

Academic Skills

Name of the University

Name of the Student

Date



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Task 1

Introduction to Academic Study Skills

Strengths

Problem Solving

At Arden University, I was able to obtain the knowledge and skills I needed to flourish professionally. I honed my problem-solving abilities at Arden University, which are applicable to many different occupations (Véronneau et al., 2022). This would be an excellent addition to my college application since it demonstrates that I am open to new experiences and perspectives. If I'm interested in the scientific method, design thinking, or philosophy, this may be quite beneficial.

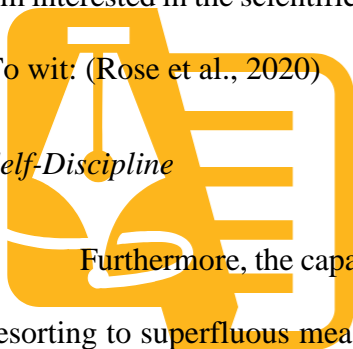
To wit: (Rose et al., 2020)

Self-Discipline

Furthermore, the capacity to maintain one's focus and drive in the face of adversity without resorting to superfluous measures is a characteristic I've lately grown to value the most. If I ever want to work in a career that requires me to teach or lecture to big groups of people, my ability to regulate my emotions and behaviour will set me apart from other applicants." Rose and colleagues (2020)

Composition

Arden's Composition classes taught me how to quickly and attractively arrange the numerous aspects of a design. Knowing how to compose might come in helpful if I wind up working in a creative area or going to school for anything linked to the arts. This demonstrates my



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one-of-a-kind approach to the structural organisation of an artistic production. Several scientists (Véronneau et al., 2022)

Areas of Improvement

Adaptability

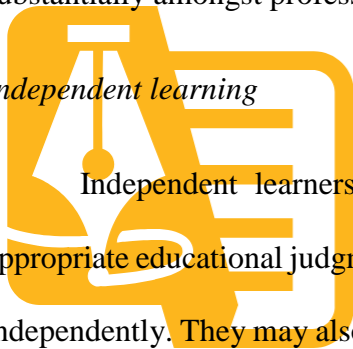
My capacity to deal with change while keeping my typical level of academic proficiency is critical to my success in the highlighted subject. Please use this as proof of my adaptability and eagerness to learn. The frequency, topic, and speed of classes at Arden University might vary substantially amongst professors. as stated by (Traverso, Viterbori, & Usai, 2019)

Independent learning

Independent learners are people who can encourage themselves to study and make appropriate educational judgments. Arden University's faculty is looking for students who can work independently. They may also inspire others to improve their own study habits. To wit: (Gill et al., 2021)


Storytelling

The skill to tell a good story might be valuable in practically any vocation. This talent has proven to be quite useful in instances when I need to create a strong first impression, such as business presentations and meetings with possible new clients. Teaching the persuasive power of narrative to college students enrolled in sales and marketing courses, for example, might be advantageous." Rose and colleagues (2020)



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Action Plan



<i>Area of Improvement</i>	Short Term	Medium Term	Long Term
<i>Adaptability</i>	To take responsibility	Consulting mentors	Taking Risks
<i>Independent Learning</i>	Self-Assessment	Observing	Tackling Obstacles
<i>Storytelling</i>	Creativity	Developing Communication Skills	Developing Marketing Skills

Task 2

Academic Integrity

Academic integrity entails constantly being honest, fair, courteous, and accountable to your colleagues, research, and institution. Academic misconduct is commonly used to describe dishonesty or a lack of integrity in the classroom. (Véronneau et al., 2022) When people work together to better their knowledge, they form a learning community. If you do something that brings shame to your school or class, it might have long-term consequences for your career. When there is academic dishonesty, for example, certification from respected professional organisations

may be denied. Students who utilise unethical academic aid services may be blackmailed (Rose et al., 2020). These services include essay writing, study materials, and even exam proctoring. Even years after a student has used an unlawful service, the service provider may threaten to disclose the student's cheating to the school or a future employer unless a huge sum of money is paid. (Véronneau et al., 2022)

