that you peel, in cool, running water before using.
- **Be careful with raw meat, poultry and fish.** Use a separate cutting board when preparing these foods and don't let their juices touch cooked foods or raw fruits and vegetables.
- **Store your food properly.** Keep eggs, dairy products, meats, fruit, vegetables, sauces, salad dressings and other foods that can spoil in the fridge or freezer. (See chart on the next page.)
- **Thaw foods safely.** Always thaw meat, fish or poultry on a tray on the bottom shelf of the fridge or use the defrost setting in the microwave. Cook defrosted foods soon after thawing.
- **Cook food thoroughly.** Ground meats and chicken should **always** be cooked to well done. When raw or under-cooked, they may contain bacteria that can make you sick, or worse... Use a meat thermometer to check the temperature of cooked meat and leftovers (74 °C or 165 °F).
- **Refrigerate leftovers promptly.** Put leftovers in shallow containers for quick cooling and refrigerate right away. Don't eat cooked food or dairy products that have been left out for more than 2 hours. When in doubt, throw it out!





How long can I store it?

Knowing how long to store food will help to keep it flavourful and safe.

Want to know more?

www.befoodsafe.ca

Food	Fridge	Freezer	Food	Fridge	Freezer
Eggs <ul style="list-style-type: none"> ▪ Fresh ▪ Hard-cooked 	3 weeks 1 week	Don't freeze	Fresh meat <ul style="list-style-type: none"> ▪ Steaks, roasts ▪ Pork chops 	3-5 days 3-5 days	6-12 months 4-6 months
Mayonnaise <ul style="list-style-type: none"> • (opened) Salad dressings <ul style="list-style-type: none"> (opened) 	2 months or see Best Before date	Don't freeze Don't freeze	Bacon and sausage <ul style="list-style-type: none"> ▪ Bacon ▪ Sausage(raw) ▪ Pepperoni 	1 week 1-2 days 2 weeks	1 month 1-2 months 1-2 months
Frozen Dinners		3-4 months	Ham /corned beef	3-5 days	1 -2 months
Deli foods <ul style="list-style-type: none"> ▪ Store prepared salads ▪ Store-prepared meal 	2-3 days 1-2 days	These foods don't freeze well	Meat leftovers <ul style="list-style-type: none"> ▪ Cooked meat ▪ Gravy 	3-4 days 1-2 days	2-3 months 2-3 months
Soups/stews	3-4 days	2-3 months	Seafood and fish	1-2 days	4-6 months
Hamburger and ground meats	1-2 days	3-4 months	Fresh chicken and turkey	1-2 days	9-12 months
Hot dogs and deli meats <ul style="list-style-type: none"> ▪ Hot dogs, opened unopened ▪ Deli meats, opened unopened 	1 week 2 weeks 3-5 days see Best Before date	1-2 months 1-2 months 1-2 months 1-2 months	Cooked chicken and turkey <ul style="list-style-type: none"> • Cooked pieces • Chicken nuggets or strips 	3-4 days 1-2 days	4 months 1-3 months

What can I do with leftovers?

Nobody likes to waste money. Here are 10 ideas for using food up.

1. Use overripe fruit like peaches or mangoes in a smoothie or crumble-topped fruit crisp. Ripe bananas you can't use up can be peeled, sliced and frozen. Use in banana bread or smoothies.
2. Keep a container in the freezer for leftover cooked veggies and their cooking liquids until you have enough to make vegetable soup.
3. Add leftover cooked veggies or small pieces of leftover cheese to scrambled eggs or omelettes.
4. Simmer the leftovers (including bones) from a rotisserie chicken in water with celery, onion and carrot to make a flavorful chicken soup stock.
5. Make a cold salad with leftover cooked pasta by adding Italian or vinaigrette dressing and diced raw veggies like tomato, peppers, broccoli, etc. For more protein, add chickpeas, tuna or a hard boiled egg.
6. Bruised or soft apples can be made into applesauce by peeling, cutting into pieces and simmering in a saucepan with a small amount of water. When tender, mash with a fork or potato masher and season to taste with a little white or brown sugar and cinnamon. Don't add the sugar until the end or apples won't turn into "sauce."
7. Turn leftover rice into a tasty new meal of fried rice by heating a little oil in a frying pan or wok. Add garlic, green onion, soy sauce, a lightly beaten egg or handful of slivered almonds, leftover rice, and whatever leftover or frozen veggies you have on hand. Heat, stirring occasionally for 4 or 5 minutes until the eggs are cooked.
8. Bread that you can't use up before the expiry date should be stored in the freezer. Leftover bread, rolls or similar baked products will dry out and become stale much faster than when stored at room temperature in or in the freezer.
9. Bags of milk can be frozen for up to 3 weeks. Thaw it in the fridge for a full day and when thawed, shake the bag well to redistribute the protein, which settles out in the freezing process.
10. Leftover chicken or beans can be made into a quesadilla. Mix with a little salsa, diced green pepper and shredded cheese; place on one half of a medium tortilla, fold and toast on both sides in an ungreased frying pan until lightly browned.





Basic cooking terms

Here are some common cooking terms and what they mean.

Bake - to cook in an oven

Beat - to quickly mix ingredients in a circular motion using a spoon, fork, whisk or electric mixer

Blend - to gently mix ingredients together

Boil - to heat a food so that the liquid gets hot enough for bubbles to rise and come to the surface

Broil - to cook under direct heat

Brown - to cook over medium or high heat until surface of food browns or darkens

Chop - to cut into small pieces of similar size

Dice - to cut into very small cubes

Drain - to remove all the liquid using a colander, strainer, or by pressing a plate against the food while tilting the container

Fry - to cook food in oil or other fat (be careful of hot oil as it can cause burns and fires!)

Grate or Shred - to scrape food against the holes of a grater in order to make thin pieces

Grease - to lightly coat with oil, butter, margarine, or non-stick spray so food does not stick

Julienne - to cut vegetables into long, fine strips

Knead - to press, fold and stretch dough until it is smooth, usually using the heels of the hands

Marinate - to soak food in a seasoned liquid to add flavor or tenderize meat (the liquid is a "marinade")

Mash - to squash food with a fork or masher until it isn't lumpy

Mince - to cut into very small pieces, smaller than chopped or diced pieces

Mix - to stir ingredients together with a spoon, fork, or electric mixer until well combined

Pare - to peel the skin from a vegetable or fruit.

Poach - to gently cooking food (such as eggs or fish) in water that is not quite boiling

Preheat - to turn oven on ahead of time so that it is at the right temperature when you start baking (usually takes about 5 to 10 minutes)

Sauté - to cook quickly in a little oil, butter, or margarine (uses less fat than frying)

Simmer - to cook in liquid over low heat so that bubbles just begin to break the surface

Steam - to cook food over steam without putting the food directly in water (usually done with a steamer)

Stir Fry - to quickly cook small pieces of food over high heat while constantly stirring the food until it is crisply tender (often done in a wok)



Helpful standard-metric conversions for commonly used measurements

Volume
$\frac{1}{2}$ teaspoon (tsp) = 2.5 ml
1 teaspoon = 5 ml
1 tablespoon (tbsp) = 15 ml
1 fluid ounce = 30 ml
$\frac{1}{2}$ cup (c) = 60 ml
$\frac{1}{3}$ cup = 80 ml
1 cup = 250 ml

Weight
1 ounce (oz) = 28.5 grams (g)
$\frac{1}{4}$ pound (lb) = 110 grams
$\frac{1}{2}$ pound = 225 grams
1 pound = 450 grams



Good to know...

When a recipe calls for a teaspoon, tablespoon or a cup, use an actual measuring spoon or cup, not the kind you would use to eat or drink with.



Easy recipes to try

Power-Up Smoothie

An easy grab-and-go breakfast or power snack. Add a few tablespoons of yogurt or ½ scoop of protein powder if you want to increase the protein.

Prep time: less than 5 minutes Cook time: none

INGREDIENTS | MAKES: 1 SERVING

250 ml/ 1c milk
 1 very ripe banana
 15 ml/ 1tbsp peanut butter
 15 ml/ 1 tbsp bran cereal
 4 ice cubes

1 Put ingredients in blender and blend until smooth.

PER SERVING Calories: 324 • Carbohydrates: 48g • Protein: 14 g • Fat: 11g • Fibre: 5g • Sodium: 170 mg

Did you know?

