



TEACHING &  
LEARNING CENTRE



# Learning Support

Workshops. Courses.  
Coaching. Resources.



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JUL 2023 **SEMESTER**



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# Foreword

A warm welcome to Singapore University of Social Sciences (SUSS)! As you embark on your academic journey at SUSS, the Teaching & Learning Centre (TLC) warmly invites you to engage our learning provisions and browse our resources to empower your learning. At TLC, we strive to support your learning needs and strengthen your learning competencies so that you may graduate with stellar results and an intrinsic joy for learning.



## Strive for Academic Excellence with the Teaching & Learning Centre

Engage with TLC learning resources to empower your learning at SUSS

### Types of Learning Support

Drawn from academically successful students' study habits as well as learning behaviours, we have curated various modes of learning support so that you may successfully complete your courses and programmes.



#### Workshops

Workshops are face-to-face or fully online interactive training sessions, where opportunities are provided for application of newly acquired skills. Some workshops do require pre- and/or post-workshop preparations to ensure a more meaningful learning experience.

#### Online Resources

The TLC website (<https://www.suss.edu.sg/tlc>) showcases curated learning resources on an array of learning support topics for your reference. These resources serve to enrich your learning experience in the unique SUSS academic landscape.

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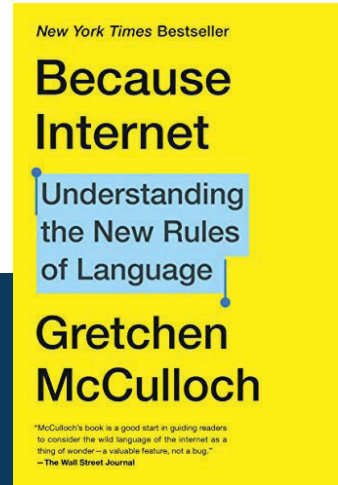
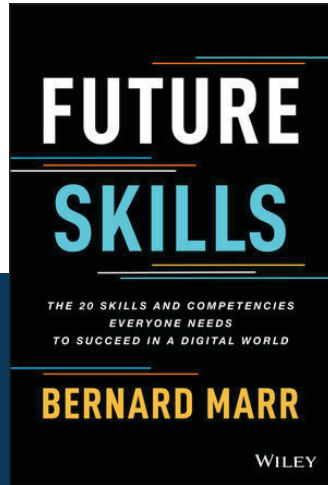
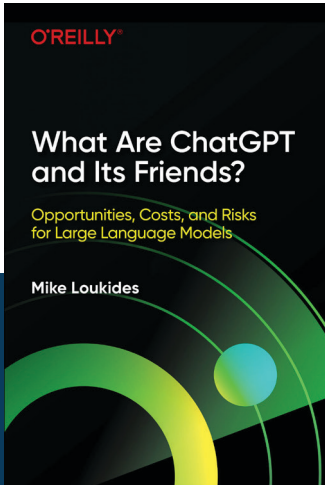
We recognise that students at various stages of their academic pursuits will require different levels of support. Do browse the guide for the ones best suited to your learning needs.

We also strive to keep our provisions updated to stay relevant in the ever-changing learning landscape. There will be new, interesting and exciting workshops in the coming semesters. Do keep a lookout for TLC's email ([tlc@suss.edu.sg](mailto:tlc@suss.edu.sg)), which will be sent to your SUSS email account for the latest updates.

# Learning Support eBooks

## SUSS Library

Access SUSS Library's licensed resources from the library portal at <https://library.suss.edu.sg/>. Login to your account with your SUSS username and password when prompted.



[Link](#)



[Link](#)



[Link](#)

For the O'Reilly Online Learning, please check out the [FAQ](https://libanswers.suss.edu.sg/faq/272677) on the access method.



For any questions on SUSS Library's resources and services, contact [ask@suss.libanswers.com](mailto:ask@suss.libanswers.com) or visit the FAQ on How to Login to SUSS Library:-

# Registration



To provide the most optimal learning experience, all workshops have a limited capacity for participants. Register early for workshops through your Student Portal. All successful registrations will receive a confirmation email from TLC at least two days before the session.

Registration can be done via the Student Portal during the Registration Period.

- 1 Login to Student Portal.
- 2 Click on **“E-Services”** on the left menu.
- 3 Click on **“Event Service Online”** in Student eService.
- 4 Click on the **“Event ID”** of the specific workshop you wish to register for.

