

Individual Course Evaluation Form

Name of Course: Preparation for Higher Education		Course Code:	Lecturer:		
Subject: Study Skills		Session Time:	Room No./Location:		
Date/ Week No.	Content	Positives	Negatives	Usefulness of session <i>1= not very useful 5= Very useful</i>	Any other general comments
Session 1	INTRODUCTION TO THE COURSE Aims of the Day Introductions Exercise Hopes & Fears Exercise Course structure & assignment Library join & introductory tour Introduction to organisational intranet Intro to the organisational Virtual Learning Environment				
Session 2	ASSESSMENT OF STUDY SKILLS; & DEVELOPING READING SKILLS Review of what it means to be an adult learner Individual completion of multiple intelligences self-assessment Individually completion of study skills self-assessment Individual action planning Reading strategies Reading comprehension Reading speed				

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Session 3	<p>LECTURES, NOTE-TAKING, UNDERSTANDING ASSIGNMENT QUESTIONS & LOCATING INFORMATION</p> <p>Preparing for lectures Note-taking methods The purpose of written assignments Assignment questions What tutors look for in assignments Understanding marking criteria Introduction to final assignment Library research: Start research for final assignment topic Individual tutorials: Tutor feedback on mid-way assignment submitted the previous week</p>				
Session 4	<p>WRITING ASSIGNMENTS (1) PREPARATION, PLANNING & STRUCTURE</p> <p>Identify what an assignment looks like The BUG technique Essay preparation Essay structure Writing an Introduction Writing paragraphs Writing a Conclusion Individual tutorials: Feedback on 1st draft of assignment plan (focus on structure)</p>				

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Session 5	<p>WRITING ASSIGNMENTS(2) WRITTEN STYLE, WRITING SKILLS, REFERENCING & PLAGIARISM</p> <p>Academic writing style Harvard referencing system Avoiding Plagiarism Plagiarism exercise Compiling a 'spoof'' Bibliography Writing skills – common SPaG errors Assessment of basic literacy skills (BSKB literacy diagnostic) Individual tutorials: - Discussion of BSKB diagnostic results Tutor feedback on 2nd draft of assignment (focus on written skills, style & referencing).</p>				
Session 6	<p>REPORTS, SEMINAR PRESENTATIONS, REVIEW & CONSOLIDATION OF PROGRESS & COURSE EVALUATION</p> <p>Written reports Seminars & presentations Preparation of PowerPoint presentation Identify remaining skills gaps Group review of learning & course evaluation Individual evaluations of course</p>				

