

New to Study

Academic Skills Checklist

Complete this self-assessment on your preparedness for studying at EIT. Where you mark No, read the tips and guides and add your own notes to identify what you can do to move from No to Yes.

Study environment			Tips, Links to Resources, and Notes
I know the conditions that help me concentrate (e.g., quiet, music, library, home, etc.)	Yes	No	Take some time to reflect on what you need to help you study.
I know the time of day that I study best	Yes	No	Take some time to reflect on the times of day that you study best, for example, some people like to get up early and study, others find their energy and concentration is more conducive to studying during the day or late at night.
I know when the library is open	Yes	No	Check on MyEIT under Library Services for your campus
I have a dedicated study space at home	Yes	No	If possible, organise a space at home that suits your study conditions and the time of day you prefer to study. If a dedicated study space is difficult to achieve, find out when the library is open and study in the library. Consider using the public library as a study space option.
I have scheduled my time so that my best study time is free	Yes	No	Have a look at the Planning Study Time guide or email Learningadvisors@eit.ac.nz to request an appointment.
I know how to book a study room in the library	Yes	No	Ask at the library about study rooms and other items available to you other than books and journals.

Technology			EIT Computer Guides Tips, Links to Resources, and Notes
I have an appropriate device for studying	Yes	No	
I have downloaded the EIT app	Yes	No	
I have downloaded Office 365 from MyEIT	Yes	No	
I know how to use my device for studying	Yes	No	
I know how to save my files into a meaningful file structure	Yes	No	
I know how to have a backup copy elsewhere (e.g., on another drive or on the cloud) of my files	Yes	No	

Time management			Tips, Links to Resources, and Notes
I know when all my assignments are due and have recorded these	Yes	No	Mark all the due dates on a wall-planner and/or in a diary. Sometimes the Student Union have free wall-planners.
I know when all my classes are	Yes	No	Mark all your class times in a diary or some other planner.
I know the times and days I will dedicate to studying	Yes	No	Mark the times and days you will dedicate to studying in a diary or some other planner.

Course reading			Tips, Links to Resources, and Notes
I have purchased or arranged access to the textbook	Yes	No	
I know where to find the required course readings	Yes	No	Ask your tutor or the library by emailing twist@eit.ac.nz if you are unsure how to navigate MOODLE.
I understand I should read more widely than the course readings	Yes	No	Ask your tutor about their expectations for wider reading.
I know how to access other academic sources on a topic using the library, the library databases, and Google Scholar	Yes	No	Check out the Finding Information section on the MyEIT website or ask at the library desk to book a session with an Information Literacy expert.

Listening/concentrating in class			Tips, Links to Resources, and Notes
I have the stationery and devices I will need for class	Yes	No	
I know the start time of the class	Yes	No	
I know the location of the class	Yes	No	
I know the best area in the room for me so that I am free of distractions	Yes	No	
I ask questions in class when I am unsure	Yes	No	

Remembering and recall			Tips, Links to Resources, and Notes
I recall key points of lectures and course material	Yes	No	Memory Tips Guide Note-taking Guide
I concentrate when reading	Yes	No	Comment Coding

Critical thinking/Inquiry mindset			Critical Thinking Guide Tips, Links to Resources, and Notes
I understand that I may be challenged by ideas that don't match my values	Yes	No	
I know how to be respectful of other's ideas and values	Yes	No	
I understand that critical thinking involves not taking everything at face value, but rather questioning in order to develop my knowledge and academic skills	Yes	No	
I understand that I will develop my thinking skills by reading, discussing, listening, questioning, thinking, and reflecting	Yes	No	

Note-taking/Notemaking			Note-taking study guide Tips, Links to Resources, and Notes
I have the stationery and/or technology I need to take and make notes	Yes	No	
I understand that taking notes, and making my own notes is an important part of learning the course material	Yes	No	
I know I need to take notes in class	Yes	No	
I know how to take effective notes in class	Yes	No	
I know how to make my own notes that I can study and learn from	Yes	No	

Working in groups			See the Working in Groups Guide Tips, Links to Resources, and Notes
I understand that some assignments are prepared and marked as a group	Yes	No	

Finding Assignments Resources			Tips, Links to Resources, and Notes
I understand I will need to search for academic sources to complete assignments	Yes	No	
I know how to search the library databases for sources	Yes	No	Finding sources for assignments
I know how to use Google Scholar	Yes	No	Google Scholar Help
I know how to evaluate a source to check it is of good academic quality	Yes	No	Evaluating Website Credibility

**Contact Academic Learning Advisors for support with your study skills and academic writing:
learningadvisors@eit.ac.nz**