A Guide to

The Teaching & Learning Centre’s

Academic Support
A number of challenges may await you in your learning experience as a Singapore University of Social Sciences (SUSS) undergraduate. The Teaching & Learning Centre (TLC) hopes to make your academic journey a smoother one by providing useful learning support resources.

**Academic Support**

TLC has put together academic support resources, as well as online modules, workshops and talks to provide you with the necessary support you will need to successfully complete your courses and your programme.

At TLC, we also recognise that students at various stages of their academic pursuit will require different kinds of academic support. Therefore, the academic support developed are tailored to help you at different stages of candidature.
Workshops and Talks for New Students
(joining SUSS in July 2017 semester)

Welcome to SUSS and congratulations on taking your first step towards obtaining a degree!

You have made a major commitment stretching into the next four to eight years. Juggling studies, work and family commitments will not be easy. You will require strict discipline, good study habits and tenacity to successfully complete your learning journey.

Along the way, you are likely to find yourself making adjustments to your lifestyle and daily routine as you familiarise yourself with the regular rhythm of undergraduate studies at SUSS.

The following are some student workshops and talks to help you make the transition and prepare you for your new role as an SUSS student. Conducted by TLC faculty and associates, these talks are customised to the SUSS learning context and address common issues and challenges our new students face.
# SCHEDULE OF WORKSHOPS & TALKS

<table>
<thead>
<tr>
<th>SESSION 1</th>
<th>Successful Learning at SUSS</th>
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<tr>
<td>12 July 2017 (Wednesday)</td>
<td>What does it take to learn well? Prepare yourself for the task ahead by experiencing how teaching and learning takes place at SUSS. Discover the traits of a successful learner at SUSS.</td>
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<tr>
<td>Time: 1900 hrs – 2100 hrs</td>
<td>Instructor: Dr Ho Yan Yin Lecturer, TLC, SUSS</td>
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<tr>
<td>Venue: SUSS, SR C.3.12, Block C, Level 3</td>
<td>Note: Limited to 60 participants per session. There are pre-workshop activities to be completed before the start of the workshop. Upon successful registration of the workshop, instructions on these activities will be sent to your MyMail account.</td>
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<tr>
<th>SESSION 2</th>
<th>Introduction to Academic Writing</th>
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<tr>
<td>22 July 2017 (Saturday)</td>
<td>What is academic writing? How is it different from other genres of writing that you’ve done? Get a head start on submitting good reports and essays by learning what constitutes good academic writing.</td>
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<tr>
<td>Time: 0900 hrs – 1100 hrs</td>
<td>Instructor: Dr Soe Marlar Lwin Senior Lecturer, School of Arts &amp; Social Sciences, SUSS</td>
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<tr>
<td>Venue: SUSS, SR C.3.12, Block C, Level 3</td>
<td>Note: Limited to 120 participants.</td>
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<th>SESSION 1</th>
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<tr>
<td>15 July 2017 (Saturday)</td>
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<tr>
<td>Time: 1300 hrs – 1500 hrs</td>
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<tr>
<td>Venue: SUSS, LT B.2.05, Block B, Level 2</td>
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<th>SESSION 2</th>
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<tr>
<td>20 July 2017 (Thursday)</td>
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<tr>
<td>Time: 1900 hrs – 2100 hrs</td>
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<tr>
<td>Venue: SUSS, LT B.2.05, Block B, Level 2</td>
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18 July 2017 (Tuesday)
Time   :   1900 hrs – 2100 hrs
Venue:   SUSS, Lab C.3.06,
        Block C, Level 3

Using Library Resources in Your
Written Assignments
Using credible sources to support your arguments is an important component of a well-written essay. Find out how you can uncover such sources available from our library and also pick up some tips on submitting good assignments through this workshop.

Instructors:
Ms Sheree Gan
Executive, Library Services,
Singapore Institute of Management

Dr Ho Yan Yin
Lecturer,
TLC, SUSS

Note: **Limited to 60 participants per session.**

SESSION 1
11 July 2017 (Tuesday)
Time   :   1900 hrs – 2200 hrs
Venue:   SUSS, SR C.3.14,
        Block C, Level 3

SESSION 2
13 July 2017 (Thursday)
Time   :   1900 hrs – 2200 hrs
Venue:   SUSS, SR C.3.14,
        Block C, Level 3

SESSION 3
19 July 2017 (Wednesday)
Time   :   1900 hrs – 2200 hrs
Venue:   SUSS, SR C.3.13,
        Block C, Level 3

Learning Critically and Creatively with Mind Maps
Create mind maps that help you think visually – even if you can’t draw. Make notes with your personal set of visual tools. Get tips on how to maximise your memory.

