**NORTHAMPTON 101**

**Academic Practices**



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# **Northampton 101**

## **About Northampton 101**

### **What is Northampton 101?**

**Northampton 101** is a FREE non-credit academic course that will prepare you for studying at the University of Northampton. We believe that completing this course will make you a more successful learner. Non-credit means that you will get a Certificate of Achievement for successfully completing the course.

### **Who can study Northampton 101?**

The program is available to ALL students enrolled at the University of Northampton. It is **COMPULSORY** for students taking:

* BSc Environmental Science
* BSc Computing
* BBA

### **What are the aims of Northampton 101?**

To provide introduction to studying academic courses at university to people who are about to embark on an undergraduate program or overseas students studying in the UK for the first time.  
  
**Northampton 101** will:

* welcome you to the University of Northampton;
* familiarize you with University of Northampton resources and facilities including library information systems for academic inquiry;
* promote engagement in the curricular;
* make you fully aware of our academic expectations;
* help you develop and apply critical thinking skills, and
* make you a more efficient and successful learner.

### **How long will it take to complete Northampton 101?**

The program should take between 8 and 10 hours to complete.

### **What topics are covered?**

The following topics will be covered:

* an introduction to UK Higher Education Qualifications;
* effective learning;
* accessing information sources electronically;
* developing good academic practice.

### **What do I need to do to pass Northampton 101?**

There are six (6) short Activities that you need to undertake, namely:

* Learning Styles Questionnaire (20 mins);
* An on-line Electronic Information quiz (20 mins);
* Two online tutorials, covering referencing (30 mins) and plagiarism (30 mins);
* Write and submit a short essay (4 hours);
* Reflect on the Turnitin report for your essay (30 mins).

The estimated time required to complete each task is given in brackets.

**Learning Styles Questionnaire** will highlight how you learn and suggest simple steps you can undertake to become a more successful learner.

An **on-line Electronic Information** test involves answering 10 multi-choice questions to ensure that you can make the most of the resources available.

**The Referencing Tutorial** and **UNPAC** will ensure that you both understand how to fully reference your work and avoid plagiarism. To demonstrate completion of these tutorials you simply need to email a screenshot of the final page of each on-line tutorial to the Academic Leader of Northampton 101.  
  
The course culminates in the production of a **short essay** (~1,000 words) which gives you the opportunity to demonstrate what you have learnt. Please note you will automatically fail and hence will not be able to progress if the Turnitin report for your Essay indicates extensive plagiarism. Should this happen you will be required to rewrite and resubmit your work until it does meet our required standard.  
  
We believe completing **Northampton 101** will provide you with the fundamental academic skills needed to be successful in your studies at the University of Northampton.  
  
**You will get a Certificate of Achievement for successfully completing the course.**

## **Qualifications**

### **Welcome to Qualifications**

It is important that you understand the terminology and the structure of UK University Qualifications & Awards. The information contained in this section provides a simple introduction and explains terms such as "Award", "Award Map", "Module" and "Learning Outcomes".

### **UK Qualifications**

* Accessibility score: Low Click to improve File <Qualifications.pdf> Click for more optionsQualifications.pdf - Alternative Formats (41.373 KB)

This provides an introduction to UK Higher Education awards, modules and learning outcomes.

### **Award Maps**

* Accessibility score: Low Click to improve File[BSc Env Sci NAMI Award Map.pdf](BSc%20Env%20Sci%20NAMI%20Award%20Map.pdf) Click for more optionsBSc Env Sci NAMI Award Map.pdf - Alternative Formats (50.616 KB)
* Accessibility score: Medium Click to improve File <award_map_computing.docx> Click for more optionsaward\_map\_computing.docx - Alternative Formats (30.786 KB)

University of Northampton Awards comprise Modules. The Modules which make up individual Awards are known as the Award Map.  
  
The Award Maps for BSc Environmental Science (NAMI) and BSc Computing (NAMI) are attached as examples.