**Note:**

TLC reserves the right to postpone or cancel workshops. In the event that the workshop does not take place after your registration has been confirmed in writing, we will make every effort to reschedule the workshop and you will be offered an alternative date to attend the same workshop.

# Study Skills



## **SDW112:** Generative AI in Tertiary Education Learning: Effective Prompt Writing

This workshop is designed to introduce participants to the exciting field of generative AI and provide hands-on experience utilising ChatGPT for tertiary education learning. In this interactive workshop, participants will develop an understanding of generative AI, including its principles and applications, explore the key capabilities of ChatGPT, and how these can be leveraged to enrich their learning journey. Participants will also learn about the limitations of ChatGPT. Participants will learn how to write effective ChatGPT prompts to generate ideas for writing, generate summaries, do project planning, improve their work, and employ ChatGPT as a learning companion. Ethical considerations and the responsible use of generative AI will also be emphasized.

### Notes:

- **Limited to 35 participants per session**
- Students can sign up for either one of the sessions
- Participants are required to create a ChatGPT account prior to the workshop, and bring their laptops to the session.

### SESSION 1

9 Sep 2023 (Sat)  
1330 hrs – 1630 hrs  
Event ID: EV23000114  
Mode: Face-to-face

### SESSION 2

23 Sep 2023 (Sat)  
1330 hrs – 1630 hrs  
Event ID: EV23000115  
Mode: Face-to-face

### Target Participants:

All students

### Registration Period:

**SESSION 1:** 24 Jun 2023 – 29 Aug 2023

**SESSION 2:** 24 Jun 2023 – 11 Sep 2023

**Course Level:** Introductory

**Cost:** Free

## SDW113: Visual Mapping for Effective Learning

There is research indicating that visual cues help us to better retrieve and remember information. Visual Mapping is proven to be an extremely effective creative learning tool utilised by many students. It is a visual information management tool that helps to transform ideas and concepts into organised visuals to evoke a deeper understanding of concepts. The process of visual mapping helps you to generate new perspectives in viewing information in addition to enhancing your visual memory leading to long term memory.

In this workshop, you will learn how to create, process, conceptualise and synthesise information visually. In doing so, you will also strengthen your memory, critical thinking skills and sense of creativity. As visual content is ubiquitous in today's digital era, you will also be introduced to current apps to enhance efficiency in your personal visual mapping process. Linear static information will be transformed into connected dynamic visual maps using pen and paper as well as digitally. Join us at this workshop and hone your visual mapping skills today!

### Notes:

- **Limited to 50 participants per session**
- Students can sign up for either one of the sessions
- Please bring along one of your courses' Learning Outcomes (i.e. learning outcomes from one of the study units in the iStudyGuide) to the session

### SESSION 1

16 Aug 2023 (Wed)  
1900 hrs – 2200 hrs  
**Event ID:** EV23000087  
**Mode:** Online

### SESSION 2

11 Sep 2023 (Mon)  
1900 hrs – 2200 hrs  
**Event ID:** EV23000088  
**Mode:** Face-to-face

### Target Participants:

All students

### Registration Period:

**SESSION 1:** 24 Jun 2023 – 7 Aug 2023

**SESSION 2:** 24 Jun 2023 – 3 Sep 2023

**Course Level:** Introductory

**Cost:** Free

## SDW119: Critical Reading

Through this course, students will learn how to be critical readers. This is important in the university context because evaluating source texts for academic writing is common across various disciplines. The ability to read critically will enable students to: (i) determine whether a given source text is an academic text; (ii) assess the reliability of evidence used in a given source text; and (iii) identify possible author bias in a given source text. Indeed; students, regardless of discipline, will need to assess the reliability and suitability of the source texts they approach during the research process of their academic writing. This course, as such, aims to equip students with the necessary critical reading skills for the purpose of sound academic research.

### Notes:

- **Limited to 40 participants per session**
- Students can sign up for either one of the sessions

### SESSION 1

2 Aug 2023 (Wed)  
1900 hrs – 2200 hrs  
**Event ID:** EV23000091  
**Mode:** Face-to-face

### SESSION 2

4 Sep 2023 (Mon)  
1900 hrs – 2200 hrs  
**Event ID:** EV23000092  
**Mode:** Online

### Target Participants:

All students

### Registration Period:

**SESSION 1:** 24 Jun 2023 – 30 Jul 2023

**SESSION 2:** 24 Jun 2023 – 27 Aug 2023

**Course Level:** Introductory

**Cost:** Free



## **SDW215:** Speed Reading Workshop

The workshop aims to equip students with the skill of Speed Reading so that they will be able to read with more efficiency and effectiveness while not compromising on their understanding of content.

