

Academic Study Skills for Students

ECGE4001R

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Before we start...

- Get to know the person next to you...
- Ask 5 five (in addition to the persons name)
- Then, the interviewer becomes the interviewee
 - Try to ask 5 **different** questions



Introduction

- Aim: introduce HE academic skills and effective communication within the context of the students' programme of study
- Generic faculty module
- This module will be taught in accordance to the skills needed for Psychology and for your specific programme of study



Learning Outcomes

Upon the successful completion of this module, the student should be able to demonstrate the ability to:

- Engage in, and recognise the importance of academic reading, writing, referencing and develop confidence in communication and presenting to different audiences and for different purposes;
- Explore different communication styles and systems;
- Develop digital competency and numeracy skills in line with the academic demands of the programme;
- Organise their learning effectively and reflect upon their own progress and future development.



Indicative content



Module Schedule is available on Moodle – please use this!



What is meant by Academic Skills?

In small groups, discuss/consider what you think is meant by Academic Study Skills and create a mind map of the skills you think are required to study at HE.

What is meant by Academic Skills?

Gettinger and Seibert (2002): Academic competence is associated with the knowledge and application of effective study skills. Capable students at all grade levels may experience difficulty in school, not because they lack ability, but because they lack good study skills.

Cottrell (2013): Study skills involve a number of skills and subskills that you will use and required to assist you to achieve your potential in higher education study.



Why the need for this module?

- Critical module for academic and personal development
- Provides you with the skills needed to adapt to your academic studies
- Psychology!



Why the need for this module?

- Motivation – and maintenance!
- Reflection
- Transferable skills
- Personal development plan (PDP)
- Continuing Professional Development (CPD)



What skills are needed.

Independent Study	Self Evaluation	Working with Others	Managing Anxieties
Research Skills	Writing Skills	ITC / E-Learning Skills	Note Taking
Presentation Skills	Understanding Learning Styles	Time Management Skills	And Many More



Do I really need ALL of these skills?

- Psychology is a fascinating discipline that requires a lot of skill and competence
- Transferable skills will prepare you for the world of work and / or further study beyond your degree
 - Essential in today's competitive career market...
- The variety of assessments you will complete are essential for your further development



Degree level expectations

- You receive some degree of face-to-face learning, but you are expected to cover a great deal of reading and private/independent study
 - This is likely to take up a LOT of your time – this is a full time degree, and should be treated as a full time degree.
- Most students recommend treating your course like a full-time job, even if you don't necessarily follow a 9-5 working pattern
- So, whilst contact time with lecturers may appear to be little, there is an expectations that students will spend a lot of their remaining time engaging in independent study



University Regulations

- In order to progress to the next Level of study, a student must pass 120 credits at their current level.
- As an example, for you to progress onto Level 5 (Year 2) of your study you must pass 120 credits which have been set at the Level 4 (Year 1) level.
- A pass mark is set at 40% (or more) for the module at Undergraduate level.
- Each module is typically worth 20 credits, although the module lead / programme director will state if this is not the case.



Types of Assessments

Essays	PowerPoint Presentations	Poster Presentations	Examinations	Multiple Choice Questions (MCQs)
Research Report Writing	Seen Examinations	Open Book Tests	Promotional Leaflets	Campaign Strategy
	Briefing Report	Portfolios	Dissertation	



MyDay, Email and Moodle



MyDay?

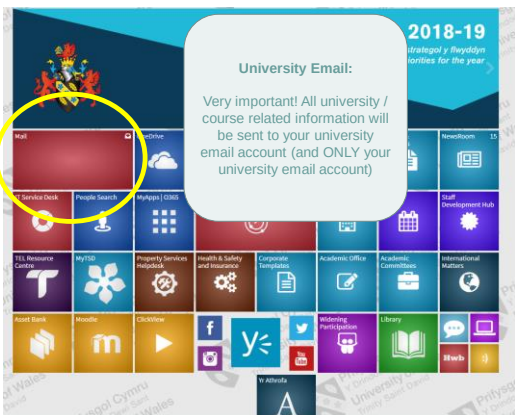
- Cloud based system providing UWTSD staff and students with a simple way of accessing key online services and information
- Can be used on computer, laptop, tablet, or smartphone
- Available on and off campus – all you need is your university email address/ login details

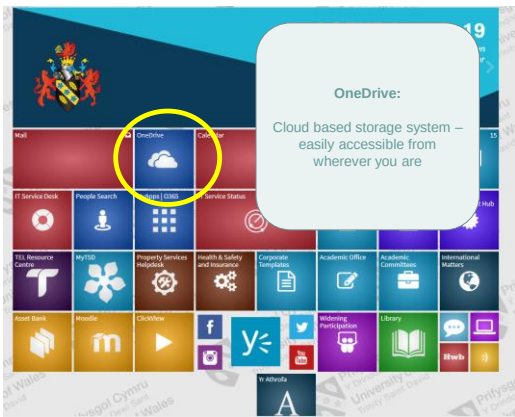




Access to MyDay

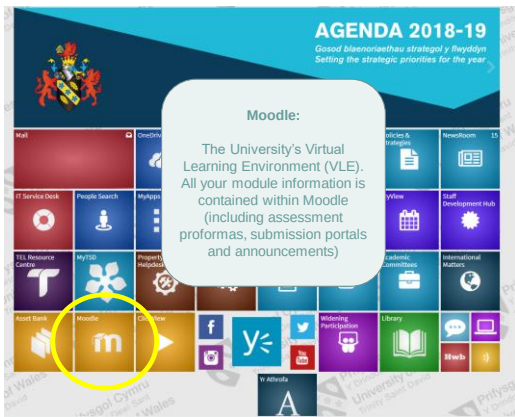
- <http://myday.uwtsd.ac.uk>
- Shortcut provided on the desktop of uni PC's
- Follow 'Quick Links' on the University website
- Download app from App Store / Google Play
- Add shortcut to phone
 - Enter myday.uwtsd.ac.uk URL in browser and select share, then add to home screen













