

GENERAL STUDY SKILLS

ACADEMIC FOUNDATIONS

OLive-Access 2020

Seminar Leader: Daniela Crăciun

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Teaching units: 14 teaching units

Course Dates: 3rd of February-22nd of March (Module A)

Course Schedule: Mondays, 14:00-15:30

Office Hours: By appointment

Course Description

The course builds on the OLive-Access workshops held during the Pre-session Week and is designed to introduce you to the fundamental study skills that are integral to future academic studies. As such, the goal of this foundational course is to help you develop and practice the general study skills needed to make you a successful student.

Learning Outcomes

By the end of the course, you will acquire the basic tools and know-how to help you do well in an academic context. Key learning outcomes include:

- Developing effective methods for independent study
- Knowing how to look for and reference academic resources
- Ability to summarize and review an assigned reading

Requirements and Grade Breakdown

The course will be assessed through a combination of assignments which are designed to achieve the overall goals and learning outcomes of the course. All written assignments must be submitted in both print and electronic format.

Assignment	Length	Weight	Deadline
Participation in class	Throughout the course	30%	Week 1-Week 7
Study schedule	3 pages	10%	Sunday, 9 th of February 2020
Reference list	Reference list of 10 sources on a topic of choice	30%	Monday, 9 th of March 2020
Reading review	500 words	30%	First draft: Friday, 13 th of March 2020 Final draft: Thursday, 19 th of March 2020

Participation in class: You are expected to attend all the classes, prepare the required reading for each class, and actively participate in class discussions. You will be assessed on the quality and quantity of your contributions. The highest grades for participation will be awarded to those who make valuable contributions to class discussions and demonstrate an understanding of and engagement with the readings. Attending without contributing to group work or class discussions will only earn you a minimum pass. As per BCB guidelines, more than 1 absence (missing 1 session of 90 minutes) will significantly affect your participation grade for the course.

Study schedule: Using the course Syllabi provided by your instructors, create a 3-page study plan for the entire OLIve-Access program. This study plan should include (1) your daily course schedule (include times), (2) an overview of all the assignments (include length, weight and deadlines) you have for the duration of the program, (3) your daily planning of individual study time (include time) in WEEK 2 of courses (use your experience from the Pre-session workshops and Week 1 of courses to inform your planning), (4) any other commitments you already know about and that will impact on your study capacity (i.e. attending a workshop/conference/training, picking up/dropping kids from school/kindergarten, scheduled meetings, etc.). The assignment will be evaluated based on the comprehensiveness and clarity of the study plan.

Reference list: After the sessions on information literacy and academic integrity you will have to choose a topic of interest and find and reference 10 reliable sources that discuss that topic. The reference list should include 2 newspaper articles, 2 academic articles, 2 books, 2 reports and 2 web pages that deal with the topic you chose. You are expected to submit a reference list of the selected sources using a reference management software (i.e. Mendeley). The assignment will be evaluated based on the coherence of the reference list and your ability to consistently apply referencing guidelines.

Reading review: During the Reading Week (WEEK 6) you will be asked to read and review an academic paper on an assigned topic together with one colleague. Together, you will have to write a short paper (500 words) that offers (1) a summary and (2) critical review of the main argument made by the reading. The assignment will be evaluated based on its content (quality of summary and critique of argument) and form (structure, writing style and referencing).

Academic Integrity

Bard College Berlin maintains the staunchest regard for academic integrity and expects good academic practice from students in their studies. You are expected to follow the university's code of academic integrity at all times throughout the course. Any work you submit must be your own original work. Make sure that you properly reference all the sources you use (e.g. books, journals, newspaper articles, websites, etc.). Cases of academic misconduct (e.g. cheating, plagiarism) in which you fail to meet the expected standards of academic integrity will be dealt with under the Code of Student Conduct, Section III Academic Misconduct.

Policy on Late Submission of Papers

As per Student Handbook guidelines, assignments that are up to 24 hours late will be downgraded one full grade (from B+ to C+, for example). Assignments that are more than 24 hours late may be rejected for grading, particularly if the explanation offered for the delay is not satisfactory. If a late assignment is accepted for grading, it must be submitted within four weeks of the deadline and cannot receive a grade higher than C. Thereafter, you will receive a failing grade for the assignment.

Letter Grade calculation

The total grade out of 100% is calculated according to the weighting described above. Letter grades are assigned as shown in the table below. Corresponding grade points are also shown. See the Bard student handbook for equivalencies to the German system. D is the minimum passing grade for any test or coursework. If a student receives a Failing F, an Incomplete I or a D grade in one or more courses, their record will be reviewed.