Most students fall short of the 2 daily servings of milk or calcium - rich alternatives (like yogurt or fortified soy milk) that [Canada's Food Guide](#) recommends. These recipes are a tasty way to keep your bones strong and healthy!

Make it at home rather than buy it out and save money! Provides 50% of your daily requirement of calcium and vitamin C!



Effortless Yogurt Parfait

Greek yogurt is a strained, thick and creamy yogurt that is very high in protein. If using frozen fruit, take out a portion beforehand and thaw on the counter for about 15 minutes.

Prep time: less than 5 minutes Cook time: none

INGREDIENTS | MAKES: 1 SERVING

175 ml/ ¾ c 0% fat Greek yogurt (any flavour)
 125ml/ ½ c fresh or thawed frozen fruit*
 80 ml/ 1/3 c lower fat granola*

1 Put 1/2 of the yogurt in a bowl, add the granola.
2 Top with fruit and remaining granola.

PER SERVING Calories: 310 • Carbohydrates: 50g • Protein: 21 g Fat: 4 g • Fibre: 6g • Sodium: 132

*Frozen mixed berries and PC Blue Menu Omega-3 Granola used in nutrition analysis



Easiest-Ever Banana Bread

This is a great way to use up overripe bananas. The fruit, whole grain and nut combination tastes great but also provides long lasting energy. Toss in a handful of chocolate chips for a special treat.

Prep time: 10 minutes Cook time: 50-60 minutes
Preheat oven to 350 °

INGREDIENTS | MAKES: 16 SERVINGS

3 medium-size ripe bananas, mashed
1 egg
125 ml/½ c reduced-fat mayonnaise
375 ml/1½ c flour (use half whole wheat)
175 ml/¾ c sugar
125 ml/½ c chopped walnuts
5 ml/1 tsp baking soda
2.5 ml/½ tsp salt



- 1** Using a whisk or large spoon, beat the mashed bananas, egg and mayonnaise.
- 2** Mix the rest of the dry ingredients together in another bowl.
- 3** Add the dry ingredients to the mashed banana mixture and stir just until they are blended.
- 4** Pour into a loaf pan* that has been sprayed with non-stick spray and bake in preheated oven for 50 to 60 minutes, until a toothpick inserted in the middle of the loaf comes out clean.

Do I have to follow a recipe exactly?

It depends on what you're making. The first time through, follow it exactly. The next time you make the recipe you can make adjustments in seasonings (i.e. nutmeg instead of cinnamon) or substitute a similar ingredient for another (i.e. whole wheat flour instead of white flour).

Baking, however, is a lot like a chemistry lab - with better tasting results! Baked goods such as bread, muffins and cookies depend on chemical reactions so the steps and ingredient amounts should be followed closely for best results.

However, in other recipes (like a stir fry or pasta dish) you can adjust the ingredients to your taste or to accommodate what you have on hand, so summon your inner chef and be creative!

5 Cool in pan for 10 minutes, then remove from pan. Wait until bread is cool to slice.

* If you don't have a loaf pan you can buy disposable aluminum loaf pans at the dollar store.

PER SERVING Calories: 155 • Carbohydrates: 23g • Protein: 3g • Fat: 6g • Fibre: 1.5g • Sodium: 213 mg



Super Spinach Salad

Spinach is rich in nutrients and low in cost year round. Nuts and fruit add even more flavour, nutrition and crunch to this easily prepared salad. Add a small crumble of feta or goat cheese for even more flavour.

Prep time: 15 minutes Cook time: 5 minutes

INGREDIENTS | MAKES: 2 SERVINGS

Topping:

30 ml/2 tbsp sliced or slivered almonds
15 ml/1 tbsp sugar
2.5 ml/ ½ tsp water

Dressing:

15 ml/1 tbsp sugar, maple syrup or honey
30 ml/2 tbsp oil
15 ml/1 tbsp raspberry, balsamic or wine vinegar
5 ml/1 tsp Dijon mustard
pinch of salt, pepper

Salad:

½ bag fresh spinach, washed and trimmed- about 4 c
250 ml/ 1 c fruit- try sliced strawberries, apples or oranges, raspberries, raisins or canned mandarins

- 1** Put topping ingredients in frying pan over medium heat, stirring constantly until sugar melts and almonds are crunchy. Remove from pan and let cool.
- 2** Shake dressing ingredients in covered jar.
- 3** In large bowl, toss spinach with dressing. Top with fruit and crunchy almonds.

About salad greens...

Darker leafy greens like spinach, kale, arugula and mesclun (a salad mix of assorted young, brightly coloured salad leaves) contain much more vitamin A and other nutrients than iceberg lettuce. Pre-washed, ready to serve greens are more convenient but they also cost more.



...and salad dressings

Bottled dressings save time, but they are also higher in sodium and more expensive than making your own. Make a simple vinaigrette by mixing equal parts olive oil, balsamic or wine vinegar and water with minced garlic, salt, pepper and a pinch of any fresh or dried herbs like basil or oregano.

PER SERVING Calories: 230 • Carbohydrates: 22g • Protein: 3g • Fat: 15g • Fibre: 4g • Sodium: 60 mg



Hearty Minestrone

Make a meal out of this traditional, hearty Italian soup by adding crusty whole grain bread and a salad. You can add whatever seasonal vegetables you have on hand. For a vegetarian version, omit the ground beef or substitute veggie “ground beef” or TVP, texturized vegetable protein. This makes a large pot but you can freeze some to use later.

Prep time: 15 minutes Cook time: 45 minutes

INGREDIENTS | MAKES: 4 SERVINGS

225 g/8 oz lean ground beef
 1 carrot, diced
 1 onion, diced
 1 stalk celery, diced
 1 or 2 cloves minced garlic
 5 ml/1 tsp dried basil
 1.5 ml/ ¼ tsp salt, pepper to taste
 1 540 ml/ 19 oz can diced tomatoes
 1 284 ml/ 10 oz can beef or vegetable broth
 500 ml/2 c water
 1 small zucchini, chopped 1 medium potato, cut in small cubes (leave skin on)
 125 ml small pasta, any variety
 250 ml/ 1c canned white kidney beans

1 Cook beef or veggie ground round in a large pot (if using veggie variety add a little oil to the pot first) until brown.

Do you eat too fast?

It takes about 20 minutes for your stomach to let your brain know that you're full. When you eat quickly it's easy to overeat. So relax, eat slowly and enjoy your delicious creations!



- 2** Drain any fat, then add onion, carrot, celery, garlic, salt and pepper. Cook until veggies start to soften, about 5 minutes.
- 3** Stir in tomatoes and their juice, broth and water. Bring to a boil then reduce heat to low and simmer for 10 minutes.
- 4** Add the zucchini, potato, pasta and beans. Cover and simmer for another 20 minutes or until the pasta is cooked.

PER SERVING Calories: 284 • Carbohydrates: 35g • Protein: 21g • Fat: 7g • Fibre: 6g • Sodium: 940 mg



Stovetop Broccoli Mac & Cheese

So much healthier and better tasting than the boxed variety! If you don't have broccoli or want to save time use any variety of frozen vegetable instead.

Prep time: 10 minutes Cook time: 20 minutes

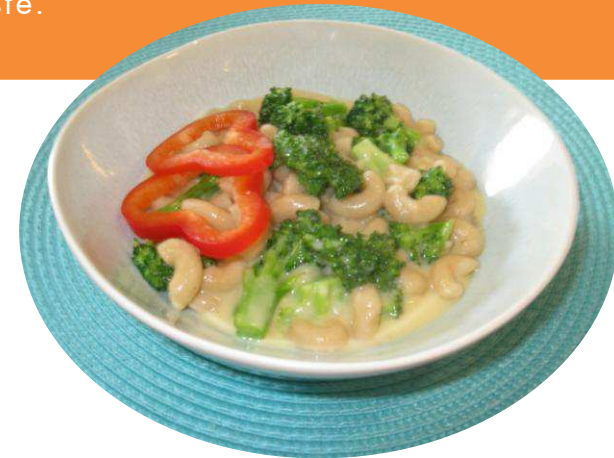
INGREDIENTS | MAKES: 4 SERVINGS

½ of a 375 g box whole wheat macaroni (1½ c)
 1000 ml/4 c chopped fresh broccoli
 425 ml/1¾ c milk (divided)
 45 ml/3 tbsp flour
 2.5 ml/½ tsp garlic powder
 2.5 ml/½ tsp salt
 ground pepper to taste
 250 ml/1 c extra-sharp cheddar cheese
 30 ml/2 tbsp parmesan cheese
 5 ml/1 tsp Dijon mustard

- 1** Bring a large pot of water to a boil, add macaroni and cook for about 8 minutes, until almost tender.
- 2** Add the broccoli to the pot and cook for another 2 or 3 minutes and drain the entire mixture.
- 3** Pour 375 ml of the milk in the pot and heat over medium heat, just until it simmers. Meanwhile, use a whisk to mix the rest of the milk with the flour, garlic powder, salt and pepper.
- 4** Add this to the hot milk, stirring constantly with the whisk until it thickens.

