

Learn Develop Succeed



A Guide to Student Learning Development Services for Students and Staff

What can Student Learning Development do for you?

Student Learning Development staff provide a free and confidential service to support staff and students. We work with students across all disciplines, levels of study and abilities. Whether you are a first year student, a final year PhD student, reaching for that A+ or need some support, we are here to help.

Our services include one-on-one advice, workshops, online and hard copy resources and peer learning support. A brief outline of our different services can be found in this brochure, or contact us to find out more (see contact list on back page).



Academic skills development for students

Individual consultations with students:

Student Learning Development (SLD) staff on the Dunedin, Wellington, Christchurch, and Southland campuses are available for individual consultations with students by appointment. They are able to provide practical guidance on topics such as: essay writing, planning and structuring a thesis, improving time management, and preparing presentations.



Workshops:

Writing and study skills workshops are offered on the four campuses. SLD staff also work with departments to provide tailored workshops within courses. Undergraduate and postgraduate workshop topics currently offered on the Dunedin campus are listed opposite. For information about workshops offered on the Wellington, Christchurch, and Southland campuses please contact the campus staff. If you wish to discuss or request a discipline-specific study skills workshop for your course please contact the campus staff directly. For the Dunedin campus contact Carole Scott, programmes coordinator (see the contact list).

Study skills workshops

- Managing Time
- Note-taking
- Mind Mapping, Design Jam
- Reading for Understanding
- Presentation Skills
- Exam Revision

Writing & language workshops

- Writing Better Sentences and Paragraphs
- Science Writing
- Essay Writing
- Essays for Exams

Research & thesis skills workshops

- The Research Journey
- Engaging with the Literature: The Literature Review and the Whole Thesis
- Managing the Writing Process
- Thesis Writing for Postgraduates: Practical
- Expectations of Examiners
- Preparing for the Oral Examination
- Improving Academic Writing for
- Publications
- Designing an Effective Conference Poster
- Presenting Research at
- Conferences

Resources

General study advice flyers:

Getting Started at University
Balancing Workplace, Classroom and Home
Make a Semester Plan
Forming a Small Study Group
Time Management
Making It All Fit
Plan for the Week
Procrastination Busters
Exams: Go for Gold!
Am I on Track? - Academic Health Check-up

Referencing guides:

APA
Chicago
See the Library website for more referencing help

Online resources:

Student Learning Development provides a wide variety of study guides and interactive tutorials designed to help students to improve their learning strategies and writing skills. These are available on our website: sld.otago.ac.nz or can be ordered from the Student Learning Development Reception.

On-line information literacy modules

Essay Writing with Readings Annotated Bibliography
Business Report
Scientific Report
NZ Information Sources
Searching for Information
Evaluating Information
Ethical Use of Information
Digital Information Literacy
Pacific Information Sources

Study guide booklets:

Note-Taking and Note Making
Writing a Literature Review
Why Do We Have To Reference?
What Can I Do To Prepare for Exams?
What Can I Do To Become a More Successful Student?
How Can I Get a Better Mark for My Essay?
How Can I Improve My Use of the English Language?

Study skills tip sheets:

Note Taking Leaflet
Oral Presentation
Paraphrase and Summarise
Perfect Your Punctuation: Colons and Semi-Colons
Writing a Reflective Journal
The Quirky Comma
The Dreaded Apostrophe
Effective Reading
Writing an Exegesis
Power pointers (Effective Power Point Presentations)
Writing a Critique



Peer learning & support programmes

The Student Learning Development has developed a number of peer learning and support programmes for undergraduate students.

PASS (Peer Assisted Study Sessions):

PASS is a weekly interactive study session led by successful former students who act as facilitators and role models. Course material is not “retaught”; rather, the facilitators promote collaboration and discussion around subject-related problems and questions to help students develop a better understanding of the course material and the skills required to succeed in the paper. Participants not only learn **what** to learn, but **how** to learn.

PASS is currently offered in:

Core Business and First Year Health Sciences papers, CLAS105, CLAS109, EAOS111, ENGL121, ENG127, FINC102, GEOL112, LAWS101, HIST102, HIST108, MANT101, MART112, MATH160, PHSE191/192, PSYC111, PSYC112, SOCI102, SOCI103, STAT110, STAT115,



Peer writing support

Peer writers are senior students trained to support 1st year and EFL students to develop effective writing skills, and give guidance on assignment writing skills such as:

- unpacking the assignment question
- planning/structuring the assignment
- grammar and punctuation
- sentence and paragraph structure

Assistance with writing assignments focuses on developing students’ self-help skills generally, and self-editing skills in particular. A drop in and appointment service is offered.

Transition support for first year students

- Locals Academic Orientation Programme
- PASS
- Peer Mentoring Groups
- UniStart Orientation for Mature Students

For more information on UniStart contact Carole Scott (see contact page)

For more information on the Locals Programme go to <http://locals.otago.ac.nz>



Conversational English

The SLD offers conversational English groups for students and non-students for whom English is an additional language. These weekly informal sessions held during semester time are facilitated by a peer leader and provide a safe space to ask questions and practise speaking English.



Language Mentoring @ Otago

Otago Language Mentoring brings together staff and students from the University of Otago and the University of Otago Language Centre and Foundation Year to share and improve their language skills through a conversational Language Programme.

Contact us about the programme or to sign up for Language Mentors @ Otago.

Peer Leadership Programme

The SLD Peer Leadership Programme offers undergraduate students opportunities to develop transferrable leadership skills through workshops, and peer leadership and mentoring.

If you would like further information on any of these programmes please contact the peer learning and programmes coordinator

Carole Scott



Staff development for student learning support

Staff development:

We provide support for staff wishing to embed academic skills in the curriculum and enhance students' learning experiences.

Advice, assistance and resources to support student learning

Your students will often face learning hurdles. For example, undergraduate students have to learn to take notes, write assignments and prepare for exams.

Postgraduates have to engage with the literature, be productive writers and structure a thesis.



We can enable you to support your students over these hurdles by giving advice, feedback on your course documents and instructions for assignments. For example, we can suggest to postgraduate supervisors how to encourage



students to be more productive writers and provide guides on how to write a literature review.

Short workshops or seminars tailored to students

We can facilitate workshops for students on general learning tailored to a discipline. We can also offer a segment of these workshops in a lecture.



For more information on how we can help, contact us today.

Staff contact details are on the back cover

SLD staff contact list

Administrative staff

Student Learning Development Reception

Marcia Botafogo

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(ask for SLD)

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