Keys to Academic Success

The Learning Centre
UNLOCK YOUR POTENTIAL
What car do you drive?

Are you driving (starting study) with a tank full of fuel, a well-tuned engine, an effective map of your journey, and a safe set of tyres?

Task: On a blank piece of paper draw the car you are driving.
Resources

- Keys to Success:
  - Subject outline
  - Libguides
  - The Learning Centre
Resources

- Keys to Success:
  - Subject outline
Resources

• Keys to Success: Libguides
Resources

• Keys to Success: Libguides
• Keys to Success: Libguide
Resources

- JCU – The Learning Centre
At JCU, all students are entitled to the best possible learning experience.

Through the JCU Learning Centre, students have access to study groups and space, learning and career advice, and an annual program of study and research skills workshops and seminars.

The JCU Learning Centre is resourced and managed by Learning, Teaching and Student Engagement within the Division of Academic and Student Life.

>> Contacts for learning advice, support, workshops and short courses
<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.15 – 11.00 am</td>
<td>Up and Running With LearnJCU</td>
<td>Come along for a tour of LearnJCU, your online subject portal for accessing learning resources, interacting with peers and submitting assessment. Log into LearnJcu at <a href="https://learnjcu.jcu.edu.au">https://learnjcu.jcu.edu.au</a></td>
</tr>
<tr>
<td>11.00 – 11.30 am</td>
<td>Every Second Counts</td>
<td>Organise yourself for success through strategic and purposeful planning</td>
</tr>
<tr>
<td>11.30 – 12.00pm</td>
<td>7 Steps to Success: From the Big Picture to the Finer Details</td>
<td>Use your subject outline, map out assessment, and understand what success requires</td>
</tr>
<tr>
<td>12.00 – 12:45pm</td>
<td>Lunch</td>
<td></td>
</tr>
<tr>
<td>12.45 – 1.15 pm</td>
<td>Successful Students Connect: What A-grade Students Do</td>
<td>Make connections through reading, notetaking, assessment tasks, exam preparation and peer learning</td>
</tr>
<tr>
<td>1.15 – 1.45 pm</td>
<td>Power up Your Assignment Research</td>
<td>Your assignment is only as good as your research. Come to this session to build up some serious research muscle.</td>
</tr>
<tr>
<td>1.45– 2.30 pm</td>
<td>Referencing Bootcamp</td>
<td>Learn about the nitty gritty details of referencing and how to avoid plagiarism.</td>
</tr>
</tbody>
</table>
Session 1:

Every Second Counts: Organise yourself through strategic and purposeful planning
Successful Students

Students who succeed at university:

- Invest time on task
- Balance their commitments
- Engage with academic technology
- Develop a social network at university
- Attend lectures and tutorials regularly
- Develop a sense of academic self-confidence
- Have a clear vocational goal or purpose for studying

Successful Students

Students who succeed at university:

Invest time on task
• Can be online

Engage with academic technology
• LearnJCU (discussion boards, online quizzes,...)

Attend lectures and tutorials regularly
• Face to face

Subject outline
• Learning and Teaching
| Feelings        | 10 | 9  | 8  | 7  | 6  | 5  | 4  | 3  | 2  | 1  | OK  | 1  | 2  | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 10 |
|-----------------|----|----|----|----|----|----|----|----|----|----|-----|----|----|----|----|----|----|----|----|----|----|----|
| Happy/enthusiastic | Excited to enrol | Enjoyed O week | A lot of information to take in | Pleased good feedback on essay | Confident - mastering the material | Happy - passed subjects | Satisfied with effort | Can I cope? | Should I drop a subject? | Stressed - competing demands and behind with assignments | Anxious about upcoming exams | Unhappy/low/anxious |

| Study period event | Enrol | O Week | Lectures begin | Pre-Census date blues | First assignment back | Lecture recess | More assignments back | Exams | Results published | Mid year break |

This table was developed in consultation with JCU's Student Services and Counselling Service.
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**Organise Yourself for Success**