### **Modules**

* Accessibility score: Low Click to improve File [ENV1019 Module Guide.pdf](ENV1019%20Module%20Guide.pdf) Click for more optionsENV1019 Module Guide.pdf - Alternative Formats (510.361 KB)
* Accessibility score: Low Click to improve File <ENVM030_Module_Guide.pdf> Click for more optionsENVM030\_Module\_Guide.pdf - Alternative Formats (86.863 KB)
* Computing Modules
* [CSY1014 Computer Systems.doc](CSY1014%20Computer%20Systems.doc)
* [CSY1017 Computer Communication.doc](CSY1017%20Computer%20Communication.doc)

A module is a discrete block of study leading to specified learning outcomes which are assessed. Each module is assigned a credit value based on the notional amount of learning time and level. The level of a module is determined by its learning outcomes and assessment criteria. As learners successfully complete modules they accumulate credit towards a particular award.

Both BSc and MSc modules are 20 credits in size, requiring 200 hours of study.

To be awarded a BSc (Hons) degree you must complete 360 credits, ie 120 credits per year for three years full-time study. Typically, you will study 6 x 20 credit modules in the first two years of the degree and 4 x 20 credit + a 40-credit dissertation in the final year

For Masters programs you need to successfully complete six (6) standard 20 credit MSc modules and the 60-credit dissertation to be awarded your MSc.

Typical Student Module Guides at both undergraduate and masters level are attached.

## **Electronic Information**

### **Welcome**

Please note you will not be able to access many of the Electronic Information sources discussed in this section until you have completed your University of Northampton enrollment.

### **NILE Introduction**

* Accessibility score: Low Click to improve [[File](https://nile.northampton.ac.uk/bbcswebdav/pid-2508466-dt-content-rid-2565889_1/xid-2565889_1) Northampton Integrated Learning Environment.pdf](Northampton%20Integrated%20Learning%20Environment(1).pdf) Click for more optionsNorthampton Integrated Learning Environment.pdf - Alternative Formats (280.994 KB)

[**NILE VIDEO**](https://youtu.be/PCqX0cKeHV8)

**N**orthampton **I**ntegrated **L**earning **E**nvironment is designed to support teaching and learning. University of Northampton e-learning programs of study are usually delivered via NILE. Each Module has its own NILE pages which contain comprehensive learning materials, assessments and a vast array of student guidance and support.  
  
Northampton 101 is available to you using the NILE learning platform.  
  
The attached pdf provides a simple guide to logging onto NILE and enrolling on Modules.

### **Accessing Electronic Information**

* Accessibility score: Low Click to improve [[File](https://nile.northampton.ac.uk/bbcswebdav/pid-2508467-dt-content-rid-2565893_1/xid-2565893_1) NELSON getting started.pdf](NELSON%20getting%20started.pdf) Click for more optionsNELSON getting started.pdf - Alternative Formats (223.602 KB)

This short Guide provides instructions on logging on to and accessing electronic information via the NELSON (Northampton's Electronic Library Search ONline)  
  
NELSON is the portal which provides University of Northampton students with access to a range of electronic resources that the Library subscribes to. These resources include databases, full-text electronic journals and books, as well as other web-based resources.

## **Academic Practice**

### **Developing good Academic Practice**

Welcome to the **Northampton 101***Developing good academic practices* resource. It is designed to help you develop good academic practice in your studies, and when producing assignments and completing assessments. It’s important for you to understand the rules of the academic world right from the beginning of your studies.

We’re not asking you to develop good academic practice for the sake of it. These guidelines will help you with your writing.

This resource will also help you avoid being accused of plagiarism, but that in itself is not the complete objective of the site; we want you to develop good academic writing skills. We will explain what we mean by academic practice, and then unpick some of the ideas in more detail, such as writing in your own words, the difference between collaboration and collusion, what’s common knowledge in your area of study, and how to reference other people’s ideas and writing. We will also examine some of the reasons why some students have been accused of plagiarism.

