Get prepared workshop: Self-directed guide

Aims
• To give students strategies for getting started at university
• To identify where to go and what to do to get help for success at university
• Familiarise students with Academic Skills services and resources

What is in this guide
• General – getting started
• Know your study and support resources
• Academic skills

Find out about
• Assignment Navigator
• Academic integrity resources
• Academic language self-assessment
• PASS
• Quick Guides
• Workshops
• Numeracy Resources
• Consultations
• Related resources

General – getting started
From the tabs on the left hand side, click on What is Orientation?
Find out about:
• What to do and when?
• Campus information relevant to your location (see left hand menu)
• Online orientation (see left hand menu)
Step 2. Go to the SCU Students > Starting at SCU for new students page –http://scu.edu.au/students/index.php/2/

Under the Welcome tab:

• Go through steps 1–8 and check you have completed all relevant requirements
• Go to the menu on the left under ‘Welcome’. From here you can navigate to other information that might be relevant and useful to you

If there are terms you don’t understand, the Unispeak glossary can help you to interpret some of the language used relating to your enrolment and getting started at university.

Know your study and support resources

Step 3. Go to the SCU Students – Study resources and academic support page –http://scu.edu.au/students/index.php/47

• Identify various support, tools and resources available, for example Library toolbox, Indigenous Australian Student Services and UniMentor. Some of the supports such as Academic Skills and Assignment Navigator will be explored in more detail as you work through this Getting prepared guide.

Step 4. Check out some of the other services available to students

• Click on the Services tab on the left hand menu to find links to services such as Student Counselling and Careers and Employment Services.

Step 5. Learn to navigate MySCU

From your MySCU page (once you have logged in):

• Find webmail, timetables, My Enrolments
• Under the MyServices tab find links to the Library, Learning support (e.g. Assignment Navigator, Academic Skills) as well as IT help and other support services
• Under the MyUnits tab find the links to MyAnnouncements and MyLearning (your units’ Blackboard sites)
  – Explore your units’ learning (or Blackboard) sites looking for features like noticeboards, discussion forums, unit documents and unit information guides, learning resources, MyReadings, suggested study timetables, staff contacts, assignment information and more.
  – Unfortunately, not all sites will display content in the same way. For this reason, it is best to spend a bit of time exploring each Unit’s learning site in preparation for your studies.

Step 6. Access and read your UIG (and unit Blackboard site)

Find out:

• Where to get help
• Aims, objectives and graduate attributes of the unit
• Unit content
• Prescribed texts and materials
• Recommended reference material
• Referencing style
• Assessment details
• Suggested study timetable

Step 7. Know your assessment tasks
• Read them NOW
• Find the main topic for each task
• Write down and display the topic somewhere obvious
• Start looking for information from Day 1
• Highlight or record any information related to the topic as study it in class/learning activities
• If there is a choice of topics, make your choice early

Step 8. Understand the purpose of your study materials and activities
• Study Guide
• Prescribed Textbook/s
• Readings (via MyReadings)
• Recommended reference sources
• Learning sites
• Lectures/tutorials/discussion forums/wikis
• When you are studying these materials, makes links to the unit objectives so you can focus on the key elements that you need to learn

Step 9. Organise your time – create a session plan
• Read through all assessment details
• Follow the suggested study timetable
• Create a session planner
• Use a weekly Planner
• Remember to make time for family, friends and fun

For tips on how to approach Steps 6–9
• Complete the online activities and read the relevant resources associated with the topic, ‘Getting Started’
Step 10: Use services & resources available to you
You have found out about many SCU service and resources that are here to help you. While you might not need them all now, remember where to find them and don’t hesitate to seek help.

Access to resources and services can be made from the SCU Students home page [http://scu.edu.au/students/] under the Services and the Student resources tabs or from your My SCU page → MyServices tab.

Academic skills (AS)

What is it?
The AS service is a support service to improve the quality of student learning by helping to develop students’ academic language, learning, critical thinking and numeracy skills as well as providing strategies for effective study.

From a student’s perspective these are some of the problems you might be having that you could get help to deal with from the AS service and resources:

- “I am not sure how to structure essays for university assignments”
- “I want some tips on how to manage problems that are arising with sharing workload in this group work assignment”
- “I am struggling to understand what this assignment task is asking me to do”
- “I have been told I am not writing using academic conventions. What does this mean?”
- “I really struggled with maths at school and now I am worried about not being able to do these calculations for my nursing exam”
- “I am not sure what academic integrity means or how to use Turn-it-in”

Who is it for?
Internal and external coursework students at all levels of study

What services and resources are provided?
There are a range of resources and services:
Assignment navigator: advice, resources, strategies and links for each step in the process of preparing and completing your assignment. [http://www.scu.edu.au/assignment-navigator/]

You should have already had a go at using this resource when completing the Getting Started topic referred to earlier in this guide.
Academic language self-assessment: a self-assessment opportunity for enrolled students to get an indication of how ready they are to engage with the kinds of English you will encounter in your university studies.

Quick Guides: short, easy to use, downloadable guides covering things such as time management, writing essays and reports and giving oral presentations.

Numeracy Resources: for courses requiring numeracy skills we have a comprehensive range of easy to use, downloadable numeracy resources.

Academic integrity resources: online resources explaining to students what academic integrity is and how to practise it.

PASS: (Peer Assisted Study Sessions) in selected units, running face to face or by distance via Blackboard Collaborate. They commence in Week 2 and each session lasts for one hour. The sessions are run by PASS Leaders, who are current SCU students who have successfully studied the unit. Students will be notified about session times and locations for PASS via their unit learning site on MySCU or in their Week 1 classes.

Workshops: a range of workshops are offered throughout the year, particularly at the start to midway through each session. Please refer to the Workshop Schedule for details.

Consultations: Individual and small group appointments. We offer a range of delivery options: on campus, telephone, email and Blackboard Collaborate. Appointments can be made online via Career Hub. http://scu.edu.au/teachinglearning/index.php/9; Contact us: academicskills@scu.edu.au

Visit our ASD webpage and explore these resources and find out more about our services:
http://www.scu.edu.au/academicskills/

Finally, you may like to complete the checklist from the assignment navigator topic Getting Started to check you are prepared to go! (Checklist)

Related resources
Quick Guides:
- Tips on getting started at university
- Managing external study
- Managing your time