

Lucinda Becker

How to Manage your Distance and Open Learning Course

How To Manage Your Distance And Open Learning Course

Christine Fanthome



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How to Manage your Distance and Open Learning Course Lucinda Becker, 2017-03-14 This book is an essential guide to all aspects of open and distance learning covering how to choose a course how to manage the routine aspects of studying and how to make the most of the learning opportunities skills development and career advancement that can arise from your course Key areas include time management flexible learning techniques assessment finance problem solving and dovetailing your course with domestic and professional commitments The guidance is always practical and the tone is positive

Career Skills David Littleford, John Halstead, Charles Mulraine, 2017-03-14 David Littleford John Halstead and Charles Mulraine have over 60 years experience of working with young people at the start of their careers In this unique workbook they offer the reader the opportunity to develop the tools and techniques they will need to identify their personal skill sets and use them to sell themselves effectively at interview and beyond

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The Good Supervisor Gina Wisker, 2012-07-16 This engaging book outlines effective strategies for supervising students on a wide variety of research projects whether at undergraduate or postgraduate level It covers each stage of the research journey and provides guidance on working with students to define research topics select appropriate methodologies write up theses and prepare for the viva It also supports supervisors in establishing and maintaining good supervisory practices and shows how supervisors can help students to help themselves This will be essential reading for supervisors of undergraduate or postgraduate research projects dissertations and theses It is also an ideal resource for student researchers looking to get the most out of their relationship with their supervisor New to this Edition New content on cross cultural supervision online distance supervision and sustaining research communities and networks

The Exam Skills Handbook Stella Cottrell, 2017-09-16 Provides an easy to follow set of strategies and techniques that build to a plan for achieving your best possible exam performance It gives practical step by step guidance in long term planning for optimal performance through to last minute revision strategies This fully updated two colour edition includes two brand new chapters

Survive and Thrive in Academia Kate Woodthorpe, 2018-06-19 A pocket mentor for the early career academic learning to strategically navigate the demands of an academic role this book is a friendly and constructive companion providing hands on advice about how to balance teaching responsibilities alongside other duties More than just a how to the text is a timely commentary on changes in higher education Discussing contemporary developments and offering guidance on how to negotiate this evolving climate the book uniquely captures the political social economic and cultural forces at play taking into account the issues which influence and shape an academic's career trajectory Organised around the three main tasks within a conventional academic post teaching research and administration

the book includes tips pauses for thought author reflections and sources for further reading and provides insight to help the reader reflect on what they are doing why and where to go next in their career Crucially it shows that in order to survive and flourish the early career academic needs to take a strategic view as to their function purpose and contribution both inside and beyond the intellectual establishment From establishing a research niche to getting stuck into administration *Survive and Thrive* empowers the early career academic helping them to build their academic reputation both internally and externally and maintain a sense of personal fulfilment and accomplishment within an increasingly commercialised environment

Presentation Skills for Students Joan van Emden, Lucinda Becker, 2017-09-16 This is the essential guide to the most transferable of all student skills delivering a presentation clearly coherently and confidently Written in a friendly and accessible style it takes the fear out of public speaking and helps students to acquire the skills they need to deliver effective presentations at university and in their future careers Revised and updated throughout it provides readers with practical guidance on controlling their nerves creating visual aids and structuring presentations This is an invaluable resource for students of all disciplines in further or higher education who have to give presentations as part of their course It is also ideal for recent graduates looking to hone their presentation skills as they enter the job market New to this Edition Fully updated to reflect the latest developments in technology with new material on making the most of the latest software platforms and networking tools Gives students even more support with additional exercises and checklists

Information Skills Jonathan Grix, Gerald Watkins, 2010-04-14 Skills for finding information are essential for academic study and beyond This illustrated guide provides practical advice on how to source and use the right resources It includes guidance on how to carry out a literature review as well as the skills needed for finding and evaluating information

Writing for Law Dave Powell, Emma Teare, 2019-01-08 This is an easy to use guide on how to complete the various types of assessment normally encountered in undergraduate law programmes Encouraging students to apply the skills they have learnt it covers a wide range of tasks including essay writing giving presentations and moots taking exams and completing dissertations

The Mature Student's Handbook Lucinda Becker, 2017-09-16 A practical guide allowing mature students to build on their strengths and overcome challenges Includes worked examples exercises and space for recording strategies and successes Covers areas such as lectures seminars reading and note taking presentations writing exams time management finance and careers

IT Skills for Successful Study Alan Clarke, 2017-09-16 These days most students arrive at university with some IT skills Most have surfed the Internet used email and word processing applications but few have used spreadsheets or presentation software Even where students are able to use applications many are unaware of the extent to which they can be used to aid their studies Taking account of students existing skills *IT Skills for Successful Study* will help students to develop intermediate or advanced IT skills in those areas most relevant to studying and to use IT for maximum benefit

