

SESSION PLAN



• Course: Bridging Course
Tutor Linda Cook/Jo Merry
Session Title: Harvard Referencing
Session No/Date: 4
Session Time: 4.00 Rm 38

Aims

To understand how the Harvard system works and its importance in producing texts at HE level

Objectives: By the end of the session students will be able to:

Use the Harvard system in their academic writing
Define plagiarism and understand its relevance in academic writing
IT - Use the cut and paste functions

Specific Health and Safety Issues for this session. Risk Assessment completed Yes/No

Please see Risk Assessment and Health & Safety Guidelines displayed per classroom. Specific risks in relation to individual students and other risks that fall outside of that listed on Scheme of work should be identified here.

Specific Individual Learning Needs notes (Please enter number of learners against categories. If applicable):

Dyslexia: **Emotional Difficulty:** **Learning Disability:** **SLDD:**
Physical Disability: **Other:**

Learning Support Provided
 Learning Support Assistant (Name):
 Learning Support Activity:

Knowledge and Skills Required for Session including communication and number skills

Literacy skills at Level 2
 Ability to contribute to discussions and identify key points

Functional skills	Time	Learning Activity/Method	Assessment	Resources
Select and use different types of texts to obtain information	4.00	Tutorials		
	4.15	Objectives on board		Objectives
	4.20	What do we know about Harvard Referencing already ? What is the point of it? What is plagiarism?	Q&A	
	4.30	Plagiarism exercise – using the pages from BSU handbook, find the answers to the questions. Feedback	Formative Obs	Pages from handbook and quiz Sample page
	4.50	Referencing in a text: Sample page from an assignment with appropriate referencing , point out key features		Sample bibliography Cards
	5.00	Sample bibliography – input and individuals match the ref to the key word		Text on paper and PC
	5.10	Harvard cards – 2 groups put the cards in the right order.	Obs	
	5.25	Individuals – put the quotes into appropriate places in the text (cut and paste on the PC)	Formative	
	5.55	Recap and end		