Instructor:
Mr Thum Cheng Cheong
Associate Faculty,
School of Business, SUSS

Note: **Limited to 40 participants per session.** Please bring along one of your courses’ Learning Outcomes (i.e., learning outcomes from one of the study units in the iStudyGuide) to the session.

Registration can be done via the Student Portal from 19 June 2017 to 6 July 2017, or via the Orientation app (till 8 July 2017). Do check your MyMail (SUSS email) account regularly for updates of courses and workshops put up by TLC.
TLC faculty design and develop online modules on study skills (Learning Support Programme) that are customised to the SUSS context, as well as academic writing courses to help you improve your English skill.

These are competencies that are especially important if you want to do well in your course of study at SUSS.

These online modules are available in Canvas. The best thing is, even if you cannot spare the time to attend the face-to-face workshops and talks, you can still pick up useful tips on study skills and academic writing by going through these modules on your own.

In a recent survey of SUSS students, TLC found learning effectiveness to be related to the following study skills: goal setting, time management, assignment preparation and examination preparation. So, you may want to make a note of that, and look through the related segments in SD101: Essential Skills for Self-directed Learning.

### LEARNING SUPPORT PROGRAMME: ONLINE MODULES

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<tr>
<th><strong>SD101: Essential Skills for Self-Directed Learning</strong></th>
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<td>Hone the skills you require to excel in your studies at SUSS. Set your own goals, exercise discipline, and learn how to manage stress and cope with examination anxiety. Make notes that reflect your own understanding of the subject matter. Gain insights into the thought processes that go into identifying key words and gathering the required information for your assignments.</td>
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**Enrolment Information**
- **Start of Course:** 25 July 2017
- **End of Course:** 6 November 2017

**Last Day of Course Registration:** 20 July 2017
Registration is via the Student Portal from 5 June 2017 till 20 July 2017 for new and existing students.

Registration will also be available via the Orientation app (for NEW STUDENTS ONLY) till 8 July 2017.

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<th><strong>SD103: Academic Integrity</strong></th>
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<td>Find out what constitutes plagiarism and collusion, and how you might avoid committing plagiarism. Practise citing and referencing in the three main styles: APA, MLA, and Chicago Manual/Turabian. Test your knowledge with the online quiz.</td>
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**Enrolment Information**
All students are automatically enrolled into this course.
ACADEMIC WRITING PROGRAMME: ONLINE MODULES

SDE101: Essential English Skills and English Proficiency Assessment
This course aims to diagnose students' English proficiency abilities and contains two English Proficiency Assessments (EPA) and a set of materials related to developing better listening, reading and writing skills.

SDE102: Developing Academic Writing Skills
This course presents some of the operational aspects and essential skills necessary for producing written work of the required standard. The purpose of this course is to familiarise students with specific skills of writing to enable them to produce coherent and cohesive written assignments.

SDE103: Grammar
This course aims to equip students with some of the foundational knowledge and skills required to construct grammatical sentences and to avoid common errors in English, so that they can communicate their ideas clearly and persuasively in assignments and examinations.

SDE104: Academic Reading
This course familiarises students with readings in different academic disciplines/genres. Students will be equipped with different reading strategies so that they are able to read critically.

SDE105: Academic Writing
This course helps students to further develop core competencies in academic writing. These generic and transferable skills will be useful in writing all academic reports and essays.

Enrolment Information
The above courses are the same suite of courses in our English Proficiency Support Programme. The courses are now made available to students who are not in this programme, but who wish to voluntarily enrol into the courses for further strengthening.

For more details on course eligibility, enrolment period, registration process and course dates, please refer to http://tlc.suss.edu.sg/english-proficiency.html.

Cost fees apply for SDE102 and SDE105.
Other than online modules, TLC will also organise workshops and talks throughout the semester. Here are some topics and study skills that are planned for upcoming workshops and talks:

- Strategic Revision by Focusing on Learning Outcomes
- Note-taking for Effective Learning

Visit TLC’s microsite (http://tlc.suss.edu.sg) to gather more learning resources and to learn more about student workshops and talks.

CONTACT US

Let us know how you are coping, and give us feedback on our modules and workshops, or any particular areas in which you would like us to provide support.

Feel free to contact the faculty at TLC for advice on any learning-related issues.

For learning support, contact us at tlc@suss.edu.sg.