



HEDC - Student Learning Development And the Library

Undergraduate Academic Skills Workshop Programme 2023

Workshops are great for finding out what is expected of you at all levels of university study. Our workshops are interactive, informal sessions which will help you discover new techniques and skills to support your study.

For any questions about our workshops, please contact SLD Reception at hedc.studentlearning@otago.ac.nz

Phone 03 479 8801



University
Library



Higher Education Development Centre
Student Learning Development
Whaowhia Te Kete Mātauraka

HEDC – Student Learning Development Strategies for Successful Learning

Registrations for these workshops are now open at:
otago.ac.nz/hedc/students/workshop

UniStart

Been away from formal education for some time? These informal sessions give you a friendly introduction to some aspects of study such as note-taking, effective reading strategies, and managing your first assignment. (*Session is limited to 10 persons*)

Monday 20th March	9am to 9:50am	HEDC Seminar Room
Monday 27th March	10am to 10:50am	HEDC Seminar Room

Time Management

In this workshop, we will cover the general principles of good time management and how to be more efficient with the time you have available using evidence-based techniques that work.

Thursday 9th March	10am to 10:50am	Zoom
--------------------------------------	------------------------	-------------

Effective Note-Taking Strategies

This workshop will help you become a more effective learner by providing you with strategies to take better notes. You will learn about the three stages of note taking, and why taking notes helps you retain information more effectively. You will also learn how to turn your notes into a revision resource.

Friday 10th March	2pm to 2:50pm	GW3, Student Learning Development
Tuesday 28th March	10am to 10:50am	HEDC Seminar Room
Friday 21st July	2pm to 2:50pm	GW3, Student Learning Development

Which note-taking app should I use?

This workshop gives you an overview of note-taking apps commonly used by other students (e.g. OneNote, Notion, Notability etc. We won't cover all of them). It allows you to explore the strengths of each app and find the one that suits you the most. This is a hands-on workshop: be prepared to install and access a few note-taking apps and try them out yourself.

Wednesday 8th March	1:00pm to 2:30pm	Zoom
Wednesday 19th July	1:00pm to 2:30pm	Zoom



Learn More with a Growth Mindset

If I don't understand something right away, does it mean that I'm not smart? Are challenge and effort good or bad? Do I believe in the power of "not yet"?

During our workshop, we will explore some of these questions through the lens of the fascinating findings from the research on "mindsets". We will explore what it means to have a "Growth Mindset" versus a "Fixed Mindset," and we will consider how the findings relate to learning and achievement. Most importantly, we will investigate how to apply some of the insights from the research and our thinking to our own approaches to learning.

Friday 10th March	10am to 10:50am	HEDC Seminar Room
-------------------------------------	------------------------	--------------------------

Friday 10th March	10am to 10:50am	Zoom
-------------------------------------	------------------------	-------------

Writing Better Sentences and Paragraphs

This workshop focuses on some aspects of sentence and paragraph structure, key grammar points, common writing errors, and proofreading techniques. We also work on practical exercises which allow you to reflect on ways to improve your writing.

Tuesday 14th March	2pm to 2:50pm	HEDC Seminar Room
--------------------------------------	----------------------	--------------------------

Monday 27th March	2pm to 2:50pm	HEDC Seminar Room
-------------------------------------	----------------------	--------------------------

Tuesday 25th July	4pm to 4:50pm	HEDC Seminar Room
-------------------------------------	----------------------	--------------------------

Reading for Understanding

This workshop offers strategies to read university material effectively, efficiently, and for understanding. Some pointers are also given on how to critique reading material.

Thursday 9th March	9am to 9:50am	HEDC Seminar Room
--------------------------------------	----------------------	--------------------------

Tuesday 23rd March	10am to 10:50am	Zoom
--------------------------------------	------------------------	-------------

Tuesday 4th April	2pm to 2:50pm	HEDC Seminar Room
-------------------------------------	----------------------	--------------------------

Tuesday 27th April	10am to 10:50am	Zoom
--------------------------------------	------------------------	-------------

Thursday 20th July	9am to 9:50am	HEDC Seminar Room
--------------------------------------	----------------------	--------------------------

Tuesday 1st August	1pm to 1:50pm	Zoom
--------------------------------------	----------------------	-------------

Writing at University

This workshop focuses on structural and stylistic elements which apply to a range of writing tasks. The hallmarks of a good introduction and conclusion will also be highlighted, and examples will be provided.

