



The University of Southern Queensland

## Course specification

<b>Description: Studying at University</b>						
Subject	Cat-nbr	Class	Term	Mode	Units	Campus
UNP	7310	40998	1, 2005	EXT	1.00	Toowoomba

<b>Academic group:</b>	OPACS
<b>Academic org:</b>	OPACSP
<b>Student contribution band:</b>	1
<b>ASCED code:</b>	100705

### STAFFING

Examiner: Lyndal Wood  
Moderator: Carmel Barrett

### OTHER-REQUISITES

Pre-requisite: Completion of Senior High School or Post Secondary Diploma or Degree or equivalent or work experience in the country of origin. English Proficiency equivalent to IELTS Band 5.5.

### RATIONALE

This course introduces students to university level study and learning skills and to student life skills. It is a comprehensive guide to developing effective study strategies vital to successful completion of a tertiary level programme.

### SYNOPSIS

The course is designed around the acquisition of effective student life skills. An emphasis is placed on independent study and learning skills, effective life style management and self motivation. The investigation of learning integrates the acquisition and organisation of knowledge and understanding of learning with life skills. By focusing students' attention on the study and learning processes, individuals are made aware of their competencies and of the learning strategies required in tertiary study. Regular feedback on written work and in class discussion helps them form an understanding of the nature of their own resources and how to learn in a purposeful, organised and appropriate way. The course assumes that, if capable students are made aware of effective learning and study methods, and they can be guided to success in these matters, they will subsequently act to optimise their academic performance.

### OBJECTIVES

On completion of the course the student will be able to:

1. develop strategies to help build their motivation and their orientation to study;
2. organise time and their personal circumstances to best assist study efforts;

3. employ study skills effectively in achieving sound academic performance at the tertiary level;
4. monitor behaviour and where necessary adjust to cope with social and academic demands;
5. effectively use a typical university computing system to demonstrate skills with standard applications software for study and learning purposes.

## TOPICS

	Description	Weighting (%)
1.	Getting started as a tertiary student	5.00
2.	Critical questioning and independent learning	15.00
3.	Getting motivated	5.00
4.	Self management of study	10.00
5.	Communicating in the university context	5.00
6.	Finding help at university	5.00
7.	Staying fit for study	5.00
8.	Note making	10.00
9.	Reading for study purposes	10.00
10.	Passing exams	10.00
11.	Memory skills	5.00
12.	Computing basics for study purposes	15.00

## TEXT and MATERIALS required to be PURCHASED or ACCESSED

ALL textbooks and materials are available for purchase from USQ BOOKSHOP (unless otherwise stated). Orders may be placed via secure internet, free fax 1800642453, phone 07 46312742 (within Australia), or mail. Overseas students should fax +61 7 46311743, or phone +61 7 46312742. For costs, further details, and internet ordering, use the 'Textbook Search' facility at <http://bookshop.usq.edu.au> click 'Semester', then enter your 'Course Code' (no spaces).

*Studying at University - UNP7310 Study Materials*, OPACS, USQ, Toowoomba.

## REFERENCE MATERIALS

Reference materials are materials that, if accessed by students, may improve their knowledge and understanding of the material in the course and enrich their learning experience.

## STUDENT WORKLOAD REQUIREMENTS

ACTIVITY	HOURS
Directed Study	52.00
Private Study	100.00
Test	2.00

## ASSESSMENT DETAILS

Description	Marks out of	Wtg(%)	Due date
LEARNING EXP WRITING TASK	6.00	0.00	11 Mar 2005
ARTICLE SUMMARY & QUESTIONS	8.00	8.00	18 Mar 2005
MOTIVATION & GOAL SETTING TASK	8.00	8.00	25 Mar 2005
FOUR TIME MANAGEMENT TASKS	16.00	16.00	22 Apr 2005
SELF EVALUATION & REFLECTION	6.00	6.00	29 Apr 2005
NOTE TAKING EXERCISE	10.00	10.00	13 May 2005
ESSAY OUTLINE & BIBLIOGRAPHY	10.00	10.00	20 May 2005
COMPUTING ACTIVITY	12.00	12.00	03 Jun 2005
ESSAY EXAM	30.00	30.00	10 Jun 2005

## IMPORTANT ASSESSMENT INFORMATION

- 1 Attendance requirements:  
Students are required to attend at least 80% of the scheduled class sessions and ensure their attendance is registered with the staff member in charge of the activity. It is the students' responsibility to access information regarding course-related activities and administration.
- 2 Requirements for students to complete each assessment item satisfactorily:  
To complete each of the assessment items satisfactorily, students must obtain at least 50% of the marks available for each assessment item. All assignment items must be received prior to the start of the examination period for the semester in which the course is offered. Students may be required to resubmit an assignment that is unsatisfactory.
- 3 Penalties for late submission of required work:

If students submit assignments after the due date without an approved extension of time then a penalty of 5% of the total marks available for the assignments may apply for each day late.

- 4 Requirements for student to be awarded a passing grade in the course:  
To be assured of receiving a passing grade a student must attempt all of the summative assessment items, achieve at least 50% in each examination and at least 50 % of the available weighted marks for the summative assessment items. Students who do not qualify for a Passing grade may, at the discretion of the Examiner, be assigned additional work to demonstrate to the Examiner that they have achieved the required standard. It is expected that such students have gained at least 40 % of the total marks available for all assessment items.
- 5 Method used to combine assessment results to attain final grade:  
The final grades for students will be assigned on the basis of the weighted aggregate of the marks obtained for each of the summative assessment items in the course.
- 6 Examination information:  
There is a restricted examination for this course. Students are permitted to bring one A4 page of prepared notes approved by the tutor and a one page bibliography into the examination. These must be submitted with the essay examination.
- 7 Examination period when Deferred/Supplementary examinations will be held:  
Any Deferred or Supplementary examinations for this course will be held during the examination period at the end of the semester of the next offering of this course.
- 8 University Regulations:  
Students should read USQ Regulations 5.1 Definitions, 5.6. Assessment, and 5.10 Academic Misconduct for further information and to avoid actions which might contravene University Regulations. These regulations can be found at the URL <http://www.usq.edu.au/corporateservices/calendar/part5.htm> or in the current USQ Handbook.

## **ASSESSMENT NOTES**

- 9 Students must retain a copy of each item submitted for assessment. This must be produced within 24 hours if required by the Examiner. In accordance with the University's Assignment Extension Policy (Regulation 5.6.1), the examiner of a course may grant an extension of the due date of an assignment in extenuating circumstances.