Keys to Academic Success
Acknowledgement
## Coming up next...

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Resources for today

- Workshop slides:
  Keys to success libguide
- Planners & active learning materials:
  Learning Centre website
- [www.jcu.edu.au/students/learning-centre](http://www.jcu.edu.au/students/learning-centre)
- Subject outlines
  LearnJCU
Successful students

Smart students access support services

“Success requires help…and lots of it”

Michael Hyatt Your Best Year Ever
Smart students access support services

jcu.edu.au/students/learning-centre

- Study strategies
- Assignments
- Academic Integrity
- Maths and statistics
- English language
Short courses and Workshops

• Maths refresher
  23rd and 24th Feb

• Getting the most from your readings
  Monday 25th Feb

• English for Academic Purposes
  Saturday 2nd March

• Basic Statistics
  Sunday 3rd March

• Academic Writing
  Saturday 9th March and online
tinyurl.com/shortcourseregistration
Studiosity

• After hours online service, 3pm - midnight
  1. Live chat
  2. Upload assignments for writing feedback
  3. 8 interactions per semester (6 months)

• Access through your **LearnJCU subject site**
  • Link found in Tools (or Books and Tools in Ultra)

• For all 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 significantly increase their chances of passing
- Check your subject site for PASS details in Week 2
- Some online offerings – check your subject site
Peer Advice Desk

**Cairns Campus**
Monday to Thursday:
10:00 am to 12:00 pm
1:00 pm to 3:00 pm

learning@jcu.edu.au

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
The Learning Centre

Follow us for updates, tips and strategies

For more information visit our website:
http://www.jcu.edu.au/learning-centre
Every Second Counts: Organise yourself through strategic and purposeful planning
Icebreaker!
Study planners

Getting Started

New to uni? Here’s what you need to know

Managing your time efficiently

Weekly and semester planners

Weekly study planner
- Create a weekly study planner (PDF, 1420 KB)
- Weekly study planner template (DOCX, 97 KB)

Semester study planner
- During the semester (PDF, 122 KB)
- Create a semester study planner (PDF, 117 KB)
- SP1 2019 semester study planner template (DOCX, 284 KB)
- SP2 2019 semester study planner template (DOCX, 285 KB)

7 Step Plan for Assessment Tasks
- 7 Step Plan for Assessment Tasks (PDF, 247 KB)
- Example subject assessment planner (PDF, 334 KB)
- SP1 2019 subject assessment planner template (DOCX, 283 KB)
Organise yourself for success

Strategic and purposeful planning leads to success!!!

Weekly planner

Semester planner
Tips for a weekly plan

Workload per subject

- 5-10 hours of self-study (individually or with peers)
- 10-12 hours per week
- 2-5 hours of contact time (attendance at timetabled online and/or on-campus sessions)
Tips for a weekly plan

- Review the subject outlines for each subject

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

1. Lectures, tutorials and practicals
2. Work, sport
3. Study times; summarise notes, pre reading, draft assignments
4. Social activities
Tips for a semester plan

• Avoid feeling overwhelmed
  • Create a semester long study plan
• Look at the **subject outline** for each of your subjects
• Record due dates of each assessment
• Include assessment type, % value and word limit
# Semester plan example

<table>
<thead>
<tr>
<th>WEEK</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Orientation Week</td>
<td>19 Key to Success</td>
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<tr>
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- Subject 1
- Subject 2
- Subject 3
- Subject 4
Key messages
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7 Steps to Success:
From the big picture to the finer details
Setting Goals

- Complete degree in ...
- Aim for at least a credit in all subjects
- Keep up with readings

Long term

Medium term

Short term
It is your life to take charge of...

Achieving long term goals:

Felix Baumgartner Jump

What do you think is crucial to achieve such a goal in general?
What do we need to achieve long term goals?
Being successful involves ...

Think

- What do you think is crucial to achieve such a goal in general? What do we need to achieve long term goals?

Pair

- How might this translate to the steps, skills and support you need to be successful as a student?

Share
Assessment planning

Semester plan:
- mark assessment due dates on your calendar

Assessment timeline:
- 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
7 steps to assessment planning

| Understand the task | • Read the task description and the assessment criteria.  
|                     | • What are the key terms? Word count? |

• Research
  • Locate peer reviewed articles.
  • Understand key terms and locate example or evidence to substantiate your claims.

