

Academic Support Services

TLC can offer a range of academic support services to staff and students. These services can include but are not limited to those listed below. All services and development work are subject to resource availability. In the first instance, contact Sue Rutten, Executive Officer, srutten@une.edu.au, ext. 3628, to arrange a time to discuss the work you have in mind.

Teaching and Learning design and development

- Program and unit educational development to redesign and improve:
 - Assessment
 - Learning task design
 - Structure
 - Format (face-to-face, blended and online design)
- Peer review of teaching
- Staff learning commons

Resource development

- Design and develop print and web based resources:
 - Self-paced online tutorials
 - Online slide shows and animation features
 - Fact sheet design and development
 - Video production and editing
 - Audio production and editing

Copyright advice www.une.edu.au/copyright

- Preparing and presenting teaching materials
- Research and publication

Learning materials production

- Arrange production and duplication of learning materials
- Distribution of learning materials to off campus students

Assignment receipt and dispatch

- Receipt of assignments, both mailed and e-submitted, and forwarding to schools (through internal mail)
- Despatch of marked assignments to students via mail

Workshops and training sessions and series

www.tlcfmserv2.une.edu.au/workshops

- Blackboard:
 - Essentials
 - Effective discussions
 - Adding content files
 - Quiz design and management
- Teaching Flexibly Series:
 - Assessing for learning
 - Accessible technologies for learning
 - Online learning design
 - Supporting students
 - Managing groups and group work
 - Copyright for educational purposes
- E-submission and Turnitin reports

Learning support www.une.edu.au/aso

- Individual:
 - Face-to-face, phone, email, discussion board, fax
- Groups:
 - Unit specific skills workshops/tutorials
 - Generic academic skills workshops
- Learning support resources:
 - ASO factsheets
 - Academic skills online
 - Subject-specific writing
 - Referencing
- International student support:
 - Individual and group language and learning support for international students
 - Related academic development
- Enabling:
 - UNE Pathways Enabling Course
- University preparation:
 - *tUNEup* From Home
 - International student *tUNEup*
- Foundation units:
 - FNDN 101 - Foundation Skills for University Learning 1
 - FNDN 102 - Foundation Skills for University Learning 2
 - PDLN 300 - Advanced Academic and English Literacy Skills
- Tertiary Literacy Assessments (TLA):
 - Allowing students the ability to determine their personal strengths and weaknesses in the areas of academic writing, information literacy (research skills), basic maths and statistics, and computer and internet skills
- New England Award:
 - Recognising and rewarding skills development through extra-curricular activity
- Student Leadership Program

ALTC Grants and Awards support

www.une.edu.au/altc/awards.php

www.une.edu.au/altc/grants.php

