

## Syllabus

<b>Course title:</b>	Introduction to Academic Skills (Lab.)
<b>Course year:</b>	Optional course
<b>Semester:</b>	2
<b>Course code:</b>	12455
<b>Scientific sector:</b>	L-LIN/12
<b>Degree:</b>	Open to students of all degree courses in the Faculty of Education
<b>Lecturer:</b>	Dr. Lynn Mastellotto
<b>Module:</b>	Academic Skills in Higher Education (first of seven labs comprising the optional modular course)
<b>Lecturer other modules:</b>	-
<b>Credits:</b>	2
<b>Total lecturing hours:</b>	30
<b>Total Hours of availability for students and tutoring:</b>	6
<b>Office hours:</b>	from Monday to Friday on request
<b>Attendance:</b>	according to the regulation
<b>Teaching language:</b>	English
<b>Propaedeutic course:</b>	none [ <b>B2 certificate in English</b> required for exam enrolment]
<b>Course description:</b>	The transition from secondary to tertiary education is often experienced as a challenging one for students, especially since academic expectations and conventions are not always made explicit. This course focuses on helping students develop the core academic skills needed to be successful at university. Through a series of applied tasks, participants will develop these competencies with support from the instructor and other class members, gaining an overall repertoire of tools and strategies for university-level study. They will have the opportunity to further develop these competencies in other labs in the modular programme.
<b>Specific educational objectives:</b>	<p><b>General and disciplinary learning aims</b></p> <p>This course aims to introduce students to the nature of study at the tertiary level by learning about the conventions of academic research and discourse. Students will learn how to conduct research, evaluate sources for reliability, and present research using appropriate referencing conventions for communication in higher education. Specific to applied language learning (LIN-12), they will learn how to critically analyse academic texts, identify bias in points of view, and develop an argument with appropriate linguistic and stylistic strategies for academic discourse in English.</p> <p><b>Professional learning aims</b></p> <p>Through a series of applied tasks, students will develop core academic and transversal skills, including: study skills, analytical and critical thinking skills, synthesis and note-taking skills, time-management and organizational skills, speaking and argumentation skills, writing skills, research and referencing skills, and information literacy. In addition to supporting their learning at university, these competencies will help them in the workplace.</p>
<b>List of topics covered:</b>	<ul style="list-style-type: none"> <li>- Organisation skills (task- &amp; time-management)</li> <li>- Intrapersonal skills (motivation &amp; self-management)</li> <li>- Interpersonal skills (people skills/soft skills)</li> <li>- Study skills (reading &amp; note-taking; summarising)</li> <li>- Critical thinking skills (analysis &amp; argumentation)</li> <li>- Research and referencing skills (information literacy)</li> <li>- Communicative skills (speaking &amp; writing)</li> </ul>

<b>Teaching format:</b>	Lecture, discussion, workshop
<b>Learning outcomes:</b>	<p>On completing this course, students are expected to do the following:</p> <p><b>Knowledge and understanding</b></p> <ul style="list-style-type: none"> <li>• demonstrate knowledge of the core study skills needed for tertiary study</li> <li>• demonstrate knowledge of different academic cultures and conventions</li> <li>• demonstrate knowledge of academic discourse in English, its style and structure</li> <li>• understand effective strategies for reading academic texts</li> <li>• understand effective strategies for argumentation</li> <li>• understand effective strategies for conducting research</li> </ul> <p><b>Applying knowledge and understanding</b></p> <ul style="list-style-type: none"> <li>• ability to identify the features of academic discourse in English and mobilize these in various communicative forms</li> <li>• ability to read, take notes, summarise an academic text</li> <li>• ability to listen to, take notes, summarise a lecture or talk</li> <li>• ability to carry out short, independent research tasks</li> <li>• ability to produce short written texts for various purposes</li> <li>• ability to determine the validity of informational sources</li> <li>• ability to use secondary sources in own work</li> </ul> <p><b>Making judgments</b></p> <ul style="list-style-type: none"> <li>• make informed choices about effective organisation and time-management strategies</li> <li>• make informed choices about effective listening and reading strategies</li> <li>• make informed choices about effective communicative strategies</li> <li>• think critically about international academic cultures, their similarities and differences</li> <li>• think critically about academic conventions at Unibz, in various faculties and programmes</li> <li>• analyse written academic discourse and evaluate its linguistic and stylistic features</li> <li>• reflect critically on and evaluate own progress in developing core study skills</li> </ul> <p><b>Communication skills</b></p> <ul style="list-style-type: none"> <li>• ability to discuss aspects of academic culture and academic discourse with instructor and with peers</li> <li>• ability to participate confidently in classroom discussions</li> <li>• ability to express different points of view</li> <li>• ability to structure an argument by developing ideas in a logical and coherent way</li> <li>• ability to recognize and use academic conventions for effective communication (spoken and written)</li> <li>• ability to use appropriate register and style in English for specific academic audiences and communicative purposes</li> <li>• ability to use appropriate lexis and grammar forms for effective communication</li> </ul> <p><b>Learning skills</b></p> <ul style="list-style-type: none"> <li>• Organize and take responsibility for their learning</li> <li>• Organize learning from lectures and other sources of input</li> <li>• Use skimming and scanning techniques to get the gist of a text and retrieve specific information</li> <li>• Read and analyse complex texts and take notes effectively</li> <li>• Develop independent research skills, using both online and traditional resources</li> <li>• Evaluate the reliability and credibility of sources</li> <li>• Recognise plagiarism and how to avoid it</li> </ul>

	<ul style="list-style-type: none"> <li>Select and integrate secondary sources into their own work and be able to cite these correctly</li> </ul>
<b>Assessment:</b>	Written exam
<b>Evaluation criteria and criteria for awarding marks:</b>	<p>1) <u>Formative assessments</u> – short task-based in-class assignments to practice core study skills, guided by the instructor with feedback on progress</p> <p>2) <u>Summative assessment</u> – final written exam</p> <ul style="list-style-type: none"> <li>Listening comprehension and text analysis</li> <li>Reading comprehension and text analysis</li> <li>Written production</li> </ul> <p>The following criteria will be taken into account in evaluating the final exams: task achievement; content coverage; critical thinking and argumentation; organisation and structure; range and accuracy of expression.</p>
<b>Required readings:</b>	<p>1) <i>The Study Skills Handbook</i> by Stella Cottrell. Palgrave, 2013, 4th edition. ISBN: 9781137289261  <a href="https://www.macmillanihe.com/page/detail/?K=9781137289254">https://www.macmillanihe.com/page/detail/?K=9781137289254</a></p> <p>2) <i>Academic Success: A Student's Guide to Studying at University</i> by J. Brick, N. Wilson, D. Wong, M. Herke. Palgrave, 2018. ISBN: 9781352002621  <a href="https://www.macmillanihe.com/page/detail/academic-success-jean-brick/?sf1=barcode&amp;st1=9781352002621">https://www.macmillanihe.com/page/detail/academic-success-jean-brick/?sf1=barcode&amp;st1=9781352002621</a></p>
<b>Supplementary readings:</b>	<p><i>Critical Thinking Skills: Effective Analysis, Argument and Reflection</i> by Stella Cottrell. Palgrave, 2017, 3<sup>rd</sup> edition. ISBN: 9781137550507  <a href="https://www.macmillanihe.com/page/detail/critical-thinking-skills-stella-cottrell/?sf1=barcode&amp;st1=9781137550507">https://www.macmillanihe.com/page/detail/critical-thinking-skills-stella-cottrell/?sf1=barcode&amp;st1=9781137550507</a></p> <p>These sites offer helpful resources and strategies:</p> <ul style="list-style-type: none"> <li><a href="http://www.citethisforme.com">www.citethisforme.com</a></li> <li><a href="http://howtostudy.org/">http://howtostudy.org/</a></li> <li><a href="http://wps.pearsoned.co.uk/ema_uk_pp_studyskills/">http://wps.pearsoned.co.uk/ema_uk_pp_studyskills/</a></li> <li><a href="https://www.macmillanihe.com/studentstudyskills/page/index/">https://www.macmillanihe.com/studentstudyskills/page/index/</a></li> </ul>