

## 2.3 Academic expectations

### **Lectures and note taking**

Take note in the first lecture what the lecturer says about how the lectures relate to the text book, to the tutorials and to the assignments, and about what is worth noting from lectures. Compare your notes with a model provided by the lecturer or with those of other students. You need to use headings and numbered or dot points.

### **Tutorials**

The tutors have been carefully selected and trained to develop knowledge and analytical skills. Your tutor is the person to approach with any academic questions.

There is rarely one right answer to any question and tutors will want you to give your opinions and to question what you read and hear. They do not want you to reproduce what you have heard or read. Many Transfer students find this new and difficult at first. You will need courage to speak up with a different point of view at first, but the more you give your opinion, the easier it will become.

### **Text books and reading**

Find out in the first week how the tutor expects the text book/s to be used and how the texts relate to the lectures, tutorials and assignments. If at first you have difficulty in understanding the language, particularly the slang, you may need to read the relevant section in the text book before the lecture. Use the text book headings to predict what a section might be about, and check your prediction against what you read. This approach keeps you active in your reading.

The terms used in Commerce often have a different meaning to everyday English usage, for example, *event*, *equity* and *balance* or *market*, *selling* and *advertising*. Be aware of terms that have a technical meaning and refer to definitions in text book glossaries.

### **Assignments and plagiarism**

To achieve a high grade you must focus on what is important in assignments: work out exactly what a question means, and be careful to answer the core question, without including extra information. Many assignments include the marking criteria which set out clearly what your marker will be looking for. Refer to these criteria often as you prepare your assignment. Some lecturers provide examples of assignments from previous years to help you know what they are expecting.

It is essential that you acknowledge the sources of the ideas you use in assignments and that you do not copy from texts without citing the source. Section 2.11 of the *Communication Skills Guide* shows how seriously plagiarism is regarded in Australian universities, and what it means to acknowledge sources, both within your writing and in your list of references. That section also explains how to use your own words to avoid copying the text.