Thursday 16th March	10am to 10:50am	HEDC Seminar Room
---------------------------------------	------------------------	--------------------------

Tuesday 21st March	1pm to 1:50pm	Zoom
--------------------------------------	----------------------	-------------

Tuesday 18th July	2pm to 2:50pm	HEDC Seminar Room
-------------------------------------	----------------------	--------------------------

Thursday 10th August	9am to 9:50am	Zoom
--	----------------------	-------------



Higher Education Development Centre

Student Learning Development

Whaowhia Te Kete Mātauraka

Avoiding plagiarism for Undergraduates

In this workshop, you will learn the difference between paraphrasing and summarising, and how these skills can help you avoid plagiarism and become a more effective writer. You will have the opportunity to practice paraphrasing and summarising during the workshop. This introductory workshop is best suited to undergraduate students who want to develop their skills of working with research literature and original sources of information.

Monday 20th March	2pm to 2:50pm	HEDC Seminar Room
Wednesday 26th July	10am to 10:50am	HEDC Seminar Room

Stages of Writing

If you want to improve your writing efficiency, being aware of the various stages of writing can help.

Tuesday 11th July	2pm to 2:50pm	HEDC Seminar Room
-------------------------------------	----------------------	--------------------------

Presentation Skills

This workshop is designed for students who are new to giving presentations and those who want to develop their confidence. We will discuss the key elements of a good presenter and learn to create effective presentation materials, such as PowerPoint slides. On completion of this workshop, students will be able to:

1. Plan a presentation
2. Use effective verbal and non-verbal techniques when making a presentation
3. Reduce their stress when presenting
4. Apply basic design principles to creating effective presentation slides

Monday 23rd January	10am to 11:30am	HEDC Seminar Room
Monday 1st May	10am to 11:30am	HEDC Seminar Room
Wednesday 3rd May	1pm to 2:30pm	Zoom
Monday 7th August	10am to 11:30am	Zoom

Essay Writing for Exams

This workshop deals with how to approach an essay under exam conditions and provides some tips and techniques on how to structure an essay. We also discuss markers' general expectations.

Monday 15th May	10am to 10:50am	HEDC Seminar Room
Thursday 18th May	9am to 9:50am	Zoom
Thursday 28th September	10am to 10:50am	HEDC Seminar Room



Effective Study Strategies

Taking notes during lectures or when watching lecture recordings is an important part of learning the course content. However, taking notes during a lecture is only one stage in the note-taking process. This workshop will help you become a more effective learner by providing you with strategies to take better notes during lectures. You will learn about the various stages of note taking, and how you can turn your notes into a useful revision resource. This workshop is best suited to students who are new to university or who want to improve their note-taking skills for lectures.

Tuesday 21st March	10am to 10:50am	HEDC Seminar Room
Friday 12th May	11pm to 11:50pm	GW3, Student Learning Development

Strategies for learning from lecture recordings

This workshop helps you learn more effectively and efficiently from lecture recordings. Many courses now provide recordings, but you may find it hard to engage with them: there are too many recordings; learning is easily disrupted and, in the end, you may feel you learnt little. The workshop participants will collaboratively address these challenges and identify practical strategies for learning from lecture recordings.

Wednesday 15th March	1pm to 2:30pm	Zoom
Wednesday 26th July	1pm to 2:30pm	Zoom

Jumpstart your stats skills 0

This series of workshops aims to provide a conceptual introduction to statistics to help students engage with the literature more deeply and thoroughly and facilitate learning with understanding. Please note that the facilitator's background is in psychology; therefore, most examples will be from psychology or similar disciplines.

The first workshop of the series will cover the following topics: What is a variable; Level of measurement; measurement error, reliability, and validity; Null vs alternative hypothesis; Normal distribution; Central tendency; Standard deviation.

Wednesday 22nd March	9am to 10:50am	Zoom
Wednesday 19th July	9am to 10:50am	Zoom



Jumpstart your stats skills 1

This series of workshops aims to provide a conceptual introduction to statistics to help students engage with the literature more deeply and thoroughly and facilitate learning with understanding. Please note that the facilitator's background is in psychology; therefore, most examples will be from psychology or similar disciplines. Contents: This workshop of the series will cover the following topics: - standard error, and confidence intervals; - p-value - two-tailed vs one-tailed test. - type 1 and type 2 errors.

Thursday 23rd March	9am to 10:50am	Zoom
Thursday 10th July	9am to 10:50am	Zoom

Jumpstart your stats skills 2

This series of workshops aims to provide a conceptual introduction to statistics to help students engage with the literature more deeply and thoroughly and facilitate learning with understanding. Please note that the facilitator's background is in psychology; therefore, most examples will be from psychology or similar disciplines. Also, please note that this is a conceptual introduction, not a workshop on using a particular software to run correlation and regression.