A note about cheese...

Cheese is packed with calcium and protein, but it also contains a lot of fat. When you use a more strongly flavoured cheese in a recipe you can use less with the same great taste.



- 5** Turn the burner to low heat and add the cheeses and Dijon mustard, stirring until the cheese melts.
- 6** Add in the drained macaroni and broccoli and heat through, about a minute.

PER SERVING Calories: 375 • Carbohydrates: 48g • Protein: 20g • Fat: 13g • Fibre: 4g • Sodium: 630 mg

Note: This recipe has been adapted from [WebMD](http://www.webmd.com/food-recipes/no-bake-macaroni-and-cheese)
 Link: <http://www.webmd.com/food-recipes/no-bake-macaroni-and-cheese>



Sweet Chili Stir Fry

Stir-frying is a quick way to make a veggie-packed meal and uses only a small amount of oil. This recipe calls for tofu, and if you haven't tried this before, it's an easy way to learn to love it. You can also substitute shrimp or thin strips of chicken or beef. To save time, use a frozen, stir-fry blend instead of the fresh veggies. Best served with brown rice.

Prep time: 15 minutes Cook time: 12 minutes

INGREDIENTS | MAKES: 4 SERVINGS

15 ml/3 tsp canola or other vegetable oil
 1 clove garlic, crushed or finely chopped
 300 g/ 10 oz firm tofu, cut into cubes or thin strips
 175 ml/ ¾ c slice onion (about 1 medium)
 250 ml/ 1 c broccoli florets
 250 ml/ 1c baby carrots, cut in half lengthwise
 175 ml/ ¾ c sugar snap or snow peas, tips trimmed
 125 ml/ ½ c thinly sliced red bell pepper
 50 ml/¼ c sweet chili sauce*
 5 ml/ 1 tsp grated orange zest

- 1** Heat a large frying pan or wok over medium-high heat. Add 10 ml/2 tsp of the oil and the garlic.
- 2** Add tofu and brown lightly then remove from pan.
- 3** Add the remaining 5 ml/1 tsp oil, then add onion and cook for 1 minute.

* This is usually found in the Asian food section

About tofu...

Tofu is a meat alternative made from pressed soybeans and is usually found in the produce section. While it is bland if eaten alone, it soaks up the flavour of other foods it is cooked with and contains high quality protein at a low cost. Use leftover tofu within a week or freeze for up to 2 months.

Make orange zest by grating the peel of a washed orange on the fine blade of a grater.



- 4** Add broccoli, carrots, peas and red pepper. Stir-fry until tender-crisp, about 4 minutes.
- 5** Return tofu to wok. Add sweet chili sauce and orange zest and heat just until boiling.

PER SERVING Calories: 163 • Carbohydrates: 20g • Protein: 10 g • Fat: 7g • Fibre: 5g • Sodium: 244 mg

Note: This recipe has been adapted from [EatRight Ontario](http://www.eatrightontario.ca/en/Recipes/Vegetarian/Sweet-)
 Link: <http://www.eatrightontario.ca/en/Recipes/Vegetarian/Sweet->



Chana Masala

This is a flavourful south Asian main dish made of spices and chickpeas, an inexpensive source of protein, iron and fibre. Using a prepared curry paste, which you can find in the international section of the grocery store, is a quick alternative to buying the spices individually. Indian curry paste comes in many varieties, but if you are less adventurous, stick with the mild variety. Serve along with a salad or steamed spinach and basmati rice or naan.

Prep time: 10 minutes Cook time: 15-20 minutes

INGREDIENTS | MAKES: 4 SERVINGS

30 ml/2 tbsp canola or other vegetable oil
 1 medium onion, chopped
 1 large clove of garlic, crushed or minced
 15 ml/1 tbsp Indian curry paste
 1 T tomato paste or 1 large diced fresh tomato
 1 can (540 ml) chickpeas drained and rinsed,
 reserving 45 ml/3 tbsp of the liquid
 15 ml/1 tbsp lemon juice
 2.5 ml/1/2 tsp salt, pepper to taste
 15 ml/1 tbsp non-hydrogenated margarine or butter

1 In large frying pan, heat oil on medium high heat and sauté onions lightly browned.

2 Reduce heat to medium and stir in garlic, curry, and tomato paste or diced tomato. Stir and simmer about 2 minutes.



Would you like more practical and reliable information on food and nutrition?

To find additional student-friendly resources on a wide variety of topics visit UW Health Services, the Wellness Centre in SLC 3104 or go to: uwaterloo.ca/health-services/nutrition-services.

3 Add chick peas, reserved liquid, lemon juice, salt and pepper and simmer 5-6 minutes, stirring occasionally.

4 Add margarine or butter, stirring through to melt it. Stir and simmer for 5 minutes more or until chickpeas are softened and dish is hot.

PER SERVING Calories: 218 • Carbohydrates: 27g • Protein: 9g • Fat: 9g • Fibre: 5g • Sodium: 240 mg

Note: This recipe has been adapted from [Recipe Cottage](http://www.recipecottage.com/indian/chana-masala02.html)
 Link: <http://www.recipecottage.com/indian/chana-masala02.html>



So Simple Hummus

This inexpensive spread is a source of both fibre and protein. It costs less to make your own than to buy it but you'll need a small blender (or Magic Bullet), a hand blender, a food processor or a potato masher in order to make it smooth. Tahini is ground sesame seed paste and is what gives hummus its characteristic flavour. You usually find it in the international aisle of the supermarket. You can also substitute olive oil or peanut butter. Serve hummus with raw veggies or whole grain flatbread or crackers.

Prep time: under 10 minutes Cook time: none

INGREDIENTS | MAKES: 4 SERVINGS (60 ML/1/4 C EACH)

250 ml/1 c drained, rinsed, chickpeas (1/2 can)
 15 ml/1 tbsp tahini
 2.5 ml/ ½ tsp salt
 15 ml/1 tbsp lemon juice
 45 – 60 ml/3-4 tbsp water
 1 small clove garlic, crushed or minced
 a few drops of hot pepper sauce or pinch of cayenne

1 Put all ingredients in blender and blend until smooth, adding a little more water if needed. If you use a potato masher the hummus won't be as creamy but it will still taste great.

PER SERVING Calories: 80 • Carbohydrates: 11g • Protein: 4 g • Fat: 2.5g • Fibre: .5g • Sodium: 400 mg



Better-for-you chips

Cut a 100% whole wheat tortilla or pita into 8 wedges. Sprinkle with garlic powder and bake in 375 ° oven for 8 to 12 minutes or until lightly brown and crisp.

More uses for canned beans...

- top a garden or pasta salad
- add to vegetable soup
- mix in with salsa and use for nachos
- add to cooked pasta with tomato sauce or pesto

Canned beans are high in sodium so drain and rinse them before using.



Apple Crisp

This easy but nutritious dessert can also be made with peaches, pears, blueberries or other fruit. Look for seasonal, local fruit at the [UW Farm Market](#) in the fall. Frozen fruit works in this recipe (don't thaw it all the way) but stir in 15 ml/1 tbsp cornstarch into the fruit so it's not too runny. Delicious warm or cold.

Prep time: 20 minutes Cook time: 45 minutes
Preheat oven to 350°

INGREDIENTS | MAKES: 9 SERVINGS

1000 ml/4 c peeled, sliced apples
30 ml/2 tbsp sugar
5ml/1 tsp cinnamon

Topping:

125 ml/ ½ c whole wheat flour
125 ml/ ½ c oatmeal (not instant)
125 ml/½ c lightly packed brown sugar
125 ml/ ½ c non-hydrogenated margarine or butter

- 1** Lightly grease an 8 x 8 inch baking pan or casserole dish or spray with non-stick spray.
- 2** Mix sugar with cinnamon in a mixing bowl (if using frozen fruit or berries also add 15 ml/1 tbsp cornstarch). Add apples and toss to mix.
- 3** Pour apple mixture into prepared pan.



