

# Academic Learning Services - Hawke's Bay

Welcome! Academic Learning Services is here to assist you on your journey towards the successful completion of your studies at EIT. Our aim is for you to become confident, competent and independent learners. The advisors for the Hawke's Bay campus are located in the library.

## Assistance Available

We have a dedicated team of advisors who can assist with:

- Academic reading
  - critical thinking, research, reading effectively
- Academic writing
  - essays, reports, reflective writing, online forums, literature reviews, annotated bibliographies, short or long answer assignments
- APA referencing and writing style
  - in text citations, reference lists, APA style conventions
- Computing
  - MSWord, MSPowerPoint, MSEXcel, MSPublisher, file management, EITOnline, EndNote, assignment formatting
- English for speakers of other languages
- Literacy
- Mathematics
  - basic numeracy, drug calculations, trigonometry, statistics, mathematics for chemistry and physics
- Strategies for studying anatomy and physiology
- Study skills memory, note-taking, learning styles, exam techniques
- Oral presentations
- Statistics
- Te reo Māori
- Time management
- Writing skills
  - paraphrasing, summarising, sentence structure, paragraph structure, grammar, punctuation

## Workshops

At the beginning of each semester we run lunchtime study skills workshops.



Want more information?  
**974 8000 ext 6045**  
twist@eit.ac.nz



EASTERN INSTITUTE OF TECHNOLOGY  
TE AHO A MĀUI

## Appointments

Appointments may be made for individuals or small groups in one of the following four ways:

- In person: Request an appointment at the library service desk
- Complete a form: Forms are available from the library service desk or apply online
- Email: [learningadvisors@eit.ac.nz](mailto:learningadvisors@eit.ac.nz)
- Phone: 06 9748000 ex 6045

Learning Advisors usually need to be booked in advance. If you think you will need assistance with some aspects of your course work then contact us early. If you urgently need an appointment, complete a form and the Academic Services Assistant will endeavour to contact you within 24 hours.

We are available during the following hours:

Monday	8.30am - 5.00pm
Tuesday	8.30am - 5.00pm
Wednesday	8.30am - 6.00pm
Thursday	8.30am - 6.00pm
Friday	8.30am - 5.00pm

## Lunchtime Drop-in Sessions

During term time, between 12:00pm - 12:50pm, a Learning Advisor is available to help students.







Bookings are for 10 to 15 minutes. The booking board is outside study room 6 in the Learning Hub.

## Information & Learning Advisor Appointments

<b>Within a learning advice session some of the following may occur</b>	<b>Learning advisors do not</b>
<ul style="list-style-type: none"> <li>• Advice on how to analyse your assignment tasks</li> <li>• Working together on your computer and research skills</li> <li>• Reading of your assignment, and advice which may include               <ul style="list-style-type: none"> <li>• grammar/punctuation/spelling</li> <li>• assignment structure</li> <li>• paragraph structure</li> <li>• flow of ideas</li> <li>• referencing</li> <li>• paraphrasing</li> <li>• assignment formatting</li> <li>• writing skills</li> </ul> </li> <li>• Discussion about factors that may be impacting on your learning</li> <li>• Discussion about your study and learning</li> <li>• strategies and what you might be able to do to improve these</li> </ul>	<ul style="list-style-type: none"> <li>• Write parts of your assignment for you</li> <li>• Act as your proof-reader</li> <li>• Cover every aspect of your assignment that needs addressing</li> <li>• Teach course content</li> <li>• Assess or pre-mark your work</li> </ul>

**Your assignment is your work and your responsibility. Learning Advisors are here to help you succeed.**

## Academic Learning Services Team

	<p><b>Heather Martin</b> Academic writing, APA referencing, study skills, maths/drug calculations, literacy and numeracy, statistics, strategies for studying anatomy &amp; physiology</p> <p>Information &amp; Learning Advisor Extension: 6070 Email: <a href="mailto:hmartin@eit.ac.nz">hmartin@eit.ac.nz</a></p>
	<p><b>Heather Brown</b> Academic writing, APA referencing, literacy and numeracy, study skills, English for speakers of other languages, oral presentations, strategies for studying anatomy &amp; physiology, drug calculations</p> <p>Information &amp; Learning Advisor Extension: 6167 Email: <a href="mailto:hbrown@eit.ac.nz">hbrown@eit.ac.nz</a></p>
	<p><b>Yvonne Rowan</b> Academic writing, APA referencing, literacy and numeracy, study skills, maths/drug calculations, computing</p> <p>Information &amp; Learning Advisor Extension: 6167 Email: <a href="mailto:yrowan@eit.ac.nz">yrowan@eit.ac.nz</a></p>
	<p><b>Noreen Kelly</b> Academic writing, APA referencing, literacy and numeracy, study skills, English for speakers of other languages</p> <p>Information &amp; Learning Advisor Extension: 5462 Email: <a href="mailto:nkelly@eit.ac.nz">nkelly@eit.ac.nz</a></p>
	<p><b>Marcus Simkin</b> Academic writing, APA referencing, EndNote, study skills, maths/drug calculations, computing, literacy and numeracy</p> <p>Information &amp; Learning Advisor Extension: 5462 Email: <a href="mailto:msimkin@eit.ac.nz">msimkin@eit.ac.nz</a></p>
	<p><b>Alice McMillan</b> Te reo Māori, Academic writing, APA referencing, study skills, literacy and numeracy</p> <p>Information &amp; Learning Advisor: Māori Student Support Extension: 6070 Email: <a href="mailto:amcmillan@eit.ac.nz">amcmillan@eit.ac.nz</a></p>