





#### What you can expect from us:

- We will work hard to help you learn.
- We will be open, communicate with you, and make efforts to make you comfortable to talk.
- We will be polite and respectful.
- We will carefully consider your feedback and make appropriate changes.

#### What we expect from you:

- Take active learning as your responsibility.
- Engage consistently (statistics courses are cumulative).
- Talk to us when you are confused.
- Be polite and respectful to the teaching team and classmates (see 'collaboration skills').
- Try to have fun.



Share your expectations with us:

[DETAILS]





Lectures



Labs / Tutorials



**Assessments** 



Asking Questions

Image credit: <a href="https://www.youtube.com/watch?v=vkP00SaSxMU">https://www.youtube.com/watch?v=vkP00SaSxMU</a> (time 2:08); <a href="https://images.app.goo.gl/jo2GAHv4bJHkKo8b7">https://www.youtube.com/watch?v=vkP00SaSxMU</a> (time 2:08); <a href="https://images.app.goo.gl/jo2GAHv4bJHkKo8b7">https://images.app.goo.gl/jo2GAHv4bJHkKo8b7</a>; <a href="https://www.youtubemployment.org.uk/how-to-support-your-students-during-exams/">https://www.youtubemployment.org.uk/how-to-support-your-students-during-exams/</a>; <a href="https://medium.com/@sajjadali">https://medium.com/@sajjadali</a> 41293/how-to-find-information-on-the-internet-using-various-platforms-9f8d89bf5525



#### **Lectures**

#### Introduce core concepts and provide demonstrations where applicable

#### What you can expect from us:

- Weekly course outlines to review connections between past and future learning.
- Slides will be available [DETAIL OF THE NUMBER OF HOURS/DAYS] in advance.
- Recordings (if available) will be available within [DETAIL OF THE NUMBER OF HOURS/DAYS].

#### What we expect from you:

#### **BEFORE: Prepare**

- Find out what the lecture is going to be about.
- Consult [DETAIL, e.g., course overview on Learn].
- Get your lecture slides.

#### **DURING: Be Active**

- Put away distractions.
- Listen and make notes to help you feel engaged and avoid losing concentration.
- Ask questions.

- Follow up what you learnt and check clarity and add comments to notes.
- Review lecture recordings to fill any gap and complete readings.
- Ask questions.



## **Labs / Tutorials**

## A place to get hands-on experience and practical support

#### What you can expect from us:

- Practical experience opportunities.
- A team of tutors available to answer questions.
- Support for issues or questions.
- Assistance in finding study partners.

#### What we expect from you:

#### **BEFORE: Prepare**

- Source and read the lab/tutorial materials.
- Answer any pre-assigned questions, and note down any questions you have.

#### **DURING: Be Active**

- Contribute to class and group discussions / problem solving.
- Listen and make notes to help you feel engaged.
- Ask questions.

- Based on class discussions add to notes.
- Think about how the content covered links to and is relevant to the wider content block.
- Ask questions.



#### **Assessments**

## Testing your knowledge and understanding

#### What you can expect from us:

- Clear expectations on approaching assessments.
- Examples of previous student works [DELETE IF NOT APPROPRIATE].
- Example assessment questions [DELETE IF NOT APPROPRIATE].
- Q&A sessions before and after assessments [DELETE IF NOT APPROPRIATE].
- Constructive feedback on strengths and areas for improvement.

#### What we expect from you:

#### **BEFORE: Prepare**

- Check what assessments you have and the criteria.
- Note the release and due dates.
- Review feedback from previous similar assessments, and any example assessments provided by the course.
- Ask any clarification questions.

#### **DURING: Be Active**

- Read all questions immediately and plan your time accordingly.
- Read each question carefully when answering it.

- Don't just focus on numeric grade received reflect on the feedback.
- Ask for clarification on comments if needed for future improvement.
- Monitor and reflect on your learning journey. (LINK TO REFLECTION QUIZ)



## **Asking Questions**

## Opportunity to clarify / better understand materials

#### What you can expect from us:

- We welcome all questions.
- Clear guidelines on when and how to ask questions.
- Office hours: [DETAILS]
- Discussion forum: [DETAILS]
- Response time: [DETAILS]
- Additional support resources:
  [DETAILS]

#### What we expect from you:

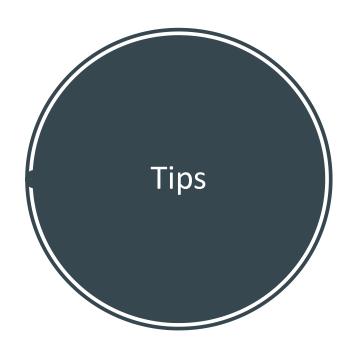
#### **BEFORE: Prepare**

- Check how and where you can ask questions.
- Note down questions, being specific as possible (e.g., refer to specific lecture slide).