Should I buy organic?

Both organic and non-organic foods are nutritious and safe to eat and, like any food purchase, which to use is a personal choice. Since they are often significantly more expensive, if buying organic means you will buy less produce, then stick to regular. Remember to rinse all vegetables and fruit thoroughly under running water before using.

To learn more about organic food visit [EatRight Ontario](http://EatRightOntario.ontario.ca/eatright).

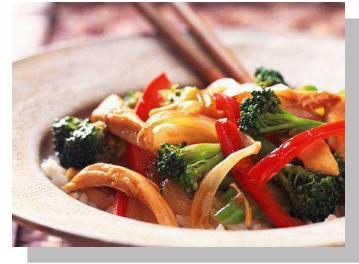
4 For the topping, add the flour, oatmeal and brown sugar to the mixing bowl. Add the butter or margarine and use 2 knives to cut it into the mixture until it resembles small crumbs. You can use 2 table knives to do this.

5 Bake until fruit is tender (check it with a fork) and the crisp is bubbling and browned, about 45 minutes (the time depends on the fruit you are using).

PER SERVING Calories: 211 • Carbohydrates: 27g • Protein: 2g • Fat: 11g • Fibre: 2g • Sodium: 96 mg

10 EASY MEAL IDEAS

Being short on time, money or cooking experience doesn't have to mean falling short on nutrition. With a little imagination, basic cooking equipment and some simple ingredients, anyone can prepare quick, tasty and healthy meals. Here are a few ideas to get you started: no previous experience required!



1 GOURMET KRAFT DINNER

- Add 2 cups of frozen vegetables (try broccoli or mixed veggies) to the boiling pasta during the last two or three minutes of cooking. Drain mixture, return to pan and stir in contents of cheese sauce packet, ½ cup milk and a drained can of tuna.

2 TEX-MEX KRAFT DINNER

- Brown lean ground beef in a large pan. Stir in raw macaroni, 1 cup water and an un-drained 28-ounce can of chili-style stewed tomatoes. Let boil, turn down heat to medium-low, cover and cook for 15 minutes. Stir in 1 can of corn (or 1-2 cups frozen corn) and cheese sauce packet. For flavor and extra nutrition, top with chili powder and shredded cheese. For a vegetarian version, substitute a drained can of kidney beans or black beans for the ground beef.

3 PITA PIZZAS

- Top a whole grain pita with canned pasta sauce, shredded low-fat mozzarella, chopped deli ham or smoked turkey and your choice of veggies. Bake on pan in oven (375°) until cheese melts, 5 - 7 minutes.

4 QUICK QUESADILLAS

- Mix some salsa with canned low-fat refried or black beans and spread on one side of a tortilla. Top with veggies (chopped green and red peppers, tomatoes, green onions, etc.) and shredded cheese. Fold tortilla in half and toast in ungreased frying pan until cheese melts and tortilla is lightly browned (about 2 minutes each side). You could also replace the beans with sliced chicken.

5 TUNA OR SALMON MELT

- Mix drained canned tuna or salmon with a spoonful of light mayo. Add chopped celery, onion and a little pickle relish if desired. Spread on a sliced bagel or English muffin half. Top with shredded cheese slice and bake in oven (375°) for 5 - 10 minutes or until cheese melts.

6 SIMPLE STIR-FRY

- Lightly brown thinly-sliced beef, chicken or cubed firm tofu in a little oil in a frying pan. Add your choice of bite-size fresh or frozen veggies (try the Asian blends) and cook until vegetables are tender but still a little crunchy. Season with bottled stir-fry sauce or soy sauce, ginger and garlic. Serve on instant brown rice, whole grain pasta or noodles.

7 PRONTO PASTA

- Brown lean ground beef, chicken or turkey in a pan with chopped onion, garlic, mushrooms and green pepper. Add a can of pasta sauce and cook on low heat. Meanwhile, cook pasta according to package directions, drain, and top with sauce. For vegetarian version, add red lentils with an equal amount of water to sauce or try soy ground "meat" or texturized vegetable protein (TVP) from the bulk store.

TIPS

- Check your cupboards and try to use ingredients on hand, then make a list of other foods you need and take it with you to the grocery store.
- Include vegetables and fruit (especially the colorful ones!) and low-fat milk products to your meals for balance and variety.

8 BREAKFAST FOR DINNER OMELET

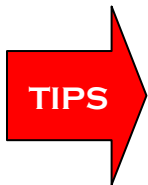
- Beat 2 eggs with 2 tablespoons of water. Heat a medium size non-stick frying pan until just hot enough to sizzle a drop of water. Add a little margarine if desired. Pour in egg mixture - it should start to set immediately. Cook, lifting sides of omelet with a pancake turner to let the uncooked egg flow underneath, until almost set (about 1 minute). Add desired filling on one half of omelet and fold plain side over top. Cook for another minute and invert onto plate. **Filling ideas:** mushrooms, onion, green onion, red or green pepper, cooked broccoli, tomatoes, asparagus, salsa, diced ham or cheese.

9 SUNDAY MORNING FRENCH TOAST

- Beat 1 egg with 1/3 cup milk. Add a teaspoon of sugar, a few drops of vanilla extract and a dash of cinnamon. Dip 2 slices of whole grain or crusty French bread in this mixture, allowing each slice to soak up half of the liquid. Grill in a little margarine or butter on a hot frying pan or griddle until golden brown. Serve with applesauce or berries and a drizzle of maple syrup or honey.

10 TERRIFIC TACOS

- Brown lean ground beef, chicken or turkey in frying pan. Add packaged taco seasoning and cook well. Spoon meat into tortilla or taco shell. Add chopped lettuce, tomato, onion and green/red pepper, shredded cheese and salsa. For vegetarian version, substitute drained, rinsed canned black or pinto beans, rehydrated texturized vegetable protein (TVP) or crumbled firm tofu.



- Wash your hands with soap and warm water before preparing food., after handling raw meat, fish or poultry and before eating.
- Rinse fresh vegetables and fruit thoroughly under running water before using.
- Thaw frozen food in the refrigerator or microwave, not on the counter.
- Always cook poultry and ground meat *thoroughly*, never eat rare or when still pink.

BASIC COOKING 101

EASY RICE: Rinse 1 cup of long-grain rice in cold water. Place rice in a small covered dish, add 2 cups of water and cover. Microwave on high for 4 minutes then on medium for 10 minutes. Easier still, buy quick-cooking or instant whole grain brown rice that can be ready in as little as 10 minutes!

SCRAMBLED EGGS: Crack eggs in a bowl. Add 1 tablespoon of milk for each egg and mix with fork until blended. Heat frying pan over medium heat and add a little margarine or cooking spray. Pour egg mixture into pan. Let sit for about 15 seconds, then stir eggs gently, breaking up larger pieces, until set. Eggs should not be "runny" as this increases your risk of food poisoning.

HARD-BOILED EGGS: Put eggs in small sauce pan. Cover with cold water and bring to a boil over medium heat. When the water starts to boil, cover and turn off the stove burner. Let the eggs sit in the covered pan for 20 minutes and then rinse in cold water. Crack shells gently to remove.

BAKED POTATO: Scrub a potato and pat dry. Prick the potato all over with a fork and place on a paper towel or plate in the microwave. Cook on high for 4 to 6 minutes (cooking time will vary according to potato size and the microwave.) OR, bake in center of oven (375°), directly on oven rack for an hour. For an even more nutritious and delicious treat, try microwaving a sweet potato!

STUDENT-FRIENDLY COOKING WEBSITES:

Cooking Light: www.cookinglight.com

Food Network: www.foodnetwork.com

Kraft Canada: www.kraftcanada.com

UW Food Services Food Buzz: www.foodservices.uwaterloo.ca/foodbuzz



WATERLOO | HEALTH SERVICES

uwaterloo.ca/health-services/nutrition-services

HOW MOVE YOUR MIND WORKS

PROGRAM OVERVIEW

Move Your Mind is a program designed to help connect students on campus with a variety of different physical activities. Move Your Mind aims to help students break down any and all barriers to physical activity by providing peer to peer support and hopes to help every participating student find an activity they love to do.