• Essay plan
  • Outline the structure of your assignment.
  • What is the focus of each body paragraph/section?

• Write a first draft
  • Include evidence and examples to support your claim.

• Critical reflection
  • Ask a critical friend to read through your draft using the criteria sheet.

• Edit and redraft
  • Respond to the feedback.
  • Edit and proofread draft. Attend to spelling, punctuation, grammar and referencing.

• Submit
  • Due date?
  • Safe assign? Hard copy?
Assessment planning

Example of an essay due on March 23

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

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</tr>
<tr>
<td>Week 2</td>
<td>27</td>
<td>28</td>
<td>1 March</td>
<td>2</td>
<td>3</td>
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<td>Week 3</td>
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<td>1 April</td>
<td>2</td>
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<td>3</td>
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<td>9</td>
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**Tasks:**
- **6 March**: Start understanding the task
- **7 March**: Research, read and summarise references
- **15 March**: Start first draft
- **23 March**: Submit Essay 20%
3-2-1 Key message

3 questions or concerns

2 valuable points

1 action
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Successful Students Connect: What A-grade students do
Successful Students Connect

- Study buddy
- Talk
- Share ideas

Reading
- Purposely
- Critically

Writing
- Assignments
- Take and make notes

- Subject Outline
- LearnJCU
- Discussion boards
Reading for a reason

What’s your purpose for reading?

Are you...
• following up a lecture?
• preparing for a workshop?
• researching for an assignment?
Reading for a reason

Follow a reading technique - SQ3R

• **SURVEY**: Scan / Skim
  • Use the text structure

• **QUESTION**

• **READ** section by section

• **RECITE** answer your questions

• **REVIEW**
  • Make notes
  • Check definitions
  • Learn new words
Reading critically

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
Questions to ask about a text

   - These result in **description**.

   - These result in **analysis**.

3. So what? What next?
   - These result in **evaluation**.

---

Adapted from Briguglio, Dooey, Watson, *Critical Analysis for Business* (1)

Retrieved from https://www.pinterest.com/explore/5-w-s/
More resources:

Getting Started

New to uni? Here's what you need to know
Managing your time efficiently
Weekly and semester planners
Active learning

Active learning two-part video series and quiz

MONDAY 25 FEBRUARY

11.00am – 12.00pm Building B1.124

Getting the Most from your Readings
This workshop will focus on helping you to read more efficiently and develop strategies to interact creatively and critically with the information you have read. Bring along one of your subject readings.
# Note-taking for reading

<table>
<thead>
<tr>
<th>Title of reading</th>
<th>Publisher</th>
<th>Author and date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Reference:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Familiarisation:</strong> main points discussed or argued</td>
<td><strong>Description:</strong> what is the supporting evidence/ example</td>
<td><strong>Page number</strong></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?
Brown, C. (2015) What's the best, most effective way to take notes?
Retrieved from https://theconversation.com/whats-the-best-most-effective-way-to-take-notes-41961
Listening & note-taking

Repeat

Paraphrase

Reflect

Write what you hear word-for-word.

Use similar words for the same message.

Think about what you hear.

Use for key words, terms and definitions.

Summarise information

Write notes in your own words.

Combine multiple sources of information
Note-taking

Linear notes

Richard Brennan, How I learned to stop worrying and study the media, Public Magazine

p32 Media Studies (M) → comedians joke
* Soon as “does subject”
* But every student involves with a daily media
  without considering how
  - buying newspapers
  - read includes what letter?

Q: Why doesn’t the author critique MS?

Media Ownership

* Noam Chomsky & Edward Herman call this a key concept
  needed to understand why media chooses certain info.
* e.g., if you buy Sun, N.T.W., then you’re buying
  paper owned by R. Murdoch
  - 7 ad, ill print stories damaging M’s interests
  - So, follows, biased version of news
Note-taking

Note-taking
Note-taking

Cornell Notes

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

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

Summary of your notes in your own words

Cornell/ split page notes
Electronic note-taking

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

Taking notes in Lectures
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!*
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
• Use The Learning Centre website and services!
Coming up next...

11 am – 12.30 pm

Keys to Academic Success – Part II

Assignment Research and Referencing Bootcamp
Feedback
Keys to Academic Success
(Part One)
CODE WORD #3

KEYS