Letter Grade	Total %	Grade Point
A	93-100%	4.00
A-	90-92%	3.70
B+	87-89%	3.30
B	83-86%	3.00
B-	80-82%	2.70
C+	77-79%	2.30
C	73-76%	2.00
C-	70-72%	1.70
D	60-69%	1.00
F	Failure	0.00

Schedule

Week	General Theme	Topic
1	Foundation skills	Developing a study plan
2		Note-taking
3	Information literacy and academic integrity	Searching for reliable information
4		Academic integrity and referencing
5		Referencing using dedicated software
6	Reading and writing on an assigned topic	Reading week
7		Reviewing literature

Attendance

You are expected to attend ALL classes. In cases of absence caused by illness, students must inform their instructor and the Program Director in advance of the scheduled class via email. Students are expected to be proactive and make up for any work missed in arrangement with their instructor.

Detailed Class Schedule

Every week we will be discussing one central topic related to general study skills. The weekly seminars will provide building blocks for understanding and practicing different study skills, but the readings represent the cement to consolidate your knowledge about the topic. Only ONE reading is assigned for each week, but it is a COMPULSORY reading and you should read it carefully. Come to class prepared with notes and questions on the reading so that we can have a fruitful discussion. All the readings for the course are available on Google Classroom.

WEEK 1 (3rd – 9th of February 2020) – Developing a study plan

In the first week, we will get to know each other, and I will introduce the class, the syllabus and the assignments for the course. Moreover, we will discuss the importance of time management in academic and professional life. During this seminar you will learn the basic tools for building a study plan.

Reading

Gardner, J.N. & Barefoot, B.O. (2016) *Your College Experience: Strategies for Success*. 12th edn. Boston: Bedford/St. Martin's. - Chapter 2: 'Time management' (pp.23-44) - excerpts will be provided

WEEK 2 (10th – 16th of February 2020) – Note-taking

This week we will discuss the importance of note-taking during courses and individual study time. You will also become familiar with note-taking strategies that will help you to better prepare and participate in class.

Reading

Gardner, J.N. & Barefoot, B.O. (2016) *Your College Experience: Strategies for Success*. 12th edn. Boston: Bedford/St. Martin's. – Chapter 7: 'Getting the most from class' (p.129-150) - excerpts will be provided

WEEK 3 (17th – 23rd of February 2020) – Searching for reliable information

This week we will learn strategies of searching for and locating reliable information. Particularly, we will learn how to use the internet and the library for learning and research purposes.

Reading

Gardner, J.N. & Barefoot, B.O. (2016) *Your College Experience: Strategies for Success*. 12th edn. Boston: Bedford/St. Martin's. – Chapter 10: 'Information literacy and communication' (p.195-207) - excerpts will be provided

WEEK 4 (24th of February – 1st of March 2020) – Academic integrity and referencing

This week we will discuss academic integrity. Particularly, we will look at why, when and how to reference sources of information in our academic work.

Reading

Abbreviated Cite them Right Harvard Style citation guidelines.

WEEK 5 (2nd - 8th of March 2020) – Referencing using dedicated software

This week we will learn how to use the Mendeley software in order to reference sources of information both in the body of a text and at the end of a text. Bring your laptop to class. Please download and install Mendeley and the Word plug-in on your laptop prior to the seminar by following the instructions provided by the reading.

Reading

How to use Mendeley: A step-by-step guide.

WEEK 6 (9th – 15th of March 2020) – Reading week

This week we will have no class. Instead, you will be asked to read an academic paper on an assigned topic (to be communicated and shared with you prior to the reading week) and write a draft paper review that contains: (1) summary of the main argument, (2) evaluation of the paper: strengths and weaknesses, and (3) overall judgement of the paper based on the evaluation. Make use of the reading provided below to learn effective reading strategies.

Reading

Gardner, J.N. & Barefoot, B.O. (2016) *Your College Experience: Strategies for Success*. 12th edn. Boston: Bedford/St. Martin's. – Chapter 10: 'Reading to learn' (p.105-128). - excerpts will be provided

WEEK 7 (16th -22nd of March 2020) – Reviewing literature

Reviewing the work of colleagues and other researchers constitutes an important part of academic work. This week we will learn how to evaluate and judge research. The goal of this exercise is to help you develop a systematic reading and writing process.

Reading

Gardner, J.N. & Barefoot, B.O. (2016) *Your College Experience: Strategies for Success*. 12th edn. Boston: Bedford/St. Martin's. – Chapter 10: 'Reading to learn' (p.105-128) - excerpts will be provided