Tuesday 28th March	9am to 10:50am	Zoom
Tuesday 25th July	9am to 10:50am	Zoom

Jumpstart your stats skills 3

This series of workshops aims to provide a conceptual introduction to statistics to help students engage with the literature more deeply and thoroughly and facilitate learning with understanding. Please note that the facilitator's background is in psychology; therefore, most examples will be from psychology or similar disciplines. Also, please note that this is a conceptual introduction, not a workshop on using a particular software to run t-test.

Contents: This workshop covers the following topics: Introduction to experimental research method (between group vs within group design); Independent vs dependent variable; Systematic and unsystematic variance; t-statistic; type 1 and type 2 errors; F-ratio in analysis of variance; Determining significance of F test; Contrasts and post-hoc tests; Analysis of co-variance.

It is expected that you will have attended Jumpstart your stats skills 1, or be familiar with variance, SD, normal distribution.

Wednesday 29th March	9am to 10:50am	Zoom
Wednesday 26th July	9am to 10:50am	Zoom



Learning technology consult – Q&A related to learning technologies

This consultation session gives you the opportunity to ask questions related to learning technologies (e.g. Blackboard, Moodle, Echo360, student emails, Microsoft package, reference tools) that you encounter during your study. The session is driven by your questions – the facilitator aims to help you solve technical issues so that you can focus on your study. Prior to attending the session, please describe the technical issues you'd like to discuss in the online form below. The form is anonymous.

Link to the form: <https://forms.office.com/r/HCPfUBhNiw>

Tuesday 28th February	1pm to 1:50pm	Zoom (limited to 10)
Tuesday 7th March	1pm to 1:50pm	Zoom (limited to 10)
Tuesday 14th March	1pm to 1:50pm	Zoom (limited to 10)
Monday 10th July	1pm to 1:50pm	Zoom (limited to 10)
Tuesday 18th July	1pm to 1:50pm	Zoom (limited to 10)
Tuesday 25th July	1pm to 1:50pm	Zoom (limited to 10)

Preparing for Exams

By the end of this workshop you will:

- recognise how to make an efficient, realistic study plan that works for you
- have been presented with research-informed learning strategies designed to help you revise, retain and retrieve information
- have been introduced to strategies for dealing with specific kinds of exam questions, namely multiple-choice and short-answer questions

Tuesday 9th May	2pm to 2:50am	HEDC Seminar Room
Tuesday 23rd May	2pm to 3:30pm	Zoom
Tuesday 3rd October	11am to 11:50am	HEDC Seminar Room
Thursday 5th October	10am to 11:30am	Zoom



Library Workshops

Registrations for these workshops are now open [here](#)

Library 101 - Navigating the Library

Get an introduction to the Library and our services at Otago. Find out:

- Library locations & opening hours
- About the Library home page, and Library Search | Ketu
- How to borrow books & other materials (on shelves and online)
- If you've got questions, where to get answers

Tuesday 7th March	11am	Library Seminar Room 3
-------------------------------------	-------------	-------------------------------

Tuesday 25th July	11am	Library Seminar Room 3
-------------------------------------	-------------	-------------------------------

A recording should be made available via the library website.

Library 102: Search Skills - Library Search | Ketu and Databases

In this session, with Library Search | Ketu as well as other databases, learn:

- How to create effective search strategies for a given topic
- How to use those strategies in Library Search | Ketu
- How to use filters and limit your results to relevant, reliable sources
- About subject-specific databases and where to find them online

Tuesday 21st March	11am	Library Seminar Room 3
--------------------------------------	-------------	-------------------------------

Tuesday 8th August	11am	Library Seminar Room 3
--------------------------------------	-------------	-------------------------------

A recording should be made available via the library website.

Library 103 - Referencing: why and how?

Referencing: why and how? Using APA style as our example, we will cover:

- The component parts that make up an accurate reference for different types of sources, for example, books, articles, webpage, etc.
- How to understand references in a reading list so you can find the texts
- How to make sure your own references are correctly presented
- The importance of accurate referencing

Tuesday 4th April	11am	Library Seminar Room 3
-------------------------------------	-------------	-------------------------------

Tuesday 22nd August	11am	Library Seminar Room 3
---------------------------------------	-------------	-------------------------------

A recording should be made available via the library website.



University
Library

The HEDC seminar room is located at
65/75 Union Place West
Dunedin 9016
Phone: +64 3 479 8492
Email: hedc@otago.ac.nz



The library seminar room is located at:

