Use this sheet to help you:

- Understand what is expected of you in the Faculty of Business and Law
- Get some tips for living life as a successful University student
- Find out where to ask questions

5 minute self test: True or False?

<table>
<thead>
<tr>
<th>Statement</th>
<th>True</th>
<th>False</th>
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<tbody>
<tr>
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1. Beginning University

Studying at university is interesting, exciting and challenging, both intellectually and socially. During your time at university, you will be introduced to lots of new ideas and new ways of thinking. You will be expected to work hard but you will also have the opportunity to meet new friends and enjoy an active social life. You may be working to support yourself, or living away from home for the first time. You may have come to Australia from overseas to study and you will be learning about a new culture. To balance all the many demands on you, it is necessary that you understand what is expected of you and that you are able to organise your time.

1.1 Expectations

As a tertiary student you will need to be able to study both independently and in groups.

You are expected to:

• Think about your own learning and to work out what is effective for you. The way you learn may be very different from the way your friends approach their study.
• Organise your time so that you can study effectively as well as enjoy you’re the social life at university.
• Meet all of the University’s administrative timelines so that you can manage your enrolment.
• Work out what is important and organise you study in accordance.
• Do the reading that is required of you before you go to class.
• Work independently on written assignments.
• Think critically, which means to question, to evaluate and to see other perspectives
• Think for yourself rather than memorise. This means understanding, thinking about the ways in which a new idea relates to things you already know, making connections between ideas, applying concepts to the real world, asking questions.
• Discuss ideas with others, both in tutorials and more informally out of class
• Work constructively with others in a group.

1.2 Helpful Hints

Here are some tips to help you as you begin your study in the Faculty of Business and Law.

• Ask questions! This means, that you ask questions of yourself, your tutors, your reading, your friends, your study groups, the Academic Skills Centre, the Student Information Office and Student Services.
• Seek advice as often as you need to. You should talk to your tutor, the Academic Skills Centre and the Course Coordinator. There are many people at the university to help you, whether your problem is small or large.
• Seek advice as early as possible. It is much better to take action before the problem becomes too great and before you have fallen behind in your work.
• Although you are will have to think independently, you are not expected to work alone. In some of your tutorials you will discuss the concepts you are studying with fellow students. Study groups also are a form of collaborative learning in which you are able to discuss your work and ideas with others. In doing so you will develop a deeper and more critical approach to your learning. Find students you can work well with.
• Think of your studies as a means for developing skills as well as for building knowledge.
In other words, you are not only learning facts and ideas, you are also learning to be a good communicator, which is considered to be a very valuable skill in the workforce.

Think of your tutors and lecturers as coaches who can guide you in the intellectual skills you will need.

At University you are learning to

- read critically and effectively
- write clearly, logically and fluently
- discuss ideas both orally and in writing
- think deeply
- use electronic technologies

2. Motivation and Time Management

Motivation and time management are both very personal things. Different people are studying for very different reasons, have different expectations of themselves, organise their time differently and work in very different ways.

Some ideas that may help you to be more productive:

- Keep on top of the reading and tutorial preparation. Nothing is more demoralising than the feeling that you will never catch up.
- Go to lectures and tutorials. It is difficult to persuade yourself to do some work if you are out of touch and don’t really know what is going on.
- Keep a to-do-list of things to be done each week.
- Mark all the due dates of assignments in your diary so that you know when the difficult times in the semester will be and you can plan ahead.
- Break work up into manageable tasks; e.g., define key terms for Chapter 8, go through lecture notes, prepare tutorial questions.
- Do some work every day (even if it is only ½ or one hour).
- Make sure you have a place where you can work effectively, e.g., the Library.
- Think about the times of the day when you work best and use them for the more demanding tasks.
- When you are about to finish, make a note of what you want to do next so that you know were to start when you come back to work next day.
- Reward yourself for time spent working constructively.
- Plan breaks.
- Plan social time and study time. (See Helpsheet: Planning and Organisation)
- Work with a friend or join a study group.
- Get some sleep.

Take a break!
Most students find that they cannot concentrate effectively for more than about one hour (40 minutes is usual). After that time have a short break - a cup of tea, sort out your papers, tidy the desk, check the letterbox. Then go back to work. After a certain substantial task has been completed, have a longer break to make a phone call, read the paper, cook dinner, etc. Some students work better if they feel they have deadlines - even ones set by themselves. If you are one of these people, set a time limit to complete a task.
3. How To Get The Most Out Of Your Academic Life

Studying at university will not always be easy. At times the workload can seem overwhelming, you may have difficulties with motivation, time planning, working alone. However there is no need to struggle on by yourself.

3.1 The Academic Skills Centre

The Academic Skills Centre offers a range of services to enhance your learning and assist you with improving your approach to learning. We offer academic skills workshops, the writing plus program, presentation and public speaking program, assignment labs and individual consultations.

You will find information to assist you with the learning skills that you will need to study in this Faculty at the following website: http://www.ecu.edu.au/fbllearning

Answers: 5 minute self test

- Students are regarded as adults and fully responsible for their own academic progress: TRUE
- Tutors do not read drafts: TRUE
- New material is presented at a fast pace: TRUE
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References