Moodle?

- Contains information that is vital to your learning, including lecture slides, supplementary readings, assessments, and other important information
- You are advised (and expected!) to log in to Moodle frequently throughout your course
- <http://moodle.uwtsd.ac.uk>



Prifysgol Cymru

Yr Ymddisgwrdd Ddiwydiol a Siant

Trinity Saint David

Moodle

2018/19

☐ Remember username

Log in

Forgotten your username or password?

Cookies must be enabled in your browser: [?](#)

University of Waikato
 Te Kōwhiri Here
 Te Kōwhiri Here

Moodle
 2018/19

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Module Search

My modules

Bachelor of Science, Psychology and Counselling (BSCP104)
 Category: School of Psychology

Academic Study Skills for Students (ECP5400P)
 Category: Faculty of Education and Communities (research)

Research Methods 1 (ECP5400)
 Category: School of Psychology

University Email

- All staff and students have a university email account
 - Via Microsoft Office 365
- You are expected to check your emails **regularly**.
 - Any changes to modules, materials, lecture times, rooms, etc are communicated via email, and using your university email address **only**.
- **Students:** studentnumber@student.uwtsd.ac.uk (e.g., 1234567@student.uwtsd.ac.uk)
- **Staff:** username@uwtsd.ac.uk (e.g., Stacey.coleman@uwtsd.ac.uk)

Communication via Email

- Our programmes aim to prepare you for the world of work, so it is important that you demonstrate a professional approach in your dealings with staff and other members of staff
- When contacting academic staff by email, it is our expectation that you use correct and proper punctuation, and full sentences!
- Identify yourself when writing an email; either introduce yourself or sign off with your (full) name



Communication via Email

- Please allow 72 hours before you send a follow up email – university policy
 - This covers working days only and does NOT include weekends
 - Of course, if your lecturer works on a Saturday anyway, then they may respond on a Saturday
- Furthermore, under no circumstances do you email other members of staff asking the same question because you have not received an email response 'quick enough'....



Communication via Email

- E.g., don't email a staff member a couple of hours before an assessment submission deadline with the subject 'URGENT'
- 1. what is urgent to you is not urgent to us
- 2. it is very unlikely that we will see that email until at least the following day (midnight deadline) or even the day after if we have a day full of teaching..
- We will only read and respond to emails sent from your University email address. If you email from a personal email address, we will not respond – so you need to be using your university email account for all correspondence.



Communication via Email

- Please ensure you email the correct member of staff for your enquiry:
- Any issues regarding the course itself, questions or issues about the course etc – you must contact the **programme director**, Karen Eaton-Thomas
- If you have questions related to a module, you must contact the **module tutor**
- If you are experiencing personal distress, contact your personal tutor, programme director or student services.



Communication via Email

DO's

- Check your university email regularly
- Use your university email account to contact staff members
- Contact the correct member of staff
- Allow 72 hours for a response, and before sending a follow up email
- Use emails as the primary source of communication outside of lectures
- Use correct grammar and punctuation
- ID yourself clearly within the email

DON'Ts

- Contact other members of staff for the same line of enquiry (unless told to by the original member of staff)
- NO kisses
- NO emoji's
- NO slang / avoid text speak
- NO shortened names or nicknames (unless you have a different name by which you would prefer to be known and identified)



Assessments: Academic Study Skills





Assessment

1. Portfolio of Activities (50%; 1500 words)
2. Individual Presentation (50%; 10 minutes)



1. Portfolio of Activities

1 x Portfolio of Activities (1,500 written words - 50% of overall module mark). The portfolio will include the following three elements:

1. Paraphrase a section from a selected book chapter (500 words)
2. Summarise three selected journal paper into appropriate 120-150 word abstracts (450-500 words total)
3. Create a reference list (500 words)

▪ Please see the assignment proforma on Moodle for specific guidance and submission details.

▪



2. Individual Presentation

1 x Individual Presentation (10 minutes - 50% of overall module mark)

▪ Ten-minute individual presentation on a topic of the students choice related to their own academic skills development. (to be discussed with lecturer beforehand)

▪ By next week, start to think about a topic you could explore (that is related to academic skills). Doesn't have to be concrete, but have an idea of where you could take this assessment.



Tasks by next week..

- Familiarise yourself with both Moodle and MyDay
- Familiarise yourself with both assessment proformas
 - More specific guidance will be provided for assessment 1 next week, too
- If you haven't yet got access to Moodle, or are not enrolled on the correct modules, please inform the tutor today.