

## **The Academic Skills Office (ASO)**

The mission of the ASO is to help with any aspect of tertiary study skills, such as writing essays and reports, managing time, studying for exams and being a successful independent learner. Those accessing ASO services and programs range from high achieving students looking to do even better to those at risk of failing units of study and also includes people wishing to prepare themselves for university study prior to enrolment. The ASO also runs programs to assist students to settle into university life and to engage in extra-curricular activity and related personal development.

### **Learning support**

The ASO offers individual assistance and study skills programs for enrolled students, university preparation courses and orientation for new students, an enabling program for potential students and a wide range of resources to support learning and student success. For further information, contact details and how to make appointments or register for programs, go to [www.une.edu.au/aso](http://www.une.edu.au/aso) .

### **ASO Resources**

The ASO online resources are designed for use by both students and academic staff. They include the ASO fact sheets (responses to students' most frequently asked questions and areas of difficulty); information about the UNE referencing system and how to avoid plagiarism; and interactive workshops on academic writing and a range of other tertiary study skills. Explore these resources further at the above website.

### **tUNE-in Peer support**

The ASO coordinates two peer support programs: one for internal students living off-campus and another for students studying at a distance. The aim of these programs is to offer peer assistance, support and advice to new students to ease the transition to university study. To find out more including how to apply to join a peer support program either as a new student or a peer supporter, go to the above website and click on peer support on the left.

### **The New England Award (NEA)**

The ASO also coordinates the NEA which recognises and rewards student achievement and personal development through extra-curricular activity and community contribution both on and off campus. To find out more, including how to register, go to the website above and click on the NEA autumn leaf icon on the right.

### **Contacting ASO**

ASO staff are situated in the Teaching and Learning Centre and may be contacted by phone (02 6773 3600), email ([asohelp@une.edu.au](mailto:asohelp@une.edu.au)), online discussion forum (click on ASO discussion under *Quick links* at above website ), through our online booking system (click on ASO bookings under *Quick links* on above website) or, for on-campus students, by calling in to the ASO Learning Centre situated in the Learning Commons on the ground floor of Dixson Library.

*Dr Robyn Muldoon, ASO Manager*