Where to find academic skills support for your students

We hope you will find this a useful guide to the wide range of academic skills support available for your students. Please feel free to signpost any of your students to the support detailed. If you would like to talk to us about how we can deliver support directly for your students, please let us know.

This document has been compiled by:

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To make it easier to find your way around our services we have divided this document into the following sections:

Pre-arrival on-line resources available to new students

Bespoke sessions

Face to face sessions: workshops

Face to face sessions: one to one support

Online materials and guides

Specialist support

Links to further resources

Your school support contacts
Pre-arrival on-line resources for new students:

There are a variety of help resources available to students prior to their arrival on the Skill-up website
http://www.salford.ac.uk/library/skillup

These include:
- Using Blackboard virtual learning environment
- Accessing student email accounts
- Accessing F: drive
- Accessing reading lists for modules
- Using e-books and e-journals via SOLAR

It’s not just preparation for study that students need to think about. Remind them to check out the ‘Get Ready’ website to make sure they have prepared themselves as far as possible before starting at Salford:
http://www.salford.ac.uk/getready

Bespoke sessions:

**Library**
The library provides information literacy training for students at all levels and this is embedded in all programmes. If you wish to arrange session/ discuss what is covered at these sessions or please contact your Academic Support Librarian

**Student Life - Study Skills team:**
Study Skills also run bespoke workshops on request. If you feel your students would benefit from a workshop then please fill out our booking form available [HERE](http://www.salford.ac.uk/getready).

**Digital Skills**

We can also provide bespoke sessions tailored to your student IT needs– for more information please contact [library-digitalskills@salford.ac.uk](mailto:library-digitalskills@salford.ac.uk)
Face to Face Sessions:

Skills workshops for Semester 1 – repeated throughout the Semester

Library:
http://www.salford.ac.uk/library/help/information-literacy

E-submission overview
Finding Library resources
IT Essentials
Library Support Drop-In
SOLAR Library search essentials
Tour of Clifford Whitworth
New2IT@salford
Digital Skills – Social Media
Skill-Up: PowerPoint Basics
Skill-Up: Word Basics
Skill-Up: Excel Basics
Skill-Up: Word Long Docs
Skill-Up: Excel Charts
Skill-Up: PowerPoint Enhancing
Skills-Up: Excel – Analysing Data

Student Life Study Skills:
http://www.careers.salford.ac.uk/page/workshops#.V AWLAgK5F8F

Academic writing skills
Critical and Analytical skills
Getting Ready for Study in the UK (new)
Giving a presentation
Managing your time
Note-taking
Planning your assignment
Reflective writing
Reading and Evaluating Sources Effectively
Referencing your work APA (Harvard) style
Saturday Skills School

Wordscope:

Wordscope is a proven programme of writing tuition which is delivered through a writing workshop format, designed to help students improve their academic writing skills. Workshops will focus on common writing problems such as how to punctuate correctly, how to construct complete sentences, and how to build coherent paragraphs. In the process, other vital aspects of academic writing are covered.

Wordscope is not designed solely for “remedial” or weak writers: student writers at all levels can (and do) benefit from Wordscope. Evidence indicates that if students attend at least six workshops, grades improve by at least six marks. Wordscope is offered FREE to those students who want to improve their academic writing skills.

For general enquiries about Wordscope and for staff who wish to talk to Dr. Carl Bergstrom to enquire about how Wordscope can be delivered to their students please see ‘Contacts’ sheet.

Learn English for Academic Purposes (LEAP):

Learn English for Academic Purposes (LEAP) is a series of classes designed to give non-native English speakers support while studying at Salford. Classes run throughout the academic year. For more details visit: http://www.careers.salford.ac.uk/eap
One to One support

Both the Library and Student Life can provide assistance to students on a one to one basis. We can offer one to one appointments (up to an hour) and quick query sessions. Click on the following links for more information:

**Library:**
For help with finding library resources our academic support librarians can help. See your school contact on ‘contacts’ sheet or go to:
http://www.salford.ac.uk/library/help/academic-support

**Digital Skills:**
For student training on Microsoft Word, Excel, Powerpoint (Basic levels and tailored advanced sessions).
Library-digitalskills@salford.ac.uk

