

## EPPREP 760: Academic Survival Skills

Ourimbah

Summer 2 - 2024



THE UNIVERSITY OF  
NEWCASTLE  
AUSTRALIA

*The Pathways and Academic Learning Support Centre recognises and respects the unique history and culture of Aboriginal and Torres Strait Islander peoples and their unbroken relationship with the lands and the waters of Australia over millennia. We are dedicated to reconciliation and to offering opportunities for Aboriginal and Torres Strait Islander peoples to access and succeed in higher education. The Centre is committed to providing a culturally safe and inclusive environment for all.*

## OVERVIEW

### Course Description

This course will explore the essential skills needed to succeed at university and provide students with the opportunity to apply these skills. These essential skills include: understanding assessments and their rubrics, researching and evaluating sources, critically reading and paraphrasing academic texts, and understanding referencing conventions. In addition, in order to not just survive university but to enjoy university, this course will cover time management, planning, and study skills to make studying more efficient and less stressful. Furthermore, an important element of doing well at university is knowing when to ask for help and whom to ask. To aid this, this course will familiarise students with the university's support systems. This preparation course is appropriate for all students who wish to improve their academic performance.

### Academic Progress Requirements

Nil

### Requisites

If you have successfully completed or are enrolled in EPPREP761 you cannot enrol in this course.

This course is only available to domestic students enrolled in NUPrep Bridging and Refresher [22223] or [22224]

### Contact Hours

#### Lecture

Face to Face On Campus  
2 hour(s) per day for 5 day(s) starting Week 1

#### Self-Directed Learning

Self-Directed  
1 hour(s) per day for 5 day(s) starting Week 1  
It is expected that you will spend at least one hour per day practicing skills and consolidating your learning.

#### Tutorial

Face to Face On Campus  
1 hour(s) per day for 5 day(s) starting Week 1

### Unit Weighting

5

### Workload

Students are required to spend on average 20 hours of effort (contact and non-contact) including assessments per 5 unit course.

# COURSE OUTLINE

[www.newcastle.edu.au](http://www.newcastle.edu.au)

CRICOS Provider 00109J

# CONTACTS

<b>Course Coordinator</b>	<b>Mrs Maureen May</b> <a href="mailto:Maureen.May@newcastle.edu.au">Maureen.May@newcastle.edu.au</a> Consultation: Please email to schedule an appointment.	
<b>Teaching Staff</b>	Other teaching staff will be advised on the course Canvas site.	
<b>School Office</b>	<b>Callaghan</b> Ground Floor, General Purpose Building (GP) Ph: 02 4921 5558 <a href="mailto:enabling@newcastle.edu.au">enabling@newcastle.edu.au</a>	<b>Ourimbah</b> HO 168, Humanities Building Ph: 02 4348 4076 <a href="mailto:enabling@newcastle.edu.au">enabling@newcastle.edu.au</a>

# SYLLABUS

<b>Course Content</b>	<ul style="list-style-type: none"><li>• Searching online library catalogues</li><li>• Source reliability and relevance</li><li>• Note-taking, brainstorming and mind mapping</li><li>• Introduction to writing paragraphs and paraphrasing</li><li>• Referencing and academic integrity</li><li>• Lectures and tutorials</li><li>• Critical thinking and collaborative learning</li><li>• Time management, stress, and the university's support services</li></ul>
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<b>Course Learning Outcomes</b>	<b>On successful completion of this course, students will be able to:</b> <ol style="list-style-type: none"><li>1. Analyse an assignment question and interpret a rubric</li><li>2. Search an online library catalogue</li><li>3. Evaluate the reliability and relevance of an academic text</li><li>4. Create a reference list</li><li>5. Write a paragraph, using paraphrasing and in-text referencing</li><li>6. Access the university's support services</li></ol>
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<b>Course Materials</b>	All course materials will be provided on the course Canvas site. Students are not required to purchase a textbook.
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# ASSESSMENTS

This course has 4 assessments. Each assessment is described in more detail in the sections below.

	<b>Assessment Name</b>	<b>Due Date</b>	<b>Involvement</b>	<b>Weighting</b>	<b>Learning Outcomes</b>
1	Study and well-being quiz	Tuesday 6 <sup>th</sup> February 11:59pm	Individual	20%	6
2	Topic analysis and rubrics quiz	Wednesday 7 <sup>th</sup> February 11:59m	Individual	20%	1
3	Library Search	Thursday 8 <sup>th</sup> February 11:59pm	Individual	30%	2, 3, 4
4	Paragraph	Sunday 11 <sup>th</sup> February 11:59pm	Individual	30%	5

<b>Late Submissions</b>	Completion of each assessment item is necessary for a pass grade in this course. Extensions of time may be granted in consultation with your Course Coordinator.
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## Assessment 1 - Study and well-being quiz

<b>Assessment Type</b>	Quiz
<b>Description</b>	Answer ten short questions on how the university support services can assist you to survive and thrive at university. The timeframe for this assessment will be approximately 10 minutes
<b>Weighting</b>	20%
<b>Due Date</b>	Tuesday 6 <sup>th</sup> February 11:59pm
<b>Submission Method</b>	Online
<b>Assessment Criteria</b>	Correct answers
<b>Return Method</b>	Online
<b>Feedback Provided</b>	Feedback will be provided in Canvas upon completion of the quiz

