

Free workshops*

Semester 2, 2017 **Hawthorn**

One hour workshops designed for Higher Education (HEd) students



STUDY SMARTER

***Students attending 4+ Workshops are eligible for a Swinburne Participation Award**

See programs for week 1 to week 4 and week 11 on other page

LAS Services:

- **Individual/small group, one hour consultations**
We provide free advice on how to improve your language, learning and academic skills and advise on how to meet your current course requirements. Our advisers are available to meet with you individually or in small groups to help with specific issues you may be facing.
- **Drop-in consultations**
(LateLab area, Level 2 of the Library, Hawthorn Campus)
If you have a quick question about your assignments, assessments or managing your studies, come and ask us between 10am - 8pm Monday to Thursday and 10am - 4pm Friday during semester.
From week 3 to week 12: 12pm - 6pm, Saturday and Sunday.
- **Conversation group**
(Monday-Friday, 12.30pm - 1.30pm, GS, Level 1)
Our English language conversation groups are held throughout the year. Make friends, practise your English and learn interesting things about life and culture in Australia. The group is open to all Swinburne students.
- **Short programs** (visit our website for more info)

You can improve and further develop:

- Learning strategies and academic skills
- Essay, report and thesis writing
- Researching and referencing
- Speaking and oral presentations
- Maths, physics and basic statistics
- Computer literacy and assignment formatting

Find out more swi.nu/las



Location:

Learning and Academic Skills (LAS) Centre
Ground floor reception,
The George Swinburne (GS) Building
34 Wakefield Street, Hawthorn



Enquiries:

lashawthorn@swin.edu.au



Call:

9214 5583



Book an Appointment:

(Face-to-face, phone or Skype)

swi.nu/book-las

Other services

Academic Development Advisers

Academic Development Advisers (ADAs) provide students with individual consultation on issues affecting study performance and facilitate weekly study support groups to improve their academic performance. ADAs also arrange mentoring groups and peer-to-peer study support during semester.

Contact your Academic Development Adviser:

Faculty of Business and Law (FBL)		
Julie Gerstman	jgerstman@swin.edu.au	9214 8408
Byron Coonerty	bcoonerty@swin.edu.au	9214 5668
Faculty of Health, Arts and Design (FHAD)		
John Schwartz	jschwartz@swin.edu.au	9214 8377
Paul Kneebone	pkneebone@swin.edu.au	9214 8122
Faculty of Science, Engineering and Technology (FSET)		
Sean Tinker	sptinker@swin.edu.au	9214 5565
Sofia Albert	salbert@swin.edu.au	9214 8604

LAS Workshops Timetable - Semester 2, 2017 - Room GS310

All workshops are divided into two streams:

* Learning and academic skills (six individual workshops)

** Oral and written communication skills (seven individual workshops)

A Participation Award is given for attending 4 or more workshops in any stream.

So, you can get two awards (one for each stream).

Workshop subject		Date
Week 1	* Getting the most out of lectures. Note taking.	Monday 31 July
	* Motivation, planning and time management.	Tuesday 1 August
	* Effective and critical reading strategies.	Wednesday 2 August
	* Avoid plagiarising: use in-text referencing, reference list and Turnitin.	Thursday 3 August
Week 2	** Analysing, understanding and responding to assignment questions.	Monday 7 August
	** Integrating information from readings into your writing: summarising, paraphrasing and quoting.	Tuesday 8 August
	** Report writing: format, structure and style.	Wednesday 9 August
	** Essay writing: argument, structure and process. (for FBL and FHAD)	Thursday 10 August
	** Writing process for clear, logical and coherent projects, lab reports, etc. (for FSET)	Thursday 10 August
Week 3	** Oral presentation hints and tips.	Monday 14 August
	* Managing group work and team dynamics.	Tuesday 15 August
	** Writing a literature review for undergraduate assignments.	Wednesday 16 August
	** Reflective writing, academic blogs and personal profiles.	Thursday 17 August
Week 4	* Avoid plagiarising: use in-text referencing, reference list and Turnitin.	Monday 21 August
	** Essay writing: argument, structure and process. (for FBL and FHAD)	Tuesday 22 August
	* Motivation, planning and time management. (for FSET)	Tuesday 22 August
	** Integrating information from readings into your writing: summarising, paraphrasing and quoting.	Wednesday 23 August
	** Report writing: format, structure and style.	Thursday 24 August
Week 11	** Report writing: format, structure and style.	Monday 16 October
	* Exam preparation tips.	Tuesday 17 October

Please check your faculty session times below - Room GS310

Day	Business and Law (FBL)		Health, Arts and Design (FHAD)		Science, Engineering and Technology (FSET)	
	Session 1	Session 2	Session 1	Session 2	Session 1	Session 2
Mon	10.30am - 11.30am	1.30pm - 2.30pm	12.30pm - 1.30pm	3.30pm - 4.30pm	11.30am - 12.30pm	2.30pm - 3.30pm
Tue	12.30pm - 1.30pm	3.30pm - 4.30pm	11.30am - 12.30pm	2.30pm - 3.30pm	10.30am - 11.30am	1.30pm - 2.30pm
Wed	11.30am - 12.30pm	2.30pm - 3.30pm	12.30pm - 1.30pm	3.30pm - 4.30pm	10.30am - 11.30am	1.30pm - 2.30pm
Thu	12.30pm - 1.30pm	3.30pm - 4.30pm	11.30am - 12.30pm	2.30pm - 3.30pm	10.30am - 11.30am	1.30pm - 2.30pm