

SUBJECT OUTLINE



Subject Name:

Introduction to Academic Skills

Subject Code:

ACAS011

SECTION 1 - GENERAL INFORMATION

Award/s:	Non-award	Total Course Credit Points:	N/A	Level:	N/A
Duration:	1 Semester				
Subject Coordinator:	Tirtha Goradia (Perth campus)				
Subject is:	Elective	Subject Credit Points:	N/A		

Student Workload:

No. timetabled hours per week:	No. personal study hours per week:	Total hours per week:
3	2	5

Delivery Mode:

Face to Face (On campus)	1 x 2 hour lecture	1 x 1 hour tutorial / practical
e-Learning (Online)	Narrated PowerPoint presentations Tutorials: Asynchronous tutor moderated discussion forum and activities Student handouts, web-based resources	
Intensive Delivery (Summer School)	Contact hours are delivered over 3 weeks with 2 x 6.5 hour days delivered per week Content: Week 1- Sessions 1-5; Week 2- Sessions 6-9; Week 3 - Sessions 10-13 Assessment: Study Plan - Week 1; Assessment Portfolio Part 1 and Assessment Portfolio Part 2 - Week 2; Assessment Portfolio Part 3 and Assessment Portfolio Part 4 - Week 3; Assessment Portfolio 5 and Reflection - Week 4 Full Time Part Time	
Pre-requisites:	Nil	
Co-requisites:	Nil	

SECTION 2 – ACADEMIC DETAILS

Subject Rationale

This subject will provide students with the basic academic skills required to undertake tertiary studies in health science. The subject will introduce study skills, academic writing, reflective writing, numeracy, referencing, critical thinking, collaboration, time-management, communication, goal-setting and technology-based skills.

Learning Outcomes

1. Develop study skills that can enhance individual learning.
2. Define individual short term and long term goals to assist in achieving desired educational outcomes.
3. Identify primary and secondary resources in academic writing.
4. Produce an example of academic essay and reflective writing based on focused feedback using taught skills in paraphrasing, referencing and rubric use.
5. Organise numerical data in a graph based on the data provided.
6. Collaborate with peers and communicate findings based on provided resources.
7. Reflect on individual learning progress in relation to personal goals.

Assessment Tasks

Type	Learning Outcomes Assessed	Session Content Delivered	Due	Weighting
Study Plan (300 words)	1-2	1-2	Week 3	20%
Assessment Portfolio Part 1 compilation of study and management activities (worksheet, questionnaire and formatting)	1-2	1-3	Week 4	10%
Assessment Portfolio Part 2 compilation of research and reading activities (2 x 500 words)	3	4-5	Week 6	10%
Assessment Portfolio Part 3 compilation of academic writing activities (2 x 500 words)	4	6-8	Week 9	20%
Assessment Portfolio Part 4 compilation of numeracy activities (up to 200 words and graph)	5	9	Week 10	10%
Assessment Portfolio Part 5 oral presentation (up to 5 min)	6	10	Week 10	10%
Reflection (500 words)	6-7	1-13	Week 13	20%

All written assessments and online quizzes are due at 11:55 p.m. and submitted through the LMS

Prescribed Readings:

1. Cottrell, S. (2013). *The study skills handbook* (4th ed). New York, NY: Palgrave Macmillan.

Recommended Readings:

1. Carroll, D. (2014). *Skills for academic and career success*. Frenchs Forest, NSW: Pearson Australia.
2. Connelly, J., & Forsyth, P. (2010). *The study skills guide: Essential strategies for smart students*. London, England: Kogan Page.
3. Grellier, J., & Goerke, V. (2010). *Communication skills toolkit: Unlocking the secrets of tertiary success* (2nd ed). South Melbourne, VIC: Cengage Learning.
4. Nash, G. J. (2013). *A guide to university assessment*. Milton, QLD: John Wiley Australia.
5. Turner, K. (2011). *Essential academic skills* (2nd ed). South Melbourne, VIC: Oxford University Press.