Academic integrity is displayed when one seeks information in an honest, fair, courteous, and responsible manner. Putting these principles into practise entails thinking about them when you perform activities and interact with the efforts of others. These standards must be followed by all staff and students. Being an honest teacher entails honouring promises and never lying, stealing, or plagiarising (Rose et al., 2020). Academic, scientific, and professional ethics necessitate that you conduct yourself honestly as a member of the Monash community. How one conducts with integrity in the classroom reflects how they would perform in other situations and under stress. Whether doing theoretical or applied research, it is critical to check for flaws that might call your results into question and to ensure that the opinions of others are accurately reflected. Take thorough notes on everything you read so you can give credit where credit is due and demonstrate that you can be trusted to conduct honest work (Gill et al., 2021). Being fair might involve not chatting during a teacher's lecture and encouraging all students to participate in a seminar. You will demonstrate your initiative to study and advance in your area by selecting what you need to know and how to learn it on your own. Finally, you would demonstrate respect for your pupils by working with them on group projects and listening to their comments while submitting solely your own original work under your name (Shannon, Scerif and Raver, 2021).

Examples to achieve Academic Integrity

Clarify instructions

If you have any questions about a homework assignment, be sure to visit your teachers. Knowing your boundaries might help you organise your work and stay on track.

Do not copy



Do not plagiarise anybody else's homework, tests, lab reports, theses, books, articles, or software.

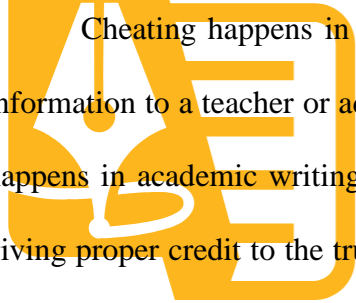
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Communicate early and frequently

Academic honesty should pervade all aspects of the work. I might, for example, have students participate in an online discussion based on a business case study, during which they would be obliged to analyse the past, present, and future ramifications of dishonest behaviour for the organisation. (Gill et al., 2021)

It is critical that you continually emphasise the course's relevance to your pupils' future careers. Stress the importance of academic honesty both in and out of class. How crucial is it in engineering, for example, for individuals to be truthful? When people tell the truth and accept responsibility for their actions, it raises the bar for everyone (Shannon, Scerif and Raver, 2021).

Make connections between cheating in the classroom and its effects in the real world, such as the danger of making catastrophic mistakes in one's engineering designs if one appears to grasp the principles but does not. Create an honest culture by being explicit with students about the repercussions of dishonesty both in and out of the classroom. Have students sign an academic integrity statement before to the start of classes, or better yet, have them assess and improve the statement you've produced. Remember to provide due attribution to any and all sources used in your class presentations (including course notes, charts, data, tables, figures, maps, PowerPoint slides, etc.). Students must understand if they may contact you for clarification or post questions regarding a quiz on a discussion board for assistance, and if so, when they may do so (Rose et al., 2020).



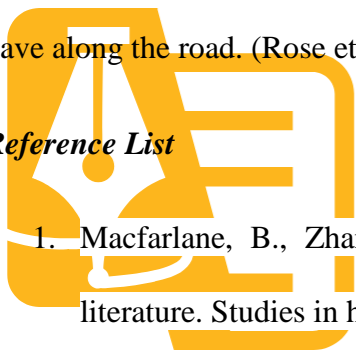
Cheating happens in academic institutions when a student intentionally offers incorrect information to a teacher or administration official in order to get an unfair advantage. Plagiarism happens in academic writing when one presents another's words or ideas as one's own without giving proper credit to the true author(s) or without disclosing the reuse of one's own previously submitted work (i.e., self-plagiarism) (Véronneau et al., 2022). It applies to both completed and unfinished projects. Forging official college records or papers, or adding or changing any information or citation in an academic activity, are examples of college dishonesty. Working deliberately with another student on a project supposed to reflect the work of a single student, or significantly influencing the type or quality of another student's final work through editing or improvement (Gill et al., 2021).

Referencing

In my own research, I utilised Harvard referencing to appropriately cite the first five weeks of the year (Gill et al., 2021). The Harvard referencing workshop educates participants to the citation style's conventions. Correct citation is a crucial aspect of research integrity. This session focuses on the Arden University (AU) Harvard citation style, including in-text citations and the formation of some of the most common types of bibliographic citations. This tutorial will assist you in making the most of current referencing requirements and will address any queries you may have along the road. (Rose et al., 2020)

Reference List

1. Macfarlane, B., Zhang, J. and Pun, A., 2014. Academic integrity: a review of the literature. *Studies in higher education*, 39(2), pp.339-358.
2. Eaton, S.E., 2021. Plagiarism in higher education: Tackling tough topics in academic integrity. ABC-CLIO.
3. Azizah NN, Maryanti R, Nandiyanto AB. How to search and manage references with a specific referencing style using google scholar: From step-by-step processing for users to the practical examples in the referencing education. *Indonesian Journal of Multidisciplinary Research*. 2021;1(2):267-94.