WE CONNECT...

Students can be referred to the Move Your Mind program by a service or staff member on campus. After Warrior Recreation receives your referral, the Move Your Mind Coordinator (a peer!) will contact you to set up a meeting. Alternatively, the Move Your Mind Coordinator is available for drop in appointments if a student wants to learn more about their program before choosing to participate.



MEET WITH MOVE YOUR MIND COORDINATOR

In your meeting, you'll have the chance to talk about your goals and interests, become informed about the variety of campus recreation options available, and learn about different strategies and resources to stay motivated. We'll help you design a personal plan of action that will set you up for success.



GET ACTIVE!

After you pick an activity that you'd like to participate in, its time to get active! We will work with you to remove any barriers you might be preventing you from participating, and you will have the option to have a workout buddy. Continued support and encouragement is provided throughout the term to help you stay connected and motivated.



END OF TERM MEETING

At the end of the term, the Move Your Mind Coordinator will meet with you again to reflect on how the term went. This is an opportunity to assess your goals and determine a plan moving forward. You will also be asked to provide some feedback on the program and your experience with it.



BENEFITS

Physical activity has been shown to be an effective part of managing and relieving stress, anxiety, and depression. Physical activity has been shown to positively affect students by enhancing self-esteem, improving focus, information retention and test scores, encouraging social interaction, and improving sleep. The benefits of physical activity are endless, and we hope you consider participating in Move Your Mind this term!



Learn more at
Move Your Mind





Warrior Recreation Mobile App

[Email to a Friend](#) | [Print](#)

Warrior Rec has a mobile app for the University of Waterloo community providing scheduling and information about opportunities within Athletics & Recreation in a friendly and easy app to use.

Users of the app have the ability to:

- View current schedules including Shoe Tag Classes, Open Rec Hours (PAC/CIF), and Rec Swims/Skates.
- Favorite classes and add them to your iOS or Android calendars.
- Receive notifications on last minute cancelations, unplanned facility closures, special promotions, and events.
- Direct links to our social media pages including Facebook, Twitter, and Instagram.
- Find information on Sport Clubs, Intramurals, Personal Training, Facility Hours, and more.
- Provide feedback to us about our programs and services.

*****The app is available for download on Android and iOS*****

[iOS Download](#)

[Android Download](#)

[Web Version](#)



UNIVERSITY OF
WATERLOO



ONTARIO UNIVERSITY ATHLETICS
SPORTS UNIVERSITAIRES DE L'ONTARIO



New to AccessAbility Services

Welcome! We provide services, support, and academic accommodations for students with disabilities.

Your involvement with AccessAbility Services will not be identified on official university records, academic transcripts or graduation documentation.



How to Register

Action	1) Apply online and upload your documentation
Timeline	Anytime - instant confirmation
Action	2) Application Review
Timeline	5 to 20 business days
Action	3) Attend NSAR (New Student Advising and Registration Appointment)
Timeline	You will be offered the first available appointment. During peak times availability is limited.
Action	4) Admission Complete - select accommodations and book your exams
Timeline	Anytime - 24/7 access
Action	5) Advisor Appointment - book appointments to discuss changes in your situation, referrals, bursary, and AOS support
Timeline	Anytime

[Apply Now](#)

How to apply

New Students: How to apply

- All new students must apply online.
- Upload your documentation with your online registration or submit documentation to:

*University of Waterloo
AccessAbility Services
200 University Avenue West
Waterloo ON N2L 3G1
Canada*

Email: access@uwaterloo.ca

Fax: 519-746-2401

Attn: Intake & Office Administration Personnel

Next Steps

Your application will be reviewed within 2-3 weeks.

You will be contacted via your UWaterloo e-mail with next steps.

Feedback

We appreciate your feedback.

Academic advisors

First-year students

First-year academic advisors can assist with all academic counselling for all students in their first year of engineering. To book an appointment in person, please visit the Engineering Undergraduate Studies Office in CPH 1320, or telephone 519-888-4761.

- [Bill Owen](#), Associate Director of First-Year Engineering
- [Mary Robinson](#), Associate Director of First-Year Engineering
- [Karen Dyck](#), Administrative Co-ordinator, First-Year Engineering

The following departments/school have their own first year academic advisors:

- [School of Architecture](#)
- [Biomedical Engineering](#)
- [Software Engineering](#)
- [Systems Design Engineering](#)

Upper-year students

If you are in 2A or higher, your academic advisor resides in your specific department/program including Software Engineering and Systems Design Engineering.

- [School of Architecture](#)
- [Biomedical Engineering](#)
- [Chemical Engineering](#)
- [Civil Engineering](#)
- [Computer Engineering](#)

- [Electrical Engineering](#)
- [Environmental and Geological Engineering](#)
- [Management Engineering](#)
- [Mechanical Engineering](#)
- [Mechatronics Engineering](#)
- [Nanotechnology Engineering](#)
- [Software Engineering](#)
- [Systems Design Engineering](#)

Personal Counselling

At times academic issues may get confused with personal problems (relationship issues, death in the family, etc.).

You can visit the Engineering Undergraduate Studies Office (CPH 1320) to book an appointment with an [Engineering Counsellor](#), or call 519-888-4761 if you are off campus.

Want to be an engineer?

Students wishing to transfer to Engineering from another faculty can contact eng.transfers@uwaterloo.ca.

For more information see [program transfers](#).



**ACADEMIC INTEGRITY
FACT SHEET FOR STUDENTS**

uwaterloo.ca/academic-integrity

WATERLOO



**UNIVERSITY OF
WATERLOO**

Some students, particularly in their first year of undergraduate studies, commit academic offences. These offences are sometimes accidental but still have serious implications. This sheet provides information about integrity to ensure you avoid committing an offence. For more information, complete the AI tutorial: lib.uwaterloo.ca/ait.

MISUNDERSTOOD OFFENCES

Excessive collaboration

- » Discussing an assignment in significant detail with peers or splitting up work
- » Using a classmate's assignment as the basis or as a reference for your own or allowing someone else to do this with your assignment
- » Each assignment may have different requirements related to collaboration; be sure to confirm these expectations with your instructor

Plagiarism

- » Copying code, ideas, images, direct quotations, etc. without proper citation
 - » RefWorks (<http://subjectguides.uwaterloo.ca/refworks>) is a citation generator that can help you avoid plagiarism.
 - » Self-plagiarism, re-submitting an assignment for another class, is an offence
- Unauthorized use of previous term's assignments, tests, solutions**
- » It is unacceptable to have unauthorized access to this information or to accept it if it is offered to you
 - » Even if it was not you who obtained it, this is still an offence

Use of another student's previous assignment, test, solution

- » You may not work off of, or refer to in any way, a copy of an assignment a student submitted in a previous term
- » Even though students may have finished a course, their submitted documents are kept for reference

Theft of another student's intellectual property

- » Looking at another individual's assignment without their permission or submitting another individual's assignment as your own are very serious offences and under no circumstances is this excusable

FIND OUT MORE!
lib.uwaterloo.ca/ait



ADDITIONAL FACTS

- » For co-op students: representing yourself to have skills, experience, or knowledge you do not, or acting in an interview as if you are incompetent when you are not is an offence
- » Answering in-class iClicker questions with a friend's device if they are absent to get them participation marks is an academic offence
- » If you have any questions it is important that you contact your instructor; only they will have the right answers about proper citation, collaboration, etc.
- » There are many resources available to students including the Office of Academic Integrity, Counselling Services, Academic Advisors, Writing Clinic, and Associate Deans



10 tips

to avoid academic misconduct

1. **Stay healthy.** Illness can add unnecessary stress and lead students to make poor decisions.
2. **Stay organized.** Take notes when doing research, and keep track of assignment deadlines.
3. **Get the right help.** uWaterloo has many services to help you succeed!
4. **Be honest.**
5. **Ask questions.** Your instructor or TA can clarify assignment and course requirements.
6. **Do your own work.** Don't ask anyone to complete an assignment or take a test for you.
7. **Don't do work for others.** Don't allow others to copy or use your assignments or tests.
8. **Learn how to cite properly.** uWaterloo has workshops, books, and online resources to help you.
9. **Cite all sources.** This includes (but is not limited to) books, webpages, art, code, reports, and images.
10. **Educate yourself.** Review uWaterloo's Policy 71 on Student Discipline and your course syllabus.