Study Skills for International Postgraduates Martin Davies, 2011-08-25 Destined to become a life saver for international

students everywhere this book provides clear comprehensive guidance for students embarking on postgraduate study at a western university Helping to maximise your chances of academic success topics include challenges such as critical thinking research writing and speaking skills

How to Study Chaucer Robert Pope,2000-10-06 In this fresh edition of his tried and tested guide Rob Pope continues to help students get to grips with Chaucer all the way through from the first tentative encounters with the language to sophisticated critical and historical engagement with Chaucer s narrative art in context All the commonly studied tales are featured and each is approached through a series of clear and well defined steps In addition to guidance on translating and interpreting Chaucer there are new sections reviewing key terms and arguments in contemporary critical debates This is a practical authoritative and enjoyable handbook that brings the study of Chaucer right up to date

The Professional Doctorate John Fulton,Judith Kuit,Gail Sanders,2020-04-12 This resource contains concrete practical guidance for anyone wishing to study for a professional doctorate It explores the nuts and bolts of the professional doctorate from framing a research question to putting together a portfolio and supports readers in the development of deeper critical and reflective skills This book also provides readers with valuable advice on working with their supervisor disseminating their findings and influencing their community of practice Chapters are complemented by hands on activities and a wealth of case studies which draw on the experiences of real students This book will be essential reading for both prospective and current professional doctorate students in any subject area

Work Placements - A Survival Guide for Students Christine Fanthome,2017-03-14 This book is an essential guide for students contemplating or embarking upon work placements Using comments from students employers and tutors it includes guidelines on how to find an appropriate placement audit skills construct a strong CV and application prepare for an interview and derive maximum benefit from the work placement experience The book identifies common problems facing students together with remedial strategies and offers suggestions for tackling written and oral assignments Finally it shows how to create and implement a successful job search strategy

The Student Life Handbook Christine Fanthome,2005-09-08 Many students arrive at university with the idea that this will be the time of their lives However some students find that being a fresher is not all it s cracked up to be they are not immediately at ease with university culture and find it hard to deal with the day to day issues arising from living away from home The Student Life Handbook draws on the experiences of over 160 students from all over the UK to offer practical advice on balancing domestic demands with university study Covering many aspects of university life such as finance accommodation leaving home and joining the social scene this guide will help students reap the greatest possible benefit and enjoyment from their time at university

The International Student Handbook Hayo Reinders,Nick Moore,Marilyn Lewis,2020-02-14 Aimed at providing non native English speakers with the skills needed to study overseas at an English speaking University this practical handbook prepares students to live abroad understand university culture and to improve their English It is built around activities that give hands on practice to make overseas university study a success

Studying Programming Sally Fincher, 2006-02-13 We've written this book to support students in studying programming. It is not a text to teach any particular programming language but to be used alongside such a book or in conjunction with a taught course. In Studying Programming we concentrate on what other books consider too obvious or too basic. We explain the ideas that others assume you know; we describe the things that can make learning to program a frustrating experience if you don't know them. We stay with you through the process from starting with your very first blank screen to working on complex problems within a team. Studying Programming has been written by 9 members of the Computing Education Research Group at the University of Kent. All of us are practicing computing academics who also have a research interest in CS education. So we have a strong classroom background teaching students on a daily basis and a strong research background knowing what has been investigated and written on with regard to students' knowledge conception and difficulties in introductory programming.

Business Degree Success Jonathan Groucutt, 2008-08-20 This is a practical guide for those studying business and management-related subjects at undergraduate level. Written in an engaging and clear style, the book helps students prepare effectively for assignments, presentations, examinations, and dissertations encompassing both business studies and the real workings of business.

[The Principles of Writing in Psychology](#) Thomas R. Smyth, 2017-03-14 Most people experience some difficulty with writing formal or technical papers. Students in particular can experience problems with the requirements of writing papers in psychology. This book is a comprehensive companion to the entire writing process, covering Thinking analytically and critically, Taking notes, Organizing information and ideas, Preparing and planning, Writing drafts and editing. It emphasizes the principles and logic underlying the thinking and writing process so that these may be applied to a range of essays, literature reviews, and research reports. The book also includes advice and guidance on the reporting of statistics and on the design, preparation, and use of figures and tables to illustrate research results. It also includes reference material on grammar, punctuation, spelling, abbreviations, and on typing and presentation. For ease of finding relevant material, it is organized into parts that relate to various aspects of writing and types of papers and includes internal cross-references, a checklist of the writing process, and examples of good and bad research reports. The Principles of Writing in Psychology is suitable for use at all levels of study and beyond. It is consistent with the 5th edition of the Publication Manual of the American Psychological Association but also covers deviations from this and includes material not included in the manual. T. R. SMYTH held academic appointments at many of Australia's foremost universities, including Charles Sturt University, the University of Adelaide, Flinders University, and the University of Canberra. He also authored The Psychology Thesis, Research and Coursework, and Writing in Psychology: A Student Guide.

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