**Student Life:**
If a student has a study skills problem and they need one to one help rather than attending a workshop, one of our study skills consultants can help. See school contact on ‘contacts’ sheet or e-mail: studyskills@salford.ac.uk

**Learn English for Academic Purposes:**
1 to 1 appointments take place throughout the week to help individual non-native English speakers with questions concerning their English.
See ‘contacts’ sheet or visit: http://www.careers.salford.ac.uk/eap

**Mathscope:**
Mathscope is designed to help students with any type of mathematical or statistical problem they encounter during their course. Students can make appointments to see Mathscope tutors or can drop in to room 121 Newton building between 9.30 and 4pm on weekdays. See ‘contacts’ sheet.
Online materials and guides
For those times when students are unable to attend a workshop or to seek support on campus, there is a variety of online material and guides available.

Library: Skill up

Skill Up is a collection of on-line support material for students to help them use University facilities such as Library, IT services, VLE and e-submission and to ensure they develop Information and Digital Literacy skills. It is a growing collection of resources and will be useful for students to be referred to throughout their time at University.

It is available at http://www.salford.ac.uk/library/skillup

Examples include:
- Information Literacy - Assess Your Existing Skills
- Blackboard and e-Submission
- Blackboard, a user guide
- How to borrow a laptop in the library
- Turnitin - How to submit assignments for marking
- E-submission - How to view grades and feedback
- E-submission - How to submit assignments in Blackboard
- Identifying keywords and refining your search
- Primary, secondary or tertiary resources?
- Identify and evaluate trusted source formats
- Planning your search
- Accessing Reading Lists
- Storing information effectively
- Managing references with endnote
- How to forward University email to personal email account
- Turnitin - How to submit a draft assignment
- Turnitin - How to interpret the originality report

Library: user guides http://www.salford.ac.uk/library/help/user-guides

- Bibliographic Citations: using the APA 6th Harvard system
- Bibliographic Citations: using the APA Harvard system - Quick Referencing Guide
- Class numbers - how to decipher them
- Copying - Follow You
- Copyright - the effects upon you
- Document Delivery

Student Life: study basics guides http://www.careers.salford.ac.uk/page/study-basics-guides

- Critical analysis of a journal article
- Group work
- Making the most of feedback
- Plagiarism
- Presentation skills
- Proof Reading
Library: user guides (cont.)

- Document Delivery for off campus learners/Distance Learners
- EndNote Web - suitable for undergraduates and taught postgraduates
- e-Resource access
- Examination papers on the Web
- Follow You - Copying
- Google Scholar and Find It
- Images - finding the right image
- IT Facilities
- Journal articles - how to find them
- Reading lists at Salford - LaSU - for students
- Search strategies - planning your search strategy
- SOLAR - Searching Our Library's Academic Resources
- Theses – how to find them
- Turnitin: How to interpret a Turnitin originality report

Student Life: study basics guides (cont.)

- Reading and note making
- Reflective writing
- Research projects and report writing
- Revision and exams
- Reviewing literature and paraphrasing
- Speed reading
- Spelling and apostrophes
- Time management
- Writing at Master’s level
- Writing your assignment
- Writing your dissertation
- Writing your research proposal
Specialist Support

**Microsoft Office Specialist (MOS)**
We will be introducing *Microsoft Office Specialist (MOS)* later in semester 1. MOS works in a similar way to ECDL – it allows students to learn on-line at their own pace. It will help those students who need to improve their ICT skills in general or who need to learn specific packages for software packages in order to complete assignments. As MOS is an internationally recognised qualification it can also be beneficial for students to undertake it so that these skills can be recognised and accredited. For further information contact Maggie, Carla and Ebba at library-digitalskills@salford.ac.uk

Disability and Learner support
http://www.advice.salford.ac.uk/disability

We’re here to support disabled students throughout their studies. Our specialist Disability Advisors can make sure they have the assistance they need in lectures and exams, provide equipment loans and, where appropriate, help them apply for Disabled Students’ Allowances (DSA) funding.

Health and Wellbeing
http://www.advice.salford.ac.uk/health

The Wellbeing Service is comprised of counsellors and wellbeing advisors who provide a range of services to students who are experiencing mental or emotional distress.