Just to reassure you, we stress that everybody can develop good writing skills. If you are new to the academic world, your university or higher learning institution will do its best to help you to develop your skills, and will focus on the development of good academic practice rather than penalizing poor practice. However, once you become an experienced student you will be expected to follow the rules and plagiarism will be punished when it’s detected. However, these cases are rare and usually arise from deliberate cheating.

The time spent studying the topics covered on the site early in your studies is a valuable investment that will help you throughout your studies and elsewhere.

This resource will provide:

* explanations about good academic practice and how to build it into your studies;
* advice on how to avoid inappropriate or bad academic practice;
* techniques on how to avoid plagiarism;
* on-line tutorials (see Activities) to test your understanding of good academic practice and your ability to avoid plagiarism.

### [Skills Hub](http://skillshub.northampton.ac.uk/)

Skills Hub - a fantastic resource specifically developed for University of Northampton students. It includes a wide range of videos and guides for developing academic skills as well as useful library/CfAP related information. Topics covered include:

Essential Skills:

     - Data Analysis

Academic Skills:

     - Referencing & Plagiarism

     - Academic Writing

     - Critical Thinking

     - Note Taking

     - Presentations

     - Reading

     - Reflective Writing

     - Time Management

### **Learning Styles**

* Accessibility score: Low Click to improve [[File](https://nile.northampton.ac.uk/bbcswebdav/pid-2508471-dt-content-rid-2565885_1/xid-2565885_1) Learning Styles.pdf](Learning%20Styles(2).pdf) [Click for more options](https://nile.northampton.ac.uk/webapps/blackboard/content/listContentEditable.jsp?content_id=_2508457_1&course_id=_60101_1&mode=reset#contextMenu)Learning Styles.pdf - Alternative Formats (128.329 KB)

This provides a short and simple introduction to Learning Styles and Learning Theories and should help you become a more effective and successful learner.

We have an online survey that you can complete to produce your own Personal Learning Style chart to save or print.

[Produce Your Own Learning Style Plot.](http://www.computing.northampton.ac.uk/~pastrou/learningstyle/lsform.htm)

### **Referencing**

It is the normal academic convention to reference material you have read from the existing scholarly body of knowledge that exists in your subject area. To write in an academic manner you must first paraphrase by writing in your own words any information that you read/use. You then need to refer to this information to show where it has come from. An essay that has not been written in your own words, does not contain references in the text and a full reference list at the end would not normally be considered academic. You need to ensure that you consider these points when submitting your assignments.  
  
The system used adopted by The University of Northampton is known as the Harvard System. It is strongly recommended that you keep a copy of our Harvard Reference Guide to hand when you are completing your assignments. You will find the Harvard Reference Guide here.

--- [Harvard Referencing Guide](http://library.northampton.ac.uk/liberation/ref/)

## **Activities**

### **About these Activities**

For some of these activities you will be required to submit your answers electronically, using a tool called Turnitin.  
  
To do this, you will need to click on the links to download the files, and save them on to your computer. Open the file in Word (or other word processing software), complete the questions, and save the file again. Then click on the 'View/Complete' link for each activity, fill in your name, and upload the file containing your responses.  
  
You will only be able to upload your answers once, so please make sure you have completed all of the questions before you submit.  
  
You may find it helpful to review the [Accessibility score: Medium Click to improve](https://nile.northampton.ac.uk/webapps/blackboard/content/listContentEditable.jsp?content_id=_2508458_1&course_id=_60101_1&mode=reset) Turnitin User Guide Click for more options[Turnitin User Guide - Alternative Formats](turnitin_student.pdf)

(PDF, 133 KB) before you begin. If you have any technical questions about the e-submission process, please email the [Learning Technology team](mailto:LTSupport@northampton.ac.uk) for help

[**How to submit to Turnitin and view the originality report**](https://youtu.be/FukSTA1zP8o)

### **Activity One - Learning Styles**

* Accessibility score: Low Click to improve [[File](https://nile.northampton.ac.uk/bbcswebdav/pid-2508474-dt-content-rid-3208263_1/xid-3208263_1) Activity One Learning Styles.pdf](Activity%20One%20Learning%20Styles.pdf) Click for more optionsActivity One Learning Styles.pdf - Alternative Formats (60.092 KB)

Identify your personal Learning Style by completing the Questionnaire and briefly reflecting on your findings.

