

# Free workshops\*

Semester 1, 2018 **Hawthorn**

One hour workshops designed for Higher Education (HEd) students



## STUDY SMARTER

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

See topics 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](http://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](mailto:lashawthorn@swin.edu.au)



#### Call:

**9214 5583**



#### Book an Appointment:

(Face-to-face, phone or Skype)

[swi.nu/book-las](http://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	<a href="mailto:jgerstman@swin.edu.au">jgerstman@swin.edu.au</a>	9214 8408
Byron Coonerty	<a href="mailto:bcoonerty@swin.edu.au">bcoonerty@swin.edu.au</a>	9214 5668
Faculty of Health, Arts and Design (FHAD)		
John Schwartz	<a href="mailto:jschwartz@swin.edu.au">jschwartz@swin.edu.au</a>	9214 8377
Paul Kneebone	<a href="mailto:pkneebone@swin.edu.au">pkneebone@swin.edu.au</a>	9214 8122
Faculty of Science, Engineering and Technology (FSET)		
Sean Tinker	<a href="mailto:sptinker@swin.edu.au">sptinker@swin.edu.au</a>	9214 5565
Sofia Albert	<a href="mailto:salbert@swin.edu.au">salbert@swin.edu.au</a>	9214 8604

## LAS Workshops Timetable - Semester 1, 2018 - Room GS310

A **Participation Certificate** is given for attending 4 or more workshops.

Workshop subject		Date
Week 1	Getting the most out of lectures. Note taking.	Monday 26 February
	Motivation, planning and time management.	Tuesday 27 February
	Effective and critical reading strategies.	Wednesday 28 February
	Avoid plagiarising: use in-text referencing, reference list and Turnitin.	Thursday 1 March
Week 2	Analysing, understanding and responding to assignment questions.	Monday 5 March
	Integrating information from readings into your writing: summarising, paraphrasing and quoting.	Tuesday 6 March
	Report writing: format, structure and style.	Wednesday 7 March
	Essay writing: argument, structure and process. (for FBL and FHAD) Writing process for clear, logical and coherent projects, lab reports, etc. (for FSET)	Thursday 8 March
Week 3	Managing group work and team dynamics.	Tuesday 13 March
	Writing a literature review for undergraduate assignments.	Wednesday 14 March
	Reflective writing, academic blogs and personal profiles.	Thursday 15 March
Week 4	Oral presentation hints and tips.	Monday 19 March
	Essay writing: argument, structure and process. (for FBL and FHAD) Motivation, planning and time management. (for FSET)	Tuesday 20 March
	Integrating information from readings into your writing: summarising, paraphrasing and quoting.	Wednesday 21 March
	Report writing: format, structure and style.	Thursday 22 March
Week 11	Report writing: format, structure and style.	Monday 14 May
	Exam preparation tips.	Tuesday 15 May

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	2.30pm - 3.30pm	11.30am - 12.30pm	3.30pm - 4.30pm	10.30am - 11.30am	1.30pm - 2.30pm