**Strategic and purposeful planning leads to success!!!**

**Weekly planner:**

1. Find your timetable for this semester

2. Go onto LearnJCU - download or print your subject outline

3. Download or print a weekly plan

4. Complete your weekly plan

**Top Tips for a Weekly Plan**

- Allow 10 - 12 hours per subject per week
- Including lectures, practicals and tutorials
- Time to complete readings
- Active tutorial preparation
- Time to revise, summarise lecture notes

<table>
<thead>
<tr>
<th>Weekly tasks</th>
<th>BU1105</th>
<th>SP1002</th>
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</thead>
<tbody>
<tr>
<td>Lectures</td>
<td>3 hrs</td>
<td>2 hrs</td>
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<tr>
<td>Tutorials</td>
<td>2 hrs</td>
<td>1 hr</td>
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<tr>
<td>Practical - lab</td>
<td>-</td>
<td>2 hrs</td>
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<tr>
<td>Assignment preparation</td>
<td>4 hrs</td>
<td>3 hrs</td>
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<tr>
<td>Reading</td>
<td>2 hrs</td>
<td>1.5 hrs</td>
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<tr>
<td>Tutorial preparation</td>
<td>1.5 hrs</td>
<td>30 mins</td>
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<tr>
<td>Integrate notes</td>
<td>1 hr</td>
<td>1 hr</td>
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<tr>
<td>Synthesise/revise</td>
<td>30 mins</td>
<td>1 hr</td>
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</tbody>
</table>
Weekly Plan

Include:
1. Lectures, tutorials and practicals
2. Work, sport
3. Study times; summarise lecture notes, pre reading, draft assignments
4. Social activities
* Change as needed
Organise Yourself for Success

Strategic and purposeful planning leads to success!!!

Whole semester plan

1. Download or print a semester plan

2. Use your subject outline and write the assessments due dates into your semester plan

- Look at the subject outline for each of your subjects
- Record due dates of each assessment
- Include assessment type, % value and word limit

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<table>
<thead>
<tr>
<th>WEEK</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
<th>SUNDAY</th>
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<td>15 February</td>
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<td>SP1 Week 1</td>
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<td>Week 2</td>
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<td>Lecture Recess</td>
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<td>1 June</td>
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</table>

This is an example showing assessments for 4 subjects. Consult your subject outline for your subject assessments, due dates, word limits and assessment criteria.
Everyone’s experiences are different
Everyone faces challenges and has to work out how to juggle life and study
Get organised; develop weekly and semester plans
Know your subject outline
Ask for help when needed
Feedback

Please provide feedback on this session.

Every Second Counts: Organise yourself through strategic and purposeful planning

www.jcu.edu.au/new-student/orientation-week
Session 2:

7 Steps to Success:
From the big picture to the finer details
Set Goals

- **Long term:** Complete degree in ……..

- **Medium term:**
  1. Complete four subjects in SP1
  2. Aim for at least a credit in all subjects

- **Short term:**
  1. Develop a weekly plan
  2. Develop a semester plan
  3. Begin assignments 3 weeks before due date
It is your life to take charge of...

- Set long, medium and short term goals

- Assessment
  - Prioritise and make an assessment plan
  - 7 steps to assessment planning

Felix Baumgartner Jump
Top Tips for Assessment Tasks

• Break tasks down into manageable sections, including the time required

• Backward map steps to completing each assessment task

• As a guide, allocate:
  – 1/3 of your time to unpacking and researching
  – 1/3 of your time to planning and drafting
  – 1/3 of your time to editing your assessments

http://stevekeating.me/2012/11/23/steps-to-success/
### 7 Steps to Assessment Planning