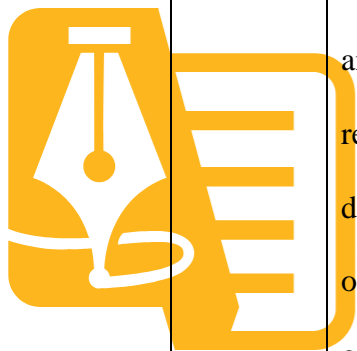
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CRAAP Criteria

Reference	Currency	Relevance	Accuracy	Authority	Purpose
Macfarlane, B., Zhang, J. and Pun, A., 2014	2014	This article gives an overview of the research on academics' values, behaviours, and attitudes in the context of their work. For obvious reasons, such as the expanding number of colleges throughout the world and the related rise in concerns about unethical behaviour, this is a developing topic of research.	This Article finds that research ethics are frequently overlooked when addressing academic dishonesty traits that comprise a "good" person and, by extension, a "good" scholar.	As employed above, integrity might be viewed as a shorthand for all of the other moral traits that comprise a "good" person and, by extension, a "good" scholar.	Reasons why some students might not report charges of plagiarism or cheating

Eaton, S.E., 2021	2021	This book will handle difficult themes such as self-plagiarism, plagiarism by overseas students, essay mills, and contract cheating, and will provide realistic ideas for dealing with them on college campuses.	This book examines academic honesty from the perspectives of both professors and students, providing important insight into the numerous dimensions of plagiarism that influence the entire institution.	This book examines the topic of plagiarism in higher education in depth, with the objective of sparking meaningful dialogues about the potential remedies on campus.	This book takes a close look at the problem of plagiarism in educational institutions. Authorship theft and paper mills are both handled front on.
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Azizah NN, Maryanti R, Nandiyanto AB	2021	Evaluations and reference to comparable previous work are regularly included in research papers and other scholarly publications.	This study focuses on RA introductions published in English- language scientific publications in the medical profession in Indonesia and worldwide, with particular attention paid to review and citation criteria.	The findings demonstrate that there are more parallels than differences in the review and citation styles, as well as the language employed in the two medical publications' introductions to RA.	Writing a literature review for an academic work entails more than simply repeating what has already been said.
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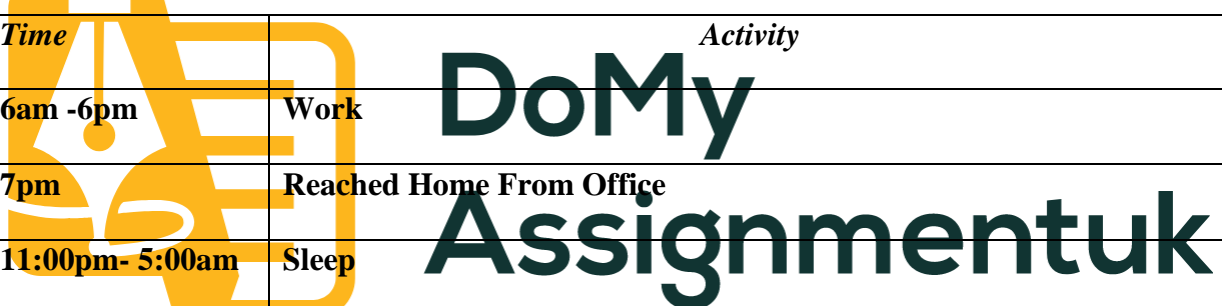
Task 3

*Time Management**Monday*

<i>Time</i>	<i>Activity</i>
6am -6pm	Work
7pm	Reached Home From Office
11:00pm- 5:00am	Sleep

Tuesday

<i>Time</i>	<i>Activity</i>
6am -6pm	Work
7pm	Reached Home From Office
11:00pm- 5:00am	Sleep



The logo for 'DoMy Assignmentuk' is overlaid on the Tuesday table. It features a large, stylized orange letter 'A' on the left. To the right of the 'A', the text 'DoMy' is written in a dark green, bold, sans-serif font. Below 'DoMy', the word 'Assignmentuk' is written in a larger, dark green, bold, sans-serif font. The entire logo is positioned behind the table's content.

Wednesday

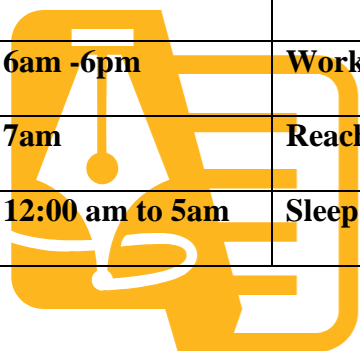
<i>Time</i>	<i>Activity</i>
6am -6pm	Work
7 pm	Reached Home From Office
11:00pm- 5:00am	Sleep

Thursday

<i>Time</i>	<i>Activity</i>
6am -6pm	Work
7pm	Reached Home From Office
8:00pm- 11:00am	FLF class Arden
12:00 am to 5am	Sleep

Friday

<i>Time</i>	<i>Activity</i>
6am -6pm	Work
7am	Reached Home From Office
12:00 am to 5am	Sleep



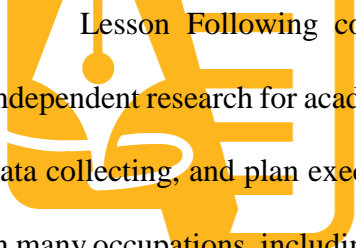
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Task 4

Reflective Writing

As I went through this Module, I was continuously reminded of how important it is for me to develop more effective study habits if I want to make the most of my college experience. I learnt not just the "hard" skills of research, mathematics, statistics, software competence, and academic communication during my time in college, but also the "soft" skills of time management, organisation, and critical thinking. I've been able to make the most of my study time and achieve a lot without having my coursework pile up thanks to time management. The ability to efficiently manage one's time at work is critical, as time constraints may be a major impediment to output.

To wit: (Gill et al., 2021)



Lesson Following completion of this Module, I am confident in my abilities to do independent research for academic reasons such as projects and essays. I practised study questions, data collecting, and plan execution by working through instances. Research abilities are required in many occupations, including journalism, analysis, and even medical. The lessons in this Module have been really beneficial, particularly in terms of enhancing reading comprehension. Exceptionally useful for everything from studying for exams to preparing term papers. When I really have to read and interpret documents, acquire new stuff, and get along with coworkers, that's when I'll be able to put my skills to use in a real job. Several investigations (Véronneau et al., 2022) have found that

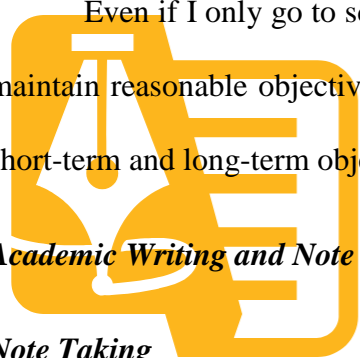
I am more conscious than ever after completing this Module that I am technologically inadequate to succeed in graduate school and the workforce. Although I do not consider myself an expert, I can use a computer for a variety of tasks, including but not limited to creating textual and

graphic material, doing internet-based research, and using various apps. This Module has taught me more about self-discipline, which is defined as the ability to drive and govern one's own behaviour (Kuhfeld et al., 2020), than any other method could. I can give each project my undivided attention if I am self-disciplined and organised. If I want to work in an environment that promotes autonomy, I should definitely work on developing greater self-discipline. Furthermore, my critical thinking skills has increased my ability to assess situations. It has been critical in my schooling and has given me access to materials that are critical to my growth. The unexpected obstacles I have on the job constantly put my analytical and problem-solving skills to the test. The Authors (Shannon, Scerif, and Raver, 2021)

Even if I only go to school for a year, I could learn some useful tips on how to create and maintain reasonable objectives for myself. Goal setting allows me to identify and analyse both short-term and long-term objectives

Academic Writing and Note taking

Note Taking



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Taking notes has helped me concentrate, which has resulted in better marks. Having this information available in the classroom would be really beneficial. Those who take notes and pay attention during lectures retain more knowledge than those who do not. As I take notes throughout class, I'd appreciate it if students would emphasise the most important material that I discuss. Students can use highlighters to bring attention to the most significant areas of the presentation for further in-depth examination and learning. Students' ability to draw inferences and deductions from new knowledge is greatly improved by neat, well-organized lecture notes. I take a few minutes during each lesson to write down some brief, well-organized notes that will help me

review and assess the knowledge afterwards. Several investigations (Véronneau et al., 2022) have found that

Increase your mental and physical stamina. As the old adage goes, "the devil is in the details," thus teaching kids how to take good notes is essential. Increases the effectiveness of learning and memory retention. Taking notes can strengthen my memory and maybe improve my learning by allowing me to arrange my thoughts and better comprehend the material. How to teach young people to set and keep to priorities so that they may do their assignments quickly. The ability to focus one's study time on what is most necessary and ignore everything else is a skill that is commonly undervalued yet is critical for academic success. It's an excellent method to teach children to utilise their imaginations and plan ahead. helps you make the most of your time and effort I feel I can improve my management by defining reasonable goals and developing clear processes. As a consequence, only the best prepared teachers can expect their classes to succeed. McCormick and colleagues (2020, 2021)

Notetaking Methods

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Outlines

This is the most effective way to take notes. Excellent for marking and taking notes. My main argument should be based on the first premise, with supporting evidence from the second. Finally, I will provide a method for putting the key parts of my argument into action. This blog article's first draught was created using the outline approach. Having a plan is important, but so is taking comprehensive notes. It's easy to lose sight of what's genuinely essential and become preoccupied with tiny things that may be easily overlooked. I can avoid thinking about the material

or attempting to fit it into my worldview if I simply repeat the professor's comments in my own terms." Rose and colleagues (2020)

Taking notes on a laptop computer may be beneficial if your lecturer agrees. This outline style was especially beneficial for high school and college students studying the humanities. This writing style is better suited to physics and mathematics classes than to history and psychology schools. McCormick and colleagues (2020, 2021)

Advantages

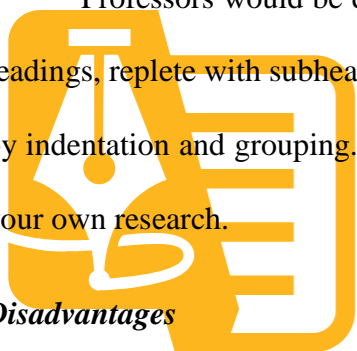
Professors would be doing their students a great favour if they provided an outline of the readings, replete with subheadings and required headers. The interconnection of the text is shown by indentation and grouping. You can utilise the chapter titles and broad subjects to help you do your own research.

Disadvantages

This method may be difficult to employ if the teacher speaks too quickly. Allows for the production of subpar recordings. should be handled with attention in order to prevent disruptions

Cornell Notes

Given how extensively utilised the contemporary note-taking system is, it's hardly surprising that Cornell University's invention of it receives so little credit. If you don't know how to utilise it, it's as useless as a hammer without a nail. We created this approach after each class to help us quickly review what we had learnt. Use the "Questions" column to save and retrieve study guide questions (Rose et al., 2020). Following a lecture, questions may go into not just the general



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concepts but also the specifics of the subject. The summary of key topics at the end of our notes will be really useful to me. Cornell works best near the end of a presentation, when students still have time to process what they've learned. Active recall exercises have been proved to increase memory, which will help you remember the finer elements of this work. Write a summary after taking Cornell notes if you want to recall more information and spend less time studying later. To wit: (Gill et al., 2021)

Advantages

The following is intended to be a study guide, and it is suggested that you use it in a tiered or similar structure. makes it simple to include engaging information into classrooms

Disadvantages

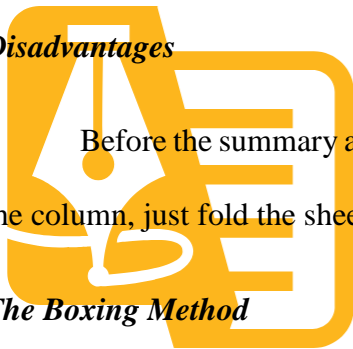
Before the summary and analysis can be completed there is still work to be done. To utilise the column, just fold the sheet in half horizontally.

The Boxing Method

Visuals are essential in the boxing style of note-taking. As so, it provides a good overview of the subject at hand. Each part or subject of your notes will have its own allotted place. This strategy was initially mentioned by a GoodNotes user named ipadstudying. GoodNotes note-taking software is ideal for this strategy since it allows you to draw boxes and straight lines without the need of a ruler.

Pros

- Helpful for use when studying
- Presents a brief overview of the material presented in each part or module.

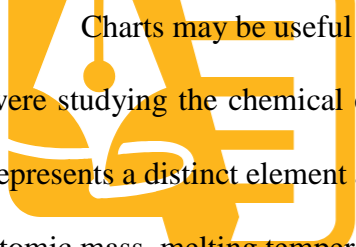


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Cons

- When you need to jot down thoughts quickly, such at a meeting or a lecture, this kind of note taking is impractical.
- Definitely not recommended if you want to create your boxes by hand (as opposed to using a note-taking app)

The Charting Method



Charts may be useful for organising a large number of similar subjects or concepts. If you were studying the chemical elements, for example, you would make a table in which each row represents a distinct element and each column contains information about that element, such as its atomic mass, melting temperature, colour, and so on.

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Pros:

- Superior for different purposes
- Make a concise summary of a big list of items.

Cons:

This method is not ideal for taking notes that follow a story or information flow.

The Mapping Method

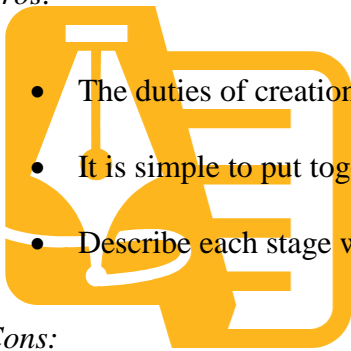
The Mapping Way is another visual method for taking notes. It enables you to create organised lists and uncover hidden connections between seemingly unrelated topics. The map's most significant information should be written at the top. As you move down, continue to divide it into left and right columns. You might also use a mind map approach to organise your thoughts, starting in the centre and working your way out.

Pros:

- The duties of creation and execution are straightforward.
- It is simple to put together a related group of information.
- Describe each stage without making the document unreadable.

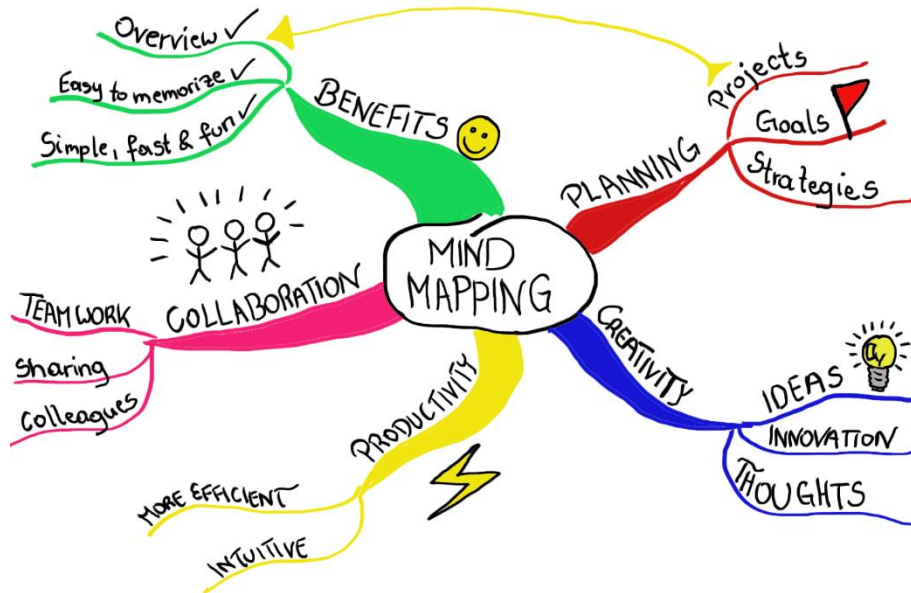
Cons:

- If your information tree has numerous branches, you may need to add more pages to show it.



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Mind Mapping



In this unit, I learnt how to protect my academic position. Students who use unethical academic assistance services put themselves at risk of being blackmailed (Rose et al., 2020). This bundle includes essay questions, a study guide, and on-site exam proctoring. An unlawful service provider may threaten to reveal the student's cheating to the school or a potential employer for years after the student has stopped using the service in order to collect a large quantity of money from the student. To preserve neutrality, avoid interrupting a teacher during a lecture or make a seminar accessible to all students. If you're serious about moving up in your job, you'll figure out what you need to know and how to learn it on your own.

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