### **Notes:**

- Limited to 40 participants

### **SESSION 1**

1 Sep 2023 (Fri)  
1900 hrs – 2030 hrs  
Event ID: EV23000093  
Mode: Online

### **Target Participants:**

All students

### **Registration Period:**

24 Jun 2023 – 22 Aug 2023

**Course Level:** Intermediate

**Cost:** Free



## SDW217: Integrative Note-Taking

Reading is an essential part of the learning process. The challenge is to manage the time and amount of reading which leads to efficient and effective learning. Effective note-taking helps you to organise information and key concepts gathered from readings and lectures in a way that improves your higher order thinking skills in analysis, synthesis and evaluation.

Given that you will have to make connections between different disciplines (i.e. interdisciplinarity; the intersections between Engineering and Business, for example) in your course of study at SUSS, this skill will enable you to:

- (1) actively and quickly process and synthesize materials across different disciplines
- (2) have a more diverse perspective on issues

In this workshop, you will learn how to take notes from reading and lectures using the Buzan Organic Study Technique (BOST®). You will explore traditional note-taking strategies as well as learn to transform them onto digital mobile platforms. Join us at this workshop and take a more active and creative approach to your study.

### SESSION 1

18 Aug 2023 (Fri)

1900 hrs – 2200 hrs

Event ID: EV23000094

Mode: Face-to-face

### SESSION 2

7 Sep 2023 (Thu)

1900 hrs – 2200 hrs

Event ID: EV23000095

Mode: Online

### Target Participants:

All students

### Registration Period:

**SESSION 1:** 24 Jun 2023 – 9 Aug 2023

**SESSION 2:** 24 Jun 2023 – 29 Aug 2023

**Course Level:** Intermediate

**Cost:** Free

### Notes:

- **Limited to 40 participants per session**
- Students can sign up for either one of the sessions



### Note:

TLC reserves the right to postpone or cancel workshops. In the event that the workshop does not take place after your registration has been confirmed in writing, we will make every effort to reschedule the workshop and you will be offered an alternative date to attend the same workshop.

# Assessment Skills



## **SDW171:** Using Library Resources in Your Written Assignments

Understanding assignment questions and finding credible sources to support your arguments are part of the process towards producing a well-written essay. Learn useful and practical strategies that will ensure you understand your assignment tasks accurately.

### Notes:

- **Limited to 50 participants per session**
- Students can sign up for either one of the sessions

### **SESSION 1**

7 Aug 2023 (Mon)  
1900 hrs – 2200 hrs  
Event ID: EV23000096  
Mode: Online

### **SESSION 2**

21 Aug 2023 (Mon)  
1900 hrs – 2200 hrs  
Event ID: EV23000097  
Mode: Online

### **Target Participants:**

**Session 1:** New students  
**Session 2:** All students

### **Registration Period:**

**SESSION 1:** 24 Jun 2023 – 30 Jul 2023  
**SESSION 2:** 24 Jun 2023 – 13 Aug 2023

**Course Level:** Introductory

**Cost:** Free

## SDW173: Strategic Revision Using Learning Outcomes

All courses offered at SUSS have specific learning outcomes in light of Bloom's taxonomy.

In this workshop, you will learn how to strategise and maximise your exam revision efforts by unpacking the verbs in Blooms' taxonomy.

### Notes:

- **Limited to 50 participants per session**
- Students can sign up for either one of the sessions

### SESSION 1

23 Oct 2023 (Mon)  
1900 hrs – 2200 hrs  
Event ID: EV23000098  
Mode: Online

### SESSION 2

1 Nov 2023 (Wed)  
1900 hrs – 2200 hrs  
Event ID: EV23000099  
Mode: Online

### Target Participants:

Only undergraduates

### Registration Period:

**SESSION 1:** 24 Jun 2023 – 15 Oct 2023  
**SESSION 2:** 24 Jun 2023 – 24 Oct 2023

**Course Level:** Introductory

**Cost:** Free

## SDW172: How to make Tertiary Group-based Assignments work for You

Group work has been widely used in education today