<table>
<thead>
<tr>
<th>Steps</th>
<th>Information</th>
<th>Date to complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. <strong>Understand the task.</strong>&lt;br&gt;Read the task description and the assessment criteria. What are the key terms, action and direction words? Word count?</td>
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<tr>
<td>2. <strong>Research.</strong>&lt;br&gt;Locate 5 peer reviewed articles. Understand key terms and locate example or evidence to substantiate your claims</td>
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<tr>
<td>3. <strong>Essay plan.</strong>&lt;br&gt;Mind map or dot points. Introduction body and conclusion. What is the focus of each body paragraph?</td>
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<td>4. <strong>Write a first draft.</strong>&lt;br&gt;Include evidence and examples to support your claim.</td>
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<td>5. <strong>Critical reflection.</strong>&lt;br&gt;Ask a critical friend to read through your draft using the criteria sheet</td>
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<tr>
<td>6. <strong>Edit and redraft.</strong>&lt;br&gt;Respond to the feedback, edit writing for clarity. Edit and proofread draft.&lt;br&gt;Attend to spelling, punctuation, grammar and referencing.</td>
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<tr>
<td>7. <strong>Submit</strong>&lt;br&gt;Due date? Safe assign? Hard copy?</td>
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</tbody>
</table>
Example of an essay due in 21 days

- Backward map from due date.
- An assessment timeline is an effective tool that will save you time and help you stay on task.
- Use a timeline for each assessment piece to help organise your semester.
Semester Assessment Plan

- Return to your assessment plan
- Fill in the dates you plan to have each section of your assessment completed by
Key Messages

- Plan to be successful; set long, medium and short term goals
- Know your subject outline
- Get organised
- Map out an assessment plan and understand what is required
- Ask for help when needed
Feedback

Please provide feedback on this session

7 Steps to Success: From the big picture to the finer details.

www.jcu.edu.au/new-student/orientation-week
Session 3:
Successful Students Connect: What A-grade students do
Successful students connect

• Connect with peers - find a study buddy, talk, share ideas
• Connect with reading – read for a reason, think critically
• Connect with writing – take notes, paraphrase, summarise
• Connect with support when you need it
  – Preparing for assessments – written assignments, oral presentations, group work and exams
  – PASS - Peer learning
  – Your tutor
  – Learning advice desk
Successful Students Connect: Connecting with peers

Student activity and collaboration

Active engagement with course material is vital for learning. This is based on research that demonstrates how learning is not only more likely to occur but is more enriched (qualitatively better) when students go beyond the passive tasks of listening, reading or viewing. Active engagement can be facilitated through individual as well as collaborative activity as shown in Figure 6.

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Figure 6: Active versus passive learning

Source: Adapted from http://www.edutechguide/2007/10/09/cone-of-experience-media/
Successful Students Connect: Reading for a reason

Read for a reason

Are you…

• following up something you heard in a lecture?
• preparing for a workshop?
• researching for an assignment?

Know how your reading will do this for you

http://damienforte.blogspot.com/2012/12/critical-readingthinking.html
To read critically, you need to develop skills in:

- **interpreting**: understanding the significance of data and clarifying its meaning
- **analysing**: breaking information down and recombining it in different ways
- **evaluating**: judging the worth, credibility or strength of accounts
- **reasoning**: creating an argument through logical steps
Sports are the nadir of social development. They usually involve simple things like running, throwing and catching. Intelligent people are too busy for sports and don’t usually feel passionate about them.

Sports are the apogee of social development. They help you make friends and teach you to work in a team. If you play sport your body gets stronger. If you watch sport you feel happier.
Successful Students Connect: Note-taking

Degrees of Active Listening

- **Repeating**
  - Perceiving
  - Paying Attention
  - Remembering
  - **Repeating the message using \textit{exactly the same} words used by the speaker**

- **Paraphrasing**
  - Perceiving
  - Paying Attention
  - Remembering
  - Thinking and Reasoning
  - **Rendering the message using \textit{similar} words and similar phrase arrangement to the ones used by the speaker**

- **Reflecting**
  - Perceiving
  - Paying Attention
  - Remembering
  - Thinking and Reasoning
  - **Rendering the message using \textit{your own} words and sentence structure**
There are different ways of taking notes. Find out what works.

The important thing is that you **paraphrase and reflect**, not just repeat.
Successful Students Connect: Note-taking

1/1/2008

Bereavements. How are we feeling?

p33 MS at Sussex

- Interesting aspect: how media changing in modern
- BUT: practical media ethics 7 available
- 1 electronic media & media potential for these to incorporate media analysis.
- anyone can create on electronic media site
- boxes. Staying true & keeping some principles & political activism groups make to get experience.