#### **DURING: Be Active**

- Take notes.
- If you still don't understand something, ask more questions.

- Check understanding and comments to notes.
- Review lecture recordings to fill any gaps post-questions.







# **Effective Learning Techniques**

# Elaborative Interrogation

 Generate explanations for why facts or concepts are true.

#### Keyword Mnemonic

 Use keywords and mental imagery to associate verbal materials.

#### Self-Explanation

 Explain how new information relates to known information or problem-solving steps.

#### Imagery for Text

 Form mental images of text materials while reading or writing.

#### Distributed Practice

• Spread study activities over time.

#### Summarisation

• Write summaries of text to be learned.

#### Re-reading

 Restudy text material after initial reading.

#### **Practice Testing**

Highlighting / Underlining

 Self-test or take practice tests over materials to be learned.

Mark important portions

of materials while reading.

#### Interleaved Practice

 Mix different kinds of problems or materials within a single study session.

Source: Dunlosky, J. et al. (2013). Improving students' learning with effective learning techniques: promising directions from cognitive and educational psychology. *Psychological Science in the Public Interest: A Journal of the American Psychological Society*, 14(1), 4–58.



#### Attend

- Engage
- Take rough notes
- Ask questions

#### Read

- Read assigned papers/ chapters
- Be inquisitive can you find additional reading materials?

#### Consolidate notes

- Add more detail to notes
- Structure coherently

#### Always questioning

- Use questions to guide revisions and pre-reviewing.
- Ask questions (more efficient than struggling)

#### Self-test

Continuously test knowledge and understanding

#### Reflect and review

- What done well and struggled?
- What do you understand now that you didn't previously?
- Note future action points.

#### Prepare

 Complete required readings for the upcoming week

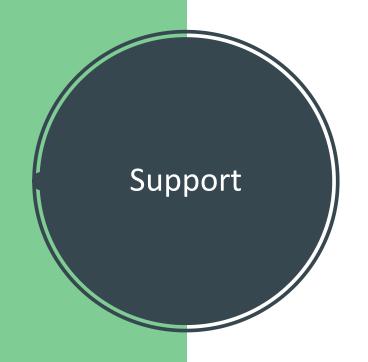


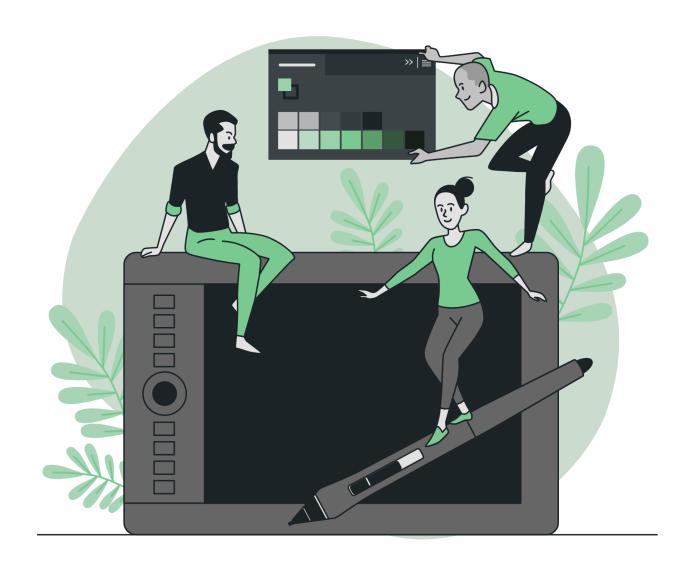
# **Effective Time Management**

#### **Attend** Engage Take rough notes **Prepare** Ask questions Read Complete required readings Read assigned papers/ chapters for the upcoming week Be inquisitive - can you find additional reading materials? **Reflect and Review** What's gone well, where have you struggled? **Consolidate Notes** What do you understand now that Add more detail to notes you didn't previously? Structure coherently Note future action points. **Always Questioning Self-Test**

 Continuously test knowledge and understanding (consider creating flashcards, MCQs, generating your own practice exam questions)

- Use questions to guide revisions and pre-reviewing.
- Ask questions (more efficient than struggling)







# Opportunities for course support

#### Specific support for your course/module

- Office hours: [DETAILS]
- Discussion forum: [DETAILS]

# Opportunities for general academic & pastoral support

# General academic advice about your time in University

[Personal Tutor/Academic Advisor DETAILS]

#### Wellbeing advice

- [Wellbeing advisor]
- [Listening service]
- [Counselling service]
- [Other please add details]



# Wider Support & Community

Edit as appropriate for your institution/location!

# **University Based**

#### **Extra-curricular activities**

- [DETAILS]

#### **Experiential Learning**

- [DETAILS]

#### **Pre-existed community**

[DETAILS]

# **Outside University Community**

#### **Opportunities available in a non-University settings**

[DETAILS]