



STUDY SKILLS IN-UNIT SUPPORT

How can Study Skills support you?

Study Skills staff provide both face-to-face and online support to ensure students have the academic, information and digital literacy skills to succeed in their study. Study Skills can also directly support your unit in a range of ways; the options are listed below. A Study Skills Learning Advisor can meet with you to discuss the needs of the students in your unit – please email studyskills@canberra.edu.au to arrange a meeting.

IN-UNIT SUPPORT OPTIONS AVAILABLE (MORE THAN ONE CAN BE CHOSEN)

OPTION 1 **Study Skills Overview Guest Presentation or Video**

Study Skills staff can attend a Week 1 or 2 lecture to give a brief (5-10 minute) overview of the Study Skills services, the Academic Integrity Module and Urkund (these presentations can be tailored to meet your needs). Alternatively, Study Skills has created a 10-minute video of this overview and can provide this video file or weblink for you to use in your lectures and/or your unit Moodle site.

OPTION 2 **Direct Links to Study Help Resources**

Study Skills can provide you with a direct link to a section of the Study Help Moodle site or to specific resources within this site. Study Skills can also assist with embedding these links into your unit Moodle site.

OPTION 3 **Guest Presentation Tailored to an Assignment**

In-class guest presentations from 10 minutes to 50 minutes (or videos) that are tailored to specific assignments can be provided at a relevant time of semester, e.g. two weeks prior to the assignment due date. These presentations focus on the study skills required to complete the assignment, for example, understanding the assessment task requirements, finding information, structuring the assignment, referencing or Mahara. The Study Skills services are also promoted so that students know where to get further help with these study skills.

OPTION 4 **A Tailored Online Resource for your Unit**

Study Skills can also adapt the content of an existing online module (for example Finding Resources, Writing an Essay, Writing a Report, Introduction to Referencing) to a specific assessment task within your unit and can provide you with this module to use on your unit Moodle site.

OPTION 5 **Study Skills Drop-in and ASK Advisor (formerly Rover) Specialised Support**

All students can access the Study Skills drop-ins and the ASK Advisors for general support with their assignments. However, in this specialised support model, a Study Skills staff member liaises with you to identify the key assignment requirements and research, writing and referencing standards. This information is then shared with all Study Skills and ASK Advisor staff so they can give targeted support to students from your unit who access Study Skills services.

OPTION 6 **Referrals of at-risk students for individual Study Skills Appointments**

Refer individual students to Study Skills if you are concerned do not have the academic literacy skills to complete your unit successfully. Study Skills will provide them with individual appointments to address the key areas as well an orientation to the Study Skills services they can access to continue to develop their academic skills. Referrals can be completed online via the Study Skills website.

IN-UNIT SUPPORT CASE STUDIES

In-Unit Overview presentations

Prior to O-Week, a number of unit conveners requested a 10-minute presentation of the Study Skills services, Academic Integrity and Urkund for their week 1 or 2 lecture in semester 1 2017. A 10 minute session was delivered, not only promoting the services, but encouraging students to make use of the services from the beginning of their study. As a result, many students from these units sought support from the beginning of the semester via the Study Skills drop-ins, ASK Advisors, PALS, and the online Study Help site. The usage of Study Skills services increased significantly in this semester.

Tailored Online Module

A unit convener contacted Study Skills for support in developing students' research skills. An online presentation was preferred so students could access it as many times as needed. The unit convener provided the assignment question and assessment materials and a tailored online module was produced, based on the existing general *Finding Resources* module. This tailored module was uploaded to the unit Moodle site with Study Skills' assistance. The unit convener was very appreciative: "Thanks so much for this. This looks great! Really relevant for the students".

Specialised Support

The unit convener of a large-cohort first year unit was keen to embed study and digital literacy skills into her online unit. Study Skills staff provided links to the Study Help site for use in the unit Moodle site. Study Skills were also given access to the unit Moodle site to ensure they were aware of assessment requirements for students seeking face-to-face study help. One assignment involved a Mahara ePortfolio submission, so the unit convener liaised with Study Skills staff who delivered tailored Mahara training to the ASK Advisors. This enabled the delivery of unit specific face-to-face and online Mahara support to students. Students in this unit have been some of the largest subscribers to online and face-to-face Study Skills services.