What can students do to challenge others in media?

1) Study media, at uni or publicly
   - BUT: should urgent action change

2) Completes to 0 year? any two paper write codes of practice?
   - 0 year often mean as two-thirds

3) Lobby MPs - pressure govt. to find solutions with R.M.

4) "become the news" - get involved in student media
   - 7 media outlets, there's power here.

Q: Is this the point of the whole piece?
Successful Students Connect: Note-taking

Mind maps

© Paul Foreman http://www.mindmapinspiration.com
Successful Students Connect: Note-taking

- Context
- Body Language
- Facial Expression
- Intonation and Stress
- Using clues to guess gist
- Language comprehension
- Grammar knowledge
- Vocabulary Knowledge
- Weak sounds
- Linked sounds
- Assimilating pronunciation patterns
- Stressed sounds
- Active Listening
- Remained confident
- Understanding stance
- Making Inferences
- Recognizing main ideas
- Grouping related ideas
Successful Students Connect: Note-taking

**Cornell Notes**

- Main Idea
- Key Question (after notes are completed)

<p>| | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td><strong>Key words &amp; ideas</strong></td>
<td><strong>Important dates/people/places</strong></td>
</tr>
<tr>
<td><strong>Repeated/Stressed Info</strong></td>
<td><strong>Ideas/brainstorming written on board / overhead projector</strong></td>
</tr>
<tr>
<td><strong>Info from textbook/stories</strong></td>
<td><strong>Diagrams &amp; Pictures</strong></td>
</tr>
<tr>
<td><strong>Formulas</strong></td>
<td></td>
</tr>
</tbody>
</table>

Summary of your notes in your own words
Successful Students Connect: Note-taking

<table>
<thead>
<tr>
<th>Title of reading</th>
<th>Publisher</th>
<th>Author and date</th>
<th>Reference:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Familiarisation: main points discussed or argued</td>
<td>Description: what is the supporting evidence/example</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Interpretation: What is the purpose of this text, what is the take home message (the bottom line)? Is there an underlying message? What was the author’s position and how does the author position the reader? How does this relate to other readings?
Successful Students Connect: Note-taking

Examples:
• Evernote
• Google Notes
• Uber note
• SimpleNote
• Fetchnote
• OneNote
• Springnote

Successful Students Connect: Note-taking tips

- Refer to subject objectives to make links
- Limit notes to the important points
- Clarify and add to your notes as soon as possible after a lecture
- Always write down where you are taking notes from for later referencing
- File each week and then file each section
- Develop abbreviations and symbols that make sense to you
Successful Students Connect: Note-taking

Whichever note-taking system you use, remember that the important thing is that you paraphrase and reflect, not just repeat.

Remember to connect with other students.

Try to explain your notes to your study buddy.
Successful Students Connect: Seek Support

The Learning Centre

Frequently Asked Questions

- What is a supplementary exam?
- What does it mean if my subject result is RW (Result Withheld)?
- How do I register for classes?
- Where can I find information about university fees?
- How do I submit a Statement of Reasons?
- What is a Study Period?
- When can I access my timetable for a deferred or supplementary exam?

What’s on:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>5 Jul</td>
<td>Results publication date SP5</td>
</tr>
<tr>
<td>5 Jul</td>
<td>Results published</td>
</tr>
<tr>
<td>7 Jul</td>
<td>EndNote Workshop</td>
</tr>
<tr>
<td>8 Jul</td>
<td>Celebrating Townsville Art Exhibition</td>
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<tr>
<td>8 Jul</td>
<td>Last date for withdrawal (SP6)</td>
</tr>
<tr>
<td>8 Jul</td>
<td>Celebrating Townsville Exhibition - Official Opening</td>
</tr>
<tr>
<td>9 Jul</td>
<td>QiGong - Restoring Natural Harmony</td>
</tr>
</tbody>
</table>

Set my location: All
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>> Contacts for learning advice, support, workshops and short courses
On The Learning Centre website you will find information on:

**Assignments:**
- Guides to assist you with your assignments
- Model assignments from different subjects/disciplines

**Exams**
- Tips about preparing for exams
- Information about different types of exams
- Strategies to help you be successful on exam day
Academic writing differs from discipline to discipline. How the writing is structured, and what counts as evidence depends on the discipline or field, such as history, zoology or physics.

