

## Faculty Guide to Academics 101: Fundamentals of Success

The Faculty of Arts and Science and Student Academic Success Services (SASS) are pleased to announce the launch of a new collaboration: the *Academics 101* non-credit course.

### ***What is it?***

*Academics 101* is course available to every first-year student in the Faculty of Arts & Science through onQ. In a series of online lessons, students are introduced to the key skills they need for academic success in their courses, including:

- Expectations around independent vs. group work
- Time management, organization, and focus
- Reading and notetaking skills
- Math skills for university
- Writing and editing humanities and social sciences essays
- Writing and editing in the sciences
- Preparing for test and exams
- Understanding and practising academic integrity
- A checklist of activities to stay on track in the first six weeks of fall semester

A full description of the lessons and learning objectives follows. Completion of each lesson is tracked automatically through completion of a short quiz.

You are welcome to assign any of these lessons as a course recommendation or requirement, freeing up class time to focus on content knowledge rather than basic academic skill development. We suggest recommending/requiring this content in the fall term, ideally in the first six weeks. However, the content will remain in students' onQ throughout the 2022-23 academic year.

### ***Where can I view it?***

Click to visit an [open access version of Academics 101](#).

Click to visit an [open access version of the Academic Integrity module](#).

### ***How can I use it in my course?***

#### **Recommend completion of an Academics 101 lesson(s):**

1. Select the lesson(s) you wish to recommend from the [open access version of Academics 101](#) and/or the [open access version of the Academic Integrity module](#).
2. Instruct students to navigate to Academics 101 on onQ (the AI module is included in the onQ version of Academics 101).
3. Direct questions/technical issues to [ian.garner@queensu.ca](mailto:ian.garner@queensu.ca).

#### **Require completion of an Academics 101 lesson(s):**

Contact Dr. Ian Garner, Outreach Manager at SASS, at [ian.garner@queensu.ca](mailto:ian.garner@queensu.ca), to discuss the logistics of requiring completion of Academics 101 or of specific lessons. Options include

1. Sharing the class list in order for SASS to provide completion confirmation or
2. Enrolling Dr. Garner as a TA to complete the grading within your course.

Ian will walk you through the options and ensure the best method for your class/purposes.

***Are there additional ways to supplement classroom skill development?***

Every year, SASS runs dozens of workshops for students from first year to PhD level on topics ranging from time and project management to grammar, style, argumentation, and disciplinary writing. We tailor sessions and materials to specific assignments to hone students' skills at every level. For more details, email [ian.garner@queensu.ca](mailto:ian.garner@queensu.ca).

## Lessons and Learning Objectives

Title	Learning Objectives	Time to Complete
Courses, Assignments, Community	<ul style="list-style-type: none"> <li>• Understand responsibilities as an undergraduate student</li> <li>• Understand norms around working independently and with other students</li> <li>• Discover the role and contents of typical syllabi</li> <li>• Understand the basics of critical thinking in a Canadian university context</li> </ul>	15-20 minutes
Planning Your Time	<ul style="list-style-type: none"> <li>• Learn to apply simple monthly, weekly, and daily scheduling tools to manage workload</li> <li>• Understand the causes of procrastination and focus issues and ways to resolve them</li> <li>• Develop understanding of the link between wellness and academic success</li> </ul>	35 minutes
Effective Reading & Notetaking	<ul style="list-style-type: none"> <li>• Understand where to find reading lists and how to access materials</li> <li>• Understand the three-step approach to reading</li> <li>• Learn different notetaking methods and when to use them</li> </ul>	30 minutes
Math Skills for University	<ul style="list-style-type: none"> <li>• Understand the nature of conceptual learning in university math</li> <li>• Produce a “plan to get unstuck” when facing challenges</li> <li>• Discover ways to organize and track course progress</li> </ul>	30 minutes
Writing in Humanities & Social Sciences	<ul style="list-style-type: none"> <li>• Explore ways to understand and plan essay writing</li> <li>• Understand expectations around argumentation (thesis statements)</li> <li>• Learn the basics of university style and simple editing techniques for first-year essay writing</li> </ul>	1 hour
Writing in the Sciences	<ul style="list-style-type: none"> <li>• Understand the importance of structure in scientific writing</li> <li>• Explore ways to plan assignments</li> <li>• Learn the basics of university style and simple editing techniques for first-year science writing</li> </ul>	45 minutes
Exam and Test Prep	<ul style="list-style-type: none"> <li>• Understand how to prioritize topics for review</li> <li>• Discover what goes into effective review</li> <li>• Explore ways to write multiple choice, essay, and math-based exams effectively</li> <li>• Learn methods to manage test anxiety (and resources for further support)</li> </ul>	25 minutes
Academic Integrity	<ul style="list-style-type: none"> <li>• Understand why academic integrity matters</li> <li>• Know how to avoid academic integrity departures</li> <li>• Practice academic integrity in exams, assignments, and group work</li> <li>• See how practicing academic integrity will improve your academic work.</li> </ul>	1 hour
Plan Your First Six Weeks	<ul style="list-style-type: none"> <li>• Discover the support services at Queen’s that can help students beyond the classroom</li> <li>• Develop a checklist of actions to take to stay on track through the first six weeks of fall semester</li> </ul>	15 minutes