RESOURCES

Your instructors and TAs are your best resources for assignment-specific and course-specific questions.

THE LIBRARY lib.uwaterloo.ca

- Online academic integrity tutorials lib.uwaterloo.ca/ait
- Workshops to improve citations (i.e. RefWorks), research, and more
- Citation and writing guides
- Subject guides and Liaison Librarians

THE STUDENT SUCCESS OFFICE uwaterloo.ca/student-success

- One-on-one coaching
- International Student Experience
 - Mentors and social groups
 - Conversation classes
 - Advisors

THE WRITING CENTRE uwaterloo.ca/writing-centre

- One-on-one tutoring
- Workshops to improve writing
- Drop-in study sessions

THE OFFICE OF ACADEMIC INTEGRITY uwaterloo.ca/academic-integrity

- Online collection of uWaterloo and external resources
- In-person information sessions
- Drop-in office hours

CO05952



Work. Study. Play. with integrity.

earn your degree the right way

ACADEMIC INTEGRITY
AND YOUR SUCCESS



ACADEMIC INTEGRITY IS making the right decisions in your academic work – even if it's hard! being honest; fair; responsible; trustworthy and trusting; respectful; and courageous.



5 TYPES OF ACADEMIC MISCONDUCT

1. **Plagiarism**

Pretending that someone else's work, ideas, or words are your own.

2. **Unauthorized Collaboration**

Working with others without permission.

3. **Cheating**

Doing anything that gives you an unfair advantage over others.

4. **Fabricating Data**

Making up research or altering results.

5. **Falsifying Information**

Not being truthful in official documents, assessments, co-op applications, and more.

» POTENTIAL CONSEQUENCES OF ACADEMIC MISCONDUCT

Consequences depend on the situation and the offence. Possible penalties include:

- Zero on the assignment.
- Failing grade in the class.
- Suspension or expulsion.
- Official notation in transcript.

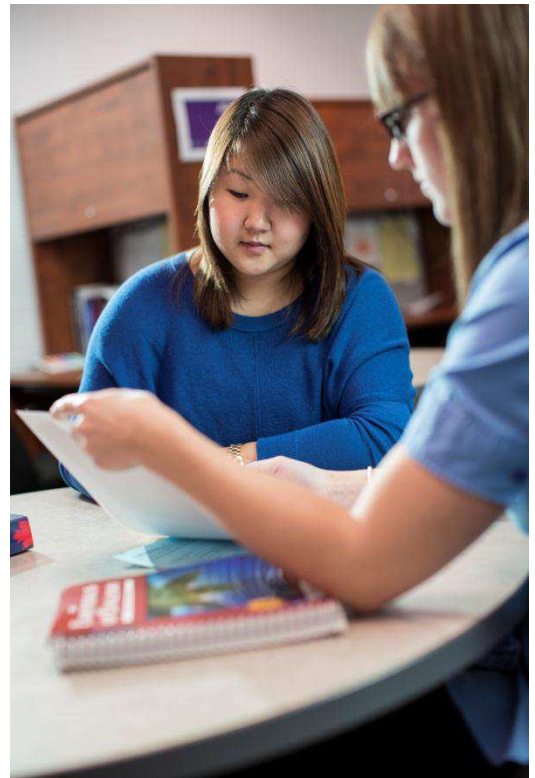
TEST YOUR KNOWLEDGE: IS IT ACADEMIC MISCONDUCT?

- Q** Brian is struggling to write an essay. He finds some essays online and takes pieces from each of them.
- A** Yes, this is plagiarism. Brian did not do any of his own work. Instructors want to see your ideas.
- Q** Lisa missed a class, and doesn't know how long her report should be. She asks Chao for details.
- A** No, this is not academic misconduct. However, if Chao and Lisa had worked together on the actual assignment without permission, then that would be unauthorized collaboration.
- Q** Maria wrote a great essay last year, and it matches an assignment for this year. Since she cited properly in the essay, and it's her work, she resubmits the essay.
- A** Yes, this is self-plagiarism. If you want to reuse your own work, you must get permission from both instructors and cite yourself.
- Q** John, Ahmed, and Sonja have a tough assignment that has a lot of questions. They divide up the questions and meet later to share answers.
- A** Yes, this is unauthorized collaboration. You must always work alone unless you have clear permission from your instructor.
- Q** Mark hires a tutor to help him with Calculus. The tutor completes part of Mark's homework.
- A** Yes, this is unauthorized collaboration. A tutor can teach concepts, but cannot give you the answer. Similarly, an editor can give you tips on writing, but cannot rewrite your paper.
- Q** Frank is writing a report, and can't remember where he found a certain piece of research. Knowing that the research is valid, he makes up a citation for it.
- A** Yes, this is fabricating data. Always take notes when you're researching, so that you can accurately use that research later.
- Q** Carlos is applying for his dream co-op job. He claims on his resume and in his interview that he can program in 4 languages – but he can only program in 2.
- A** Yes, this is falsifying information. Be honest about your skills and abilities. State your willingness to learn new things.
- Q** Shauna needs to study for an exam. She gives Tyler her iClicker and gets him to do an in-class quiz for her.
- A** Yes, this is falsifying information and cheating.

Creating a Master Schedule

Any plan or activity must have at its center a MASTER SCHEDULE, that is, a schedule that is **fixed**. A master schedule needs to be drawn up only once a semester: unless, of course, changes occur in the basic program.

1. **Record class and lab times** in appropriate day/hour blocks on a time schedule sheet.
2. **Record a time for breakfast, lunch and dinner.**
3. **Record all regularly scheduled personal activities** such as meetings, employment and athletics.
4. **Record any special activities** you need to do or want to do on a regular basis.
5. **Schedule a preview (P) time** (5-30 minutes) immediately before each class whenever possible. During the preview, review notes in preparation for the upcoming class. If you have two or three classes in a row, preview from last to first class. Thus, if you have Chemistry and Art at 10 and 11, you might write "P: Art/Chem" in the block before your 10 o'clock class.
6. **Schedule a review (R) time** immediately after your classes (5-30 minutes) whenever possible. Use this time to edit and summarize your notes. You could also look over any assignments that were given and begin to plan when and how you will do them. Thus for the schedule described above, you might write "R: Art/Chem" in the 12 noon block.
7. **Schedule your intensive study/ review time for each class.** Try to schedule some study time each day for each class. Learning is more effectively and efficiently accomplished in shorter regular sessions than in longer irregular sessions. Also, use more of the day (i.e. morning, afternoon) for studying. When you schedule study time, be task-oriented rather than time-oriented.
8. **Schedule a weekly review (WR)** for each course. Do it at the end of the week if possible. This weekly review gives you an opportunity to look over the past weeks



Learn more at the
Student Success Office

notes and reading assignments to see what you have been learning in the past week during class and study time for each course. You can also look ahead to plan the next week and determine how much reading you need to do, what projects are due, and if any tests are scheduled. (If there is not enough time to complete steps 5-8 for all of your classes this semester, choose the class that needs more attention.)

9. **Schedule some time for daily physical activity.** Remember, research indicates that regular exercise will not only give you a general sense of well-being, but can reduce tension and help you accomplish a tough class, study, and work schedule.
10. **Schedule some blocks of time as OPEN** for academic or personal needs. If a task is taking you longer than expected you have these open spaces to complete the task.
11. **Schedule some time for you to socialize, relax,** or do whatever you want to do. This is your reward for sticking to your schedule. In addition, you'll enjoy your free time more.

Additional Suggestions

- It is most important that your schedule suits you. You can experiment each week, assessing how you spend your time and noting what you want to change.
- You won't achieve 100 percent - 100 percent of the time. If you do not follow the schedule one day, tomorrow is a new day. Try again.
- Also have a four-month calendar at home over your desk with your projects, mid-terms and assignments marked in coloured pen. This will allow you to plan ahead.
- Keep your calendar and schedule up-to-date by noting changes each day.
- Create goals for each study block to ensure you are using the time productively.