Subject Content		
Week	Lectures	Tutorials / Practicals
		<ul style="list-style-type: none"> • Activities are developed to allow the students to apply academic skills discussed in lecture material • Activities also allow for immediate feedback • These activities are assessed across a number of assessment portfolio parts
1.	Introduction (Subject Outline / Subject Aims / Assessment / Teaching Resources) Manage Your Time <ul style="list-style-type: none"> • Self-assessment of literacy skills • Short term and long term goals • Time management • Managing stress • Working smarter 	Activity <ul style="list-style-type: none"> • Short & long term goal setting tasks using worksheets
2.	Effective Study Skills <ul style="list-style-type: none"> • Active learning • Organizing • Reading and note-taking • Memorizing • Seeking social assistance • Creative, reflective, effective, active, motivated strategies for learning • Planning assessments • Rubric use • Feedback use 	Discussion <ul style="list-style-type: none"> • Effective strategies for learning Activity <ul style="list-style-type: none"> • Identifying individual study skills using a questionnaire
3.	Use of Appropriate Technologies <ul style="list-style-type: none"> • Digital learning strategies • Basic computer knowledge using Microsoft Word to create paragraphs, table of contents, diagrams, tables and captions along with editing the documents and using track changes • Online learning • Knowledge of social networking sites 	Browsing <ul style="list-style-type: none"> • Wikispace discussion forum • Learning Management System (LMS) Activity <ul style="list-style-type: none"> • Formatting given text in Microsoft Word

4.	Research Skills <ul style="list-style-type: none"> Identifying appropriate resources Evaluating credibility of resources Primary and secondary resources Searching different databases 	Tutorial <ul style="list-style-type: none"> Identify primary and secondary sources Activity <ul style="list-style-type: none"> Choose a topic of interest and identify and evaluate credibility of discipline-specific resources
5.	Academic Reading <ul style="list-style-type: none"> Previewing the text Reading the text Developing your own view 	Group discussion <ul style="list-style-type: none"> Sharing own views on the provided article Activity <ul style="list-style-type: none"> Analysis of articles researched in Week 4
6.	Academic Writing <ul style="list-style-type: none"> APA style referencing In-text referencing Paraphrasing Direct quotations Reference list Good academic writing Passive and active voice Grammar, punctuation and spelling Plagiarism including self-plagiarism Collusion 	Formative quiz Discussion <ul style="list-style-type: none"> Strategies for improving academic English Resource use <ul style="list-style-type: none"> Grammarly® Activity <ul style="list-style-type: none"> Writing references and proof reading own work and peer work
7.	Academic Writing (continued) <ul style="list-style-type: none"> Approaches to writing Academic essay writing Report writing Use of rubric to support essay writing Use of feedback to support essay writing 	Essay writing <ul style="list-style-type: none"> Writing boot camp Activity <ul style="list-style-type: none"> Initial and revised versions of essay writing sample
NON-TEACHING WEEK (note that make-up classes may be scheduled in this week) Semester 1 - This aligns with the week after Easter so it may fall between Weeks 6 to 8 Semester 2 & Online students - The non-teaching week falls between Weeks 7 and 8		
8.	Academic Writing (continued) <ul style="list-style-type: none"> Critical analytical writing vs. descriptive writing Reflective writing Use of rubric to support reflective writing Use of feedback to support reflective writing 	Reflective writing <ul style="list-style-type: none"> Writing boot camp Activity <ul style="list-style-type: none"> Initial and revised versions of reflective writing sample
9.	Numeracy <ul style="list-style-type: none"> Organising data using tables Organising data using graphs Analysis of graph examples 	Activity <ul style="list-style-type: none"> Analysis of a given graph and drawing a graph using provided data
10.	Presenting Successfully <ul style="list-style-type: none"> The structure of a presentation Types of presentation 	Discussion <ul style="list-style-type: none"> What made a good presentation in the given video clips Activity <ul style="list-style-type: none"> Producing a Microsoft PowerPoint slide
11.	Problem Solving and Motivation <ul style="list-style-type: none"> Steps to solving any problem 	Activity <ul style="list-style-type: none"> Group problem solving simulations

12.	Communication and Collaboration <ul style="list-style-type: none"> • Interpersonal skills • Teamwork 	Activity <ul style="list-style-type: none"> • Reflection on communication and collaboration skills used in Week 11 activity
13.	Self-assessment and Self-evaluation <ul style="list-style-type: none"> • Evaluating achievement 	Undertake survey on self-evaluation
14.	Non-Teaching Week/Practical Examination Week 1 Note that make-up classes may be scheduled in this week	
15.	Non-Teaching Week/Practical Examination Week 2 Note that make-up classes may be scheduled in this week	
16.	Final Examination Week 1 There is no final exam for this subject	
17.	Final Examination Week 2 There is no final exam for this subject	