In-class presentation tailored to an upcoming assessment task

A 1st-year unit convener requested a 25-minute presentation based on his upcoming assessment task. A Study Skills Learning Advisor gave an in-lecture presentation explaining how to understand the assignment question, find information resources, structure the essay, and reference in the prescribed style. As a result, many of the students from this unit sought additional support for this assignment in the Study Skills drop-ins.

Links to Study Help Resources

A unit convener contacted Study Skills at the start of semester for an overview of the face-to-face and online learning support available for students as well as for essay planning and writing resources. Lectures were scheduled for Mondays and were to be interrupted by several public holidays, so in-unit presentations were not feasible. The unit convener was sent Study Skills program information as well as links to the UC Essentials and Essay Writing Modules on the Study Help Moodle. The unit convener embedded the links into the relevant sections of the unit Moodle to meet the general study skills needs of the students.

WHAT STUDY SKILLS SERVICES ARE AVAILABLE TO UC STUDENTS?

Drop-in Study Help: Study Skills provides a drop-in, face-to-face service in The Study on Level B of the Library from Monday-Friday. The drop-in sessions support students with understanding assessment task requirements, finding information resources, structuring assignments, referencing, avoiding plagiarism, Moodle and Mahara.

ASK Advisors: The ASK (Academic Skills and Knowledge) Advisors are students who offer daily drop-in help with structuring assessment tasks, finding information resources, referencing, using Moodle, Mahara and more in the Library, Level B.

Peer-Assisted Learning Sessions (PALS): PALS are weekly group study sessions designed to support large-cohort first-year units, and are led by trained peer learning advisors who have recently achieved high grades (D or HD) in the units. All PALS run in the Student Resource Centre (Building 6).

MASH (Maths and Stats Help): The MASH Centre provides drop-in learning support for Mathematics and Statistics. Located in the Student Resource Centre (Building 6) in 6B32, the MASH centre offers a general study area with computers and an area staffed by maths and stats tutors who can assist with specific units and general maths and stats enquiries.

Intensive English Course: The Intensive English course runs four times a year, the week before O-Week in Semester 1 and 2 as well as in Week 8 of both semesters. This free course delivered by Study Skills aims to develop students' academic reading, writing, speaking and listening skills. Students can attend the full four day program or the sessions most relevant to their needs.

Study Skills for Success: Study Skills' new academic preparation program prepares students for study at UC, with sessions on unpacking unit outlines, study planning, understanding assignment questions and marking rubrics, information searching, assignment writing, referencing and academic integrity.

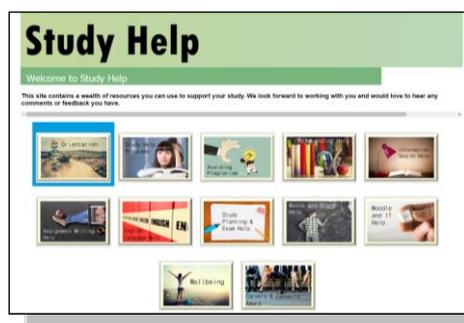
For further information and timetables, visit www.canberra.edu.au/studyskills.



WHAT IS THE STUDY HELP MOODLE SITE?

The Study Help Moodle site contains self-paced, interactive modules and informative resources to help students with a range of topics such as: reading and note-taking; using Moodle and Mahara; finding information; assignment writing including essays, reports, literature reviews and annotated bibliographies; referencing; avoiding plagiarism; English language development; mathematics and statistics; and exam preparation.

All students are automatically enrolled in the Study Help Moodle, however staff need to self-enrol. Log in to Moodle, click on 'Get Help' in the top right corner and select 'Study Help', scroll to the bottom of the page and select 'Add me to this site'. The Study Help Moodle will now appear in your 'Other sites' list and can be accessed directly in the Get Help menu.



SUGGESTED BRIEF TEXT FOR PROMOTION OF STUDY SKILLS:

Study Skills provides a range of face-to-face and online study help programs, including the Study Skills drop-in sessions and the ASK Advisors for help with assignment writing and structure, referencing, finding information resources, avoiding plagiarism and using Moodle and Mahara; the PALS weekly group study sessions for many of the large first year units; the Maths and Stats Help Centre (MASH); the Intensive English Course which runs four times each year; the Study Skills for Success preparation program; and the Study Help Moodle site, which contains a range of online interactive study resources including an online assignment feedback and tutoring service. More information on these programs can be found at <http://www.canberra.edu.au/studyskills>.