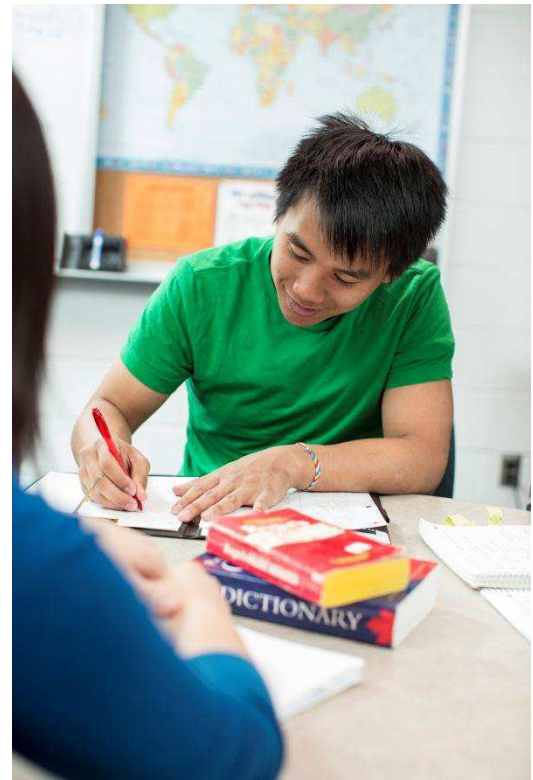
Adapted from University of Waterloo Counselling Services



Studying 101

As a university student, studying takes up a large percentage of your time. Before you hit the books, here are some study strategies to help you achieve academic success.

1. **Create associations.** Visualize relationships and patterns between the information. Most students study all of the details, but do not connect how all of the pieces fit together. Most exams ask you to make correlations, prepare for these questions ahead of time.
2. **Learn it once – actively.** Make sure your brain is engaged while studying. If your brain is thinking about your date on the weekend, while your eyes are scanning the words from your lecture notes, nothing will be absorbed. Continually be asking yourself as you study, “do I understand that?”
3. **Practice retrieving the information from your memory.** The first time you retrieve a memory, it travels down a short road in your brain, the brain cell pathway. It becomes easier to travel down the same road each time it’s recalled. Retrieving information creates the neural pathway in the brain that you’ll use in subsequent recall. Self-testing (or quizzing) is one of the best ways of recalling information. Creating your own mock exam could be a useful method as well.
4. **Be aware of attitudes.** If you have a negative attitude about what you are studying, it is very difficult to stay engaged. Think about how the hard work today will help you get to your longer term goals.
5. **Teach someone else the information.** A conversation is an easy way to self-test, because it allows you to find out what gaps there are in your memory of what you’ve just studied. If a study buddy is not around, talk to your dog or cat? Or you can simply say it out loud to yourself. Try to explain the concepts using words and ideas a five year old would grasp.



6. **Take care of your physical health.** Make sure to get adequate sleep, exercise, and nutrition. A brain that is deprived of these essentials will not serve you well while studying.
7. **Know what you do not know.** The typical way most students study is to read and make notes ... reread notes ... read and make notes ... reread notes ... read and make notes ... With this method, you won't find out what you don't know until you get to the exam. After reading a section of a textbook or lecture notes, quiz yourself to see what you remember by writing down the key points. After this exercise, go back to the text or lecture notes and star the information you were unable to recall. The starred sections are what you want to spend the majority of your time studying.
8. **Take short breaks.** Our brains think more clearly after a break. The amount of time the brain can stay absorbed performing mental tasks and learning is around fifty minutes, maximum. For many people it's less than fifty. Forty minutes might be the duration to aim for any time you're studying, absorbing, reading, thinking or focusing on any mental task.
9. **Make use of mnemonics.** Mnemonics are poems, phrases or words to trigger your memory, for example: to identify if a month has 30 or 31 days - Thirty days has September, April, June and November...; in first-aid RICE treats a sore muscle - Rest, Ice, Compression, Elevation; to remember the metric system, remember this funny saying - King Henry Died By Drinking Chocolate Milk (kilo-, hecto-, deca-, base unit, deci-, centi-, milli-).
10. **Remember, there is no quick fix.** The skill of studying takes time to learn. Be patient with yourself as you are trying these new strategies.
11. **Visit a success coach.** If you would like more information on how to incorporate these strategies into your study routine visit a success coach. To book an appointment, visit the student success office (2nd floor of south campus hall) or call 519-888-4567 ext. 84410.

Used with permission - howtostudymethod.com



Backwards planning for tests

Put in your test date and work backwards **UP** the chart filling in columns A. and B. Complete column C. as you study, to learn about your time management habits for next time.

Backwards Plan for Course:	A. How long will it take (hours)	B. When will I do it? (insert dates)	C. How long it took (actual)
Getting organized (list what this involves for you)			
To-Do list (what you will study, creation of study materials)			
Review material			
Practice (i.e., sample test)			
Final review			
The deadline			

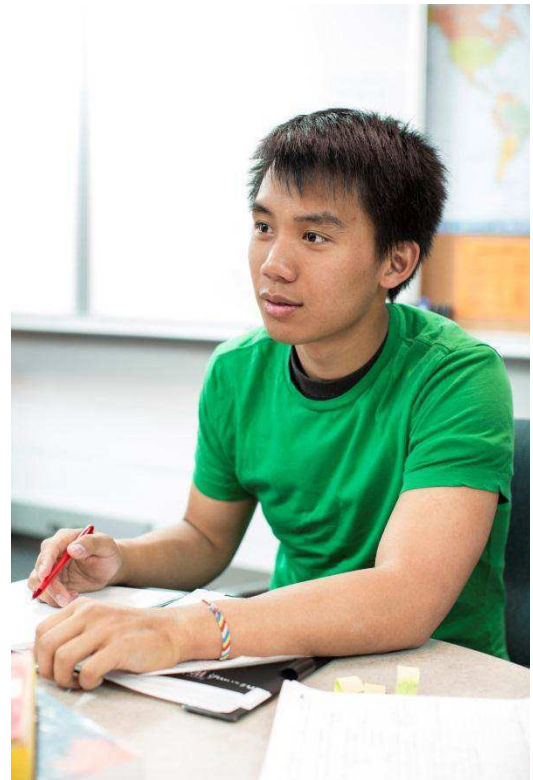
Note Taking Strategies

Develop your own note taking system

1. **Come to class prepared.** If there is assigned reading, ensure it is completed before the lecture. This will aid in further understanding of the material.
2. **Label your notes.** Put the date, abbreviation of class title and the page number on each piece of paper (this only takes a couple of minutes while you are waiting for the lecture to begin).
3. **Leave lots of space** to make your notes easier to read and edit later.
4. **Listen, think, and then write** to ensure you are understanding the information.
5. **Use coloured pens** and highlighters to underline or emphasize certain parts of your notes and diagrams.
6. **Make use of mind mapping** to organize your thoughts after a lecture. Mind Maps, you can quickly identify and understand the structure of a subject. You can see the way that pieces of information fit together, as well as recording the raw facts contained in normal notes.

Keep accurate and complete notes

1. **Summarize at the end of the lecture.** Listen for and write out lecturer's conclusion or summary at the end of the lecture to confirm important points.
2. **Listen for keywords.** Listen for and take note of those ideas that the lecturer emphasizes, repeats, or spends a great deal of time on.
3. **Set up a buddy system** and go over notes with each other to fill in gaps and to go over those ideas that you are having trouble with.
4. **What's on the board?** If an instructor takes the time to write something on the board, it is probably important.



5. **Develop your own style of speed writing.** If you have trouble keeping up with the lecturer make up your own abbreviations and save time by not copying down information that you already know.
6. **Understanding your notes:**
 - **Ask questions either during or after class.** Don't sit on those ideas that you don't understand. Learning in problem solving courses is accumulative and therefore, so is "not" learning in problem solving courses.
 - Students who do very well at university **keep a good set of notes.** They file them or set them up in such a way that they can refer to them easily. They also enrich their notes by adding asides like "This is a key point." or "This point will become relevant next week."
7. **Edit your notes soon after taking them.** Set up a regular time to go over your notes as soon as possible (ideally within 24 hours of taking them). This strategy will help you to remember what was said and allow you to fill in any words and ideas that you left out.
8. **Set up your notes so you can study from them easily.** Develop a strategy to highlight the key points in each lecture. This could be making cue cards for the main points, writing them in the margins of your notes or any other creative ideas. Review these key ideas regularly.
9. **Visit a success coach:** If you would like more information on how to incorporate these strategies into your study routine visit a success coach. To book an appointment, visit the student success office (2nd floor of south campus hall) or call 519-888-4567 ext. 84410.

Adapted from Simon Fraser University & University of Waterloo Counselling Resources.



SQ3R – Reading strategy

By using SQ3R to actively read your textbook and lecture notes, you can get the maximum retention from your reading time.

1. **Survey** – Gather the information:

- Read the title – help your mind prepare to receive the subject at hand.
- Read the introduction and summary – orient yourself to how the chapter fits the author's purposes, and focus on the author's statement of most important points.
- Notice each boldface heading and subheading – organize your mind before you begin to read; it builds a structure for the thoughts/details to come.
- Notice any graphics – charts, maps, diagrams, etc. are there to make a point – don't miss them.
- Notice reading aids – italics, bold face print, chapter objectives, end of chapter questions are all included to help you sort, comprehend and remember.

2. **Question** – Help your mind engage and concentrate:

- One section at a time, turn the boldface heading into as many questions you think can be answered in this section.
- The better the questions, the better your comprehension is likely to be.
- You may add further questions as you proceed.
- Whenever your mind is actively searching for answers to questions, it becomes engaged in learning.

3. **Read** – Familiarize yourself with the material::

- Read each section (one at a time) with your questions in mind.
- Look for the answers, and notice if you need to make up new questions.
- Read with a highlighter and pencil handy. Highlight the answers to the questions you have created.
- Summarize important information in the columns as you read.



4. **Recite** – Train your mind to absorb information as you read:
 - After each section – stop, recall your questions, and see if you can answer them from memory.
 - If not, look back again, but don't go on to the next section until you can recite your answers.
 - If you are unable to recall the information, sit with it for a few seconds before looking back. Not allowing your brain to wrestle with the information for a couple seconds, cheats yourself from the reciting exercise. Trying to retrieve the information from your memory is an important step in retention.
5. **Review** – Refine your mental organization and begin building memory:
 - Once you've finished the entire chapter using the preceding steps, go back over all the questions from all the headings.
 - See if you can still answer them – if not, look back and refresh your memory.
 - Star the information in your textbook or lecture notes that was difficult to recall. This will help you know what to spend more time on when you come back to study this material for a test or exam.

Used with permission - <http://www.ucc.vt.edu/stdysk/sq3r.html>



Read critically

Critical reading is a more **active** way of reading. It is a deeper and more complex engagement with a text. Critical reading is a process of analyzing, interpreting and, sometimes, evaluating the larger meanings of a text and how those meanings are created by the text. When we read critically, we use our critical thinking skills to **question** both the text and our own reading of it.

What is the difference between reading and critical reading?

	Reading	Critical reading
Purpose	To get a basic grasp of the text	To form judgments about how a text works
Activity	Absorbing/Understanding	Analyzing/Interpreting/Evaluating
Focus	What a text says	What a text does and means?
Questions	<ul style="list-style-type: none"> • What is the text saying? • What information can I get out of it? 	<ul style="list-style-type: none"> • How does the text work? How is it argued? • What are the choices made? The patterns that result? • What kinds of reasoning and evidence are used? • What are the underlying assumptions/perspectives? • What does the text mean? Is the text effective? • How can I use it to develop my own argument?
Direction	With the text (taking for granted it is right)	Against the text (questioning its assumptions and argument, interpreting meaning in context)
Response	Restatement, Summary	Description, Interpretation, Evaluation

What needs to be done to prepare for critical reading?

There are two steps to preparing to read critically:

1. **Self-Reflect:** What are your feelings about the topic? What experiences, assumptions, knowledge, and perspectives do you bring to the text? What biases might you have? Are you able to keep an open mind and consider other points of view?
2. **Read to Understand:** (a) Examine the text and context: Who is the author? Who is the publisher? Where and when was it written? What kind of text is it? What kinds of sources are referenced? (b) Skim the text: What is the topic? What is the main idea? What are the most important points? (c) Resolve confusion: Look up unfamiliar words or terms in dictionaries or glossaries. Go over difficult passages to clarify them.

What is the process for reading critically?

To read critically, you must think critically. What does this mean? Critical thinking involves several related mental processes: analysis, interpretation, and evaluation. Each of these thinking processes helps you to question the text in different ways. The questions you ask will depend on the type of text you are reading, and general questions should lead to more specific questions.

1. **Analysis Asks: What are the patterns of the text?** Analysis means looking at the parts of something to detect patterns. If you were a detective, this is when you would gather all your clues to see how they might relate to each other. In reading a scholarly journal, for example, you look at three main parts of the text:
 - a. Choice of Content: what ideas and examples have been selected?
 - b. Choice of Language: what words and sentence structures have been selected?
 - c. Choice of Structure: what arrangement has been selected to present the ideas in?

Some guiding questions related to analysis include:

- What is the thesis or main idea?
- What are the supporting points that create the argument? How do they relate to each other? How do they relate to the thesis?
- What are the examples used as evidence for the supporting points? How do they relate to the points they support? To each other? To the thesis?
- What techniques of persuasion are used (appeals to emotion, reason, authority, etc.)?
- What rhetorical strategies (definition, explanation, description, narration, elaboration, argumentation, evaluation) and modes (illustration, comparison/contrast, cause and effect, process analysis, classification/division, definition) are used?

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- In what order are the points presented (chronological, spatial, from general to specific, from similarity to difference, from cause to effect, from reason to conclusion)?
- What sources are used? What other theorists or researchers are referred to? What schools of thought are relied upon? Analysis enables you to understand how the text works so that you can then interpret its deeper meanings and evaluate its meanings and effectiveness.

2. **Interpretation Asks: What do the patterns of the argument mean?** Interpretation is reading ideas as well as sentences. It is when you look at the patterns in a text and make inferences (educated guesses) about its underlying meanings. It can be compared to being a detective interpreting the patterns of clues in order to theorize about whom the possible suspects are and why the crime might have been committed. Question the text within its context. The more knowledge you have of the context of your discipline, the stronger your powers of interpretation, and thus evaluation.

Some guiding questions related to interpretation include:

- What kinds of reasoning (historical, psychological, political, philosophical, scientific) are used?
- What methodology or theoretical approach is used?
- What are the implicit assumptions?
- What is the point of view, or perspective, like?
- What alternative perspectives remain unconsidered?
- How might my reading of the text be biased?

3. **Evaluation Asks: How well does the text do what it does? What is its value?** Evaluation is making judgments about a text. If you were a detective, this is when you would run with one educated guess and build a case for or against a suspect's credibility.

Some guiding questions related to evaluation include:

- Is the thesis strong?
- Are the points argued well?
- Are the examples valid?
- Are the sources reliable?
- Is the argument logically consistent? Convincing?
- Does the argument contribute to the discipline?

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Resources

The Writing and Communication Centre is focused on providing students with useful feedback and strategies for their research and writing projects; we are also focused on all aspects of the communication process, including professional communication documents like emails and memos, as well as documents designed for the web, such as ePortfolios and blogs. We are in the process of refreshing and developing resources to help you with your communication needs. Feel free to view and print the resources we currently have available.

Writing and Communication Centre Resources

Our resources cover a range of topics related to writing and communication across various disciplines, audiences, and situations. We have divided them into the following categories:

EXPAND ALL

COLLAPSE ALL

GENRES AND MODES OF COMMUNICATION



ORGANIZATION



STYLE



MECHANICS



Learn more at
the Writing and
Communication Centre

WriteOnline.ca

[Writeonline.ca](#) is a useful resource for students writing a variety of documents: [lab reports](#), [reflections](#), [case studies](#), and [literature reviews](#). For each type of writing, you can find information about structure and content, as well as models to help guide your drafting process. WriteOnline.ca is a collaboration between University of Waterloo, University of Guelph, and Wilfrid Laurier University. WriteOnline.ca is funded through the Council of Ontario Universities (COU).



Waterloo Writing Works

[Waterloo Writing Works](#) was developed by Professor Jay Dolmage for WatPD 11, a course for co-op students at UWaterloo. Its interactive content was designed specifically for students writing technical reports, but it is useful for students writing in other contexts, as well.

External links

We hope that the resources above will provide you with the information you need. If you would like to take a look at some of the resources offered by other institutions, we have provided a list of [external links](#) that should help.