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UNIVERSITY OF
TECHNOLOGY

Catching-up when behind in your studies...

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Outline

- University study
- Oh no, I am behind!!
- Things to do
- Things not to do
- Summary

University study

- A degree is EARNED
- We have to show, before giving you a degree (or indeed, a pass in a subject):
 - Learning outcomes
 - “On completion of this unit/degree, student can demonstrate ...”
 - Programming, design, testing, documentation, presentation, speaking, ...
 - Assessment that demonstrates learning outcomes
 - Evidence of knowledge, skills
 - Sometimes – evidence of participation e.g. group work, some labs
 - We CAN'T ignore poor/no work, no assessable work, way below expected standard work...

Oh no, I am behind!!!

- You have missed handing in an assignment (or three!)
- You have handed in a poorly done, incomplete assignment
- You have missed one (or three!) labs/tutes/lectures
- Your group members are angry with your lack of (or no!) contribution
- Your tutor keeps emailing and asking where you are (or asks you on the escalators)
- Your mum wonders how you can be able to see so many movies during the day when you are supposed to be @ uni...

What to do if behind

■ ASK FOR HELP!!!

- LOTS of sources of help
- Tutor
- Convenor
- Student engagement officer
- SSAA
- Student services
- Study group, fellow class mates
- Mentor
- Friends, family

What to do

- ATTEND your labs, tutorials, lectures
 - That is what they are there for (esp the 8.30am, 7.30pm!)
- Make a work plan/timetable with work items on it
 - Due dates for assignments, tests, exam (!)
 - Time estimate for each
 - Commitments: uni study, work, family time, other things
 - Drop some of the “other” if need be (temporarily)
- Write a diary/reflective worklog
 - You have to do this in some subjects for assessment
 - Some group projects require this too

What NOT to do (or keep on doing...)

- Don't ask for help
 - Self-directed learning in Higher Ed limits help to a certain degree, BUT – there is lots and lots of support services from tutor, convenor, student engagement, SSAA, student services, ...
- Stay away from labs, tutorials, lectures
 - What will this achieve??? Just get MORE behind!!
- Not hand in next assignment/not attend test/not attend exam
- (Try and) cheat
 - You WILL be caught – and punished (sometimes severely!)
- Watch even more movies during class time...

Organisation, organisation, organisation...

- Organised people (or groups) will achieve much more than dis-organised people (or groups)
- GET ORGANISED:
 - Use a diary (paper or electronic) – right now!
 - Develop and maintain a Work Plan – right now!
 - Use time estimates – they start rough but get better w practice
 - Join/form a study group
 - Use support people, networks
 - Do some reflection on how working, when best, where, with who ...
- Don't let deadlines slide – we can't invent more time

Summary

- If behind, don't ignore – it usually won't go away by itself
- Ask for help
- Get organised – diary, work plan, estimates etc
- Attend lects, tutes, labs
- Do assignments
- Do tests and exams
- Learn from mistakes:
 - Its never too late to develop better study habits, approaches
 - There is help available

■ Best of luck!!!