

SAFMED Cards: Instructions

I'm going to show you a method that will make it easier to learn the NEW terms (i.e., facts or rules) contained in the CLM Course of Study.

The new method contains two decks of cards. It is based on a system that was created by a well-known behaviorist, Dr. Ogden Lindsley, from the University of Kansas. He named this system of cards, SAFMEDS ("Say All Fast, a Minute Each Day, Shuffled"). Even though you may have used a similar method, like flash cards, I encourage you to follow the directions that you will be given. Each part of the SAFMED process has been designed to facilitate learning (acquisition, retention, and fluency).

Note: The instructions for using the SAFMED cards are written to assist you in making a paper version of the cards but the CLM Course of Study contains an electronic version that you will learn to use.

Once a NEW card is learned, you will place it in the NEWly firmed deck of cards. Once you are confident that you say the definition of the term, you will place the card in the FIRMIing deck. Once in the FIRMIing deck, you will practice each day to become fluent on each card. Each step of the SAFMED process follows specific instructional routine guidelines.

With each new term, you will create a NEW card. You'll use an **acquisition** routine to learn the new term. Once each new term is learned, you'll place the card in the NEWly firmed deck. With the NEWly firmed deck, you'll use a **discrimination** routine and a **cumulative review** routine. You will only place up to six cards in this NEWly firmed deck. Once you are confident that you have mastered the NEWly firmed card, place it in the FIRMIing deck. With the FIRMIing deck, you will use a fluency routine for each card.

Detailed SAFMED Card Instructions:

A. Let's start by making a single SAFMED card for a term:

Write the name of the term on the blank side of the 3 x 5 card and the definition on the lined side. Be sure that you write the term and the definition verbatim.

B. Now, let's learn the first NEW term.

1. **Read the definition of the NEW term and immediately flip the card over and read the name of the term. Repeat this step until you think you can say the term without reading the name of the term.**

2. **Next, read the definition (lined side) of the term and 'try' to say the name of the NEW term. Immediately, flip the card over and check your recall of the name of the term.**

•If correct, move on the next term to be learned.

•If you hesitated to answer, read the name of the term immediately.

3. **Start over with the same NEW card and repeat this process until the card is NEWly firmed (name of term stated without reading it).**

4. **Learn the next term by repeating the same steps as you did for the first term.**

C. Place the NEW cards learned in the NEWly firmed deck

1. Place all the cards in a stack. **Shuffle** the cards. Read the definition of the term on the top card of the deck. 'Try' to say the name of the term. **Immediately, flip** the card over and check your recall of the name of the term.

•If correct, move on the next term to be learned.

•If you hesitated to answer, read the name of the term **immediately**.

If you hesitated with a card, start over with the same card and **repeat** this process.

Once you can say the name of the term **without hesitation, move on** the next **card**.

2. **Repeat** this process for each card.
3. Once you have practiced with each card in the deck, **shuffle again** and repeat the first two steps.

Keep the ones you continue to make errors on (e.g., hesitate on) in this NEWly firmed deck. Move **mastered** ones (say without hesitation) to the FIRMinG deck.

Note: the NEWly firmed deck was added to the SAFMED process to provide more practice with the NEW cards but also to provide more practice with the cards that require a lot more practice.

D. Place the NEWly learned card in FIRMinG deck.

1. Place all the cards in a stack. **Shuffle** the cards. Read the definition of the term on the top card of the deck. 'Try' to say the name of the term **as fast as you can**. Immediately, **flip** the card over and check your recall of the name of the term.
 - If correct, move on to the next term to be learned.
 - If you hesitated to answer, read the name of the term **immediately**.
 - If you hesitated with a card, start** over with the **same** card and **repeat** this process.
 - If you continue to make errors on a card, move it back to the NEWly firmed deck.
2. Repeat this process until you are **fluent** on each card.
3. Once you have practiced with each card in the deck, **shuffle again** and repeat the first two steps.

It is important to be able to **make responses rapidly (fluent recall)** for each term. Practice a few minutes each day, stopping only when you can make the correct responses as fast as you can turn the cards.

When you can say the name of the terms fluently then **reverse** the process. Read the name of the term first and learn to say the definition of the term (lined side) for each card.