Below you'll find a number of helpful guides to assist with your university assignments and assessment items.

We've developed the following downloadable guidelines to assist you with your university assignments.

- How to write a Critical Essay
- How to write a Reflective Essay
- How to write a Critical Review
- How to write a Laboratory Report
- How to write a Literature Review
- How to write a Business Report
- How to write a Science Essay
- How to write a Scientific Report
- How to write an Annotated Bibliography

We've collected a series of discipline specific assignments by other students to help you learn from their work.
The sections of this module are arranged alphabetically in disciplines or subjects and in each section you will find resources that have been prepared by your lecturers, learning advisers and other support staff. Some of the resources have been produced as part of JCU's Systematic Integrated Learning Advice (SILA) initiative.

In some sections you will find model assignments that can be downloaded in PDF. The students and lecturers who have given us permission to place these model assignments online have done so to help you learn from their work. All assignments have been submitted to Safe Assign, JCU’s plagiarism detection software.

These assignments will give you the opportunity of seeing students’ work with, in most cases, detailed feedback from the lecturers or tutors who assessed the work.

- Anthropology
- Archaeology
- Arts, English, History, Politics, Journalism (Humanities)
- Business
- Biology
- Earth and Environmental Sciences
- Education
- Engineering and Science
- Indigenous Studies
- Law
- Nursing, Midwifery and Nutrition
- Psychology
- Social Work and Community Welfare
- Sociology
- Sport and Exercise Science
Position yourself for success!

The Learning Centre offers a range of free workshops and short courses that will assist you with your university studies. You can participate in any workshop or short course, whatever your level or area of study. Come along and join in the fun.

<table>
<thead>
<tr>
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<th>Show</th>
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<tbody>
<tr>
<td>Maths Refresher Short Course</td>
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<tr>
<td>Academic Writing Short Course</td>
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<td>Studying in Australia: Connect3 Short Course</td>
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<td>Unistart</td>
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<td>Unistart for Australian Aboriginal and Torres Strait Islander Students</td>
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<td>Basic Statistics Workshops</td>
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<td>Active Learning Workshops</td>
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<td>Academic Writing Workshops</td>
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<td>Academic Writing Workshops</td>
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<td>Global English Café</td>
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Seek Support- your tutor

- After hours online service 3pm midnight
  1. Live chat
  2. Upload an assignments for academic writing feedback

- For all first year Bachelor and Diploma students
  - Study strategies
  - Writing – essay structure, grammar, punctuation
  - Maths, science, statistics, economics, accounting
  - Researching and referencing
  - English language development
PASS – Peer Assisted Study Sessions

• Offered in many first year subjects.
• A great way to meet people in your subject and course,
• Research shows students who attend PASS five or more times in a semester significantly increase their chances of passing.
Seek Support: The Learning Advice Desk

What: Drop in service
Who: All students
Where: Library
When: Monday - Friday
Times: 10 am – 4pm

Seek advice from experienced peer advisors about:
• Managing your time
• Study strategies
• Planning your assignment
• Organising your ideas
• Editing strategies to help you edit assignments
Key Messages

- Know your subject outline
- Prepare for lectures and tutorials
- Actively listen and take notes
- Connect to your peers
- Manage your time
- Participate!
- Seek help when needed
- learning@jcu.edu.au
- Use The Learning Centre website and services!
- Follow us on Facebook! JCU Learning Centre
Feedback

• We welcome your feedback!

www.jcu.edu.au/new-student/orientation-week
Set yourself up for Success

BE AN OPTIMIST PRIME

NOT A NEGATRON