Links to further resources

**Student Life: Study Skills** have identified some useful online resources freely available to all students

We provide links through to useful online resources: http://www.careers.salford.ac.uk/page/online-resources

- Phrasebank
- Learnhigher
- University of Kent’s assignment planner
- BBC Skillswise
- Guide to Writing Essays – Royal Literary fund
- Online interactive tutorials – University of Leeds
- Skills for Study – Open University
- Skills4Study – Palgrave Macmillan
- AWE – University of Hull
- Critical Thinking Web
- WrAssE – University of Plymouth
- The Writing Kit
- Numeracy resources for student nurses
- Stats Tutor
- Mathcentre
## Your school support contacts

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<thead>
<tr>
<th>School: School of Nursing, Midwifery &amp; Social Work</th>
<th>Library academic support librarians: Nursing: Rachel Adams &amp; Viki Clitheroe ext: 56623 e-mail: <a href="mailto:clitheroe-adams@salford.ac.uk">clitheroe-adams@salford.ac.uk</a> Counselling &amp; Psychotherapy, Midwifery &amp; Social Work: Jen Earl ext: 53972 <a href="mailto:j.a.earl@salford.ac.uk">j.a.earl@salford.ac.uk</a> Sociology, Criminology and Social policy Gemma Smith ext: 52110 <a href="mailto:g.a.smith@salford.ac.uk">g.a.smith@salford.ac.uk</a></th>
<th>Student Life study skill consultants: Suzanne Waugh ext: 54591 e-mail: <a href="mailto:s.waugh@salford.ac.uk">s.waugh@salford.ac.uk</a></th>
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</thead>
<tbody>
<tr>
<td>School of Health Sciences</td>
<td>Roy Vickers ext: 52442 <a href="mailto:r.vickers@salford.ac.uk">r.vickers@salford.ac.uk</a></td>
<td></td>
</tr>
<tr>
<td>School of Arts &amp; Media</td>
<td>Andy Callen ext: 56183 <a href="mailto:a.callen@salford.ac.uk">a.callen@salford.ac.uk</a> Nicky Freeman ext: 56183 <a href="mailto:n.freeman@salford.ac.uk">n.freeman@salford.ac.uk</a> Maree Green <a href="mailto:m.e.green@salford.ac.uk">m.e.green@salford.ac.uk</a> ext: 56680</td>
<td>Viv Bell ext: 56902 e-mail: <a href="mailto:v.bell@salford.ac.uk">v.bell@salford.ac.uk</a></td>
</tr>
<tr>
<td>Salford Business School</td>
<td>Sue Barker-Mathews ext: 53301 <a href="mailto:s.c.barker-mathews@salford.ac.uk">s.c.barker-mathews@salford.ac.uk</a></td>
<td></td>
</tr>
<tr>
<td>School of the Built Environment</td>
<td>Tracey Breheny ext: 56678 <a href="mailto:t.m.breheny@salford.ac.uk">t.m.breheny@salford.ac.uk</a></td>
<td>Lynne Crook ext: 50117 e-mail: <a href="mailto:l.v.crook@salford.ac.uk">l.v.crook@salford.ac.uk</a></td>
</tr>
<tr>
<td>School of Environment &amp; Life Sciences</td>
<td>Anne Sherwin ext: 56846 <a href="mailto:a.sherwin@salford.ac.uk">a.sherwin@salford.ac.uk</a></td>
<td></td>
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<tr>
<td>Wordscope</td>
<td>Dr. Carson Bergstrom <a href="mailto:c.bergestrom@salford.ac.uk">c.bergestrom@salford.ac.uk</a> tel: 54418 <a href="mailto:wordscope-esph@salford.ac.uk">wordscope-esph@salford.ac.uk</a></td>
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<tr>
<td>Mathscope</td>
<td>Dr. Kevin Sandiford <a href="mailto:k.sandiford@salford.ac.uk">k.sandiford@salford.ac.uk</a> tel: 52097 <a href="mailto:mathscope@salford.ac.uk">mathscope@salford.ac.uk</a> tel: 54787</td>
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