## Assessment 2 - Topic analysis and rubrics quiz

<b>Assessment Type</b>	Quiz
<b>Description</b>	1a) Analyse one assignment question by answering the following: What is the topic? What are the instruction words? What are the key words?  1b) Interpret a rubric by answering seven short questions.  The timeframe for this assessment will be approximately 10 minutes.
<b>Weighting</b>	20%
<b>Due Date</b>	Sunday 18 <sup>th</sup> February 11:59pm
<b>Submission Method</b>	Online
<b>Assessment Criteria</b>	Correct answers
<b>Return Method</b>	Online
<b>Feedback Provided</b>	Feedback will be provided in Canvas upon completion of the quiz

## Assessment 3 - Library Search

<b>Assessment Type</b>	Online Learning Activity
<b>Description</b>	2a) Search the university's online library catalogue to find one peer-reviewed journal article. You will use this journal article to complete Assessment 3. Ensure the article is reliable and relevant to the assignment question in Assessment 2.  2b) Write a full APA7th reference list entry for two articles (the article provided and the one you find) that will be used for Assessment 3.  Students will be provided with written online feedback with specific reference to APA7th and the reliability and relevance checklist (provided on the course Canvas site). Word count of individual citations varies.
<b>Weighting</b>	30%
<b>Due Date</b>	Sunday 18 <sup>th</sup> February 11:59pm
<b>Submission Method</b>	Online
<b>Assessment Criteria</b>	Rubric provided on Canvas
<b>Return Method</b>	Online
<b>Feedback Provided</b>	Feedback will be provided in Canvas

## Assessment 4 - Paragraph

<b>Assessment Type</b>	Written Assignment
<b>Description</b>	Using the journal article provided and the one you found for Assessment 2, submit a partial essay of 200 words consisting of a thesis statement and one body paragraph. Include your two full reference list entries from Assessment 3. Students will be assessed on the quality of thesis statement, adherence to body paragraph structure (including paraphrasing and in-text referencing), and written expression.
<b>Weighting</b>	30%
<b>Due Date</b>	Sunday 25 <sup>th</sup> February 11:59pm
<b>Submission Method</b>	Online
<b>Assessment Criteria</b>	Rubric provided on Canvas
<b>Return Method</b>	Online

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**Feedback Provided** Feedback will be provided in Canvas

## ADDITIONAL INFORMATION

### Grading Scheme

This course is graded as follows:

Grade	Description
Ungraded Pass (UP)	There are no marks associated with this result and you have met the level requirements to pass the course.
Fail (FF)	Failure to satisfactorily achieve assessment objectives or compulsory course requirements. A fail grade may also be awarded following disciplinary action.

### Communication Methods

**Email** is the principal form of communication at the university and within this course. Always use your student email (NUmail), rather than a private email address, and check this regularly. As Course Coordinator I will try to respond to your email within three (3) working days. I will not normally respond to emails over the weekends. Please be courteous in your email communication and in the online space. The University of Newcastle has a [Code of Conduct](#) that covers all communications in the University for staff and students.

**Canvas** is used to distribute course material, announcements and other information. It is also used for online quizzes and to allow students to track their individual progressive assessment results via Grades.

**Discussions forums** in Canvas can be used to ask questions about minor issues. Students are strongly encouraged to use these to communicate with each other, discuss issues relating to the course, and solve minor problems.

### Adverse Circumstances

The University acknowledges the right of students to seek consideration for the impact of allowable adverse circumstances that may affect their performance in assessment item(s). Applications for Adverse Circumstances must be lodged via the online Adverse Circumstances system for all individual assessment items worth 30% or greater **by 11:00pm on the day the assessment is due**. For assessment items less than 30%, you will need to contact your Course Coordinator by 11:00pm on the due date of the assessment item.

Before applying you must refer to the [Adverse Circumstances Affecting Assessment Items Procedure](#) and the [Adverse Circumstances Affecting Assessment Items Policy](#).

Please note that students must submit their adverse circumstances application via the online Adverse Circumstances system by 11:00pm on the due date of the assessment item, even if you are using a [Reasonable Adjustment Plan \(RAP\)](#) as your supporting documentation.

### Academic Misconduct

All students are required to meet the academic integrity standards of the University. These standards reinforce the importance of integrity and honesty in an academic environment. Academic Integrity policies apply to all students of the University in all modes of study and in all locations. Please refer to the [Student Academic Integrity Policy](#).

### Workplace Health and Safety Requirements

There are no specific WH&S requirements for this course.

### Important Policy Information

The Help button in the Canvas Navigation menu contains helpful information for using the Learning Management System. Students should familiarise themselves with the [policies and procedures](#) that support a safe and respectful environment at the University.

### Course Evaluation

Each year feedback is sought from students and other stakeholders about the courses offered in the University for the purposes of identifying areas of excellence and potential improvement.

### Timetable

Your timetable for this course is available via the myUni Student Portal and can also be found [here](#).

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<b>Software</b>	Free Microsoft Office software is available to enrolled students <a href="#">here</a> and includes 5 TB of free cloud storage with OneDrive.
<b>Written Assessment Word Limits</b>	Word limits for your written assessments includes headings, sub-heading, in-text citations, quotes and referencing but does not include the list of references, appendices and footnotes. You will not receive a penalty for exceeding the word limit (there is a tolerance of up to 10%), but any work after the maximum word limit may not be included within the allocation of marks.

*This course outline was approved by the Director, PALS. No alteration of this course outline is permitted without Director approval. If a change is approved, students will be notified and an amended course outline will be provided in the same manner as the original.*  
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