We have an online survey that you can complete to produce your own Personal Learning Style chart to save or print.

[Produce Your Own Learning Style Plot.](http://www.computing.northampton.ac.uk/~pastrou/learningstyle/lsform.htm)

### **Activity Two - Electronic Information Quiz**

* Accessibility score: Low Click to improve [[File](https://nile.northampton.ac.uk/bbcswebdav/pid-2508476-dt-content-rid-3208266_1/xid-3208266_1) Electronic Activity Northampton 101.pdf](Electronic%20Activity%20Northampton%20101(1).pdf) Click for more optionsElectronic Activity Northampton 101.pdf - Alternative Formats (21.784 KB)

Please note that you will only be able to attempt this Activity when you have enrolled at the University of Northampton and can access NELSON.  You may need to make use of NELSON, remember to narrow down your results using the options on the left of the results screen.  You may also need to use "Find My Reference".

### **Activity Three - Online Tutorials**

You are required to complete **two** on-line tutorials developed by the university of Northampton:  
  
**Harvard Referencing System**: which can be accessed via [Online Referencing Tutorial](http://skillshub.northampton.ac.uk/2013/04/18/harvard-referencing-interactive-tutorial/)  
  
**UNPAC** (university of Northampton Plagiarism Avoidance Course): which can be accessed via **UNPAC course**

Start your plagiarism training course by clicking ‘Begin’.  
  
You need to email a screenshot of the final page of each tutorial to demonstrate that you have completed each on-line tutorial to sumitra.prajapati@nami.edu.np for Environmental Science, deepak.karna@nami.edu.np for Computing and rohit.sharma@nami.edu.np for Management.

### **Activity Four - Essay**

* [[File](https://nile.northampton.ac.uk/bbcswebdav/pid-2508479-dt-content-rid-3208265_1/xid-3208265_1) Essay topics 2016.pdf](Essay%20topics%202016.pdf)

The attached file (above) outlines the requirements for this activity. You will need to submit your essay through the Turnitin link below.  
  
Guidance on essay writing, referencing, plagiarism and Turnitin can be found via the [Skills Hub](http://skillshub.northampton.ac.uk/) as well as the **Academic Practice**  button.  
  
For this assignment, Turnitin will generate an Originality Report, which will help you to identify any parts of your work that need to be referenced. Once you have submitted your work, click back on the 'View/Complete' link to access the report and review any matching text.  
  
To help you understand the report, please look at the Accessibility score: [Medium Click to improve Guide to Understanding Originality reports](originality-reports-student.pdf) Click for more optionsGuide to Understanding Originality reports - Alternative Formats

(PDF, 149 KB) and watch the video below:

[**Oxford Brookes University: How to Interpret Turnitin reports**](https://youtu.be/1yYf8AihndI)

### **Activity Five - Turnitin Reflective Report**

You are required to produce a summary of your Turnitin Originality Report, briefly highlighting the strengths and the weaknesses of your report and suggesting three (3) simple steps you will make in the future to improve the academic level of your written work.  
  
You may type this into a new Word document, or if you prefer, add it as a new first page to the essay document.

**Note: Submission of all the activities should be done in the email of the module leader (Program Leaders) of respective faculty. E.g. Computing students to Computing Program Leader (**[**Deepak.karna@nami.edu.np**](mailto:Deepak.karna@nami.edu.np)**), Environment students to Environment Program Leader (**[**Sumitra.prajapati@nami.edu.np**](mailto:Sumitra.prajapati@nami.edu.np)**) and Management students to Management Program Leader (**[**rohit.sharma@nami.edu.np**](mailto:rohit.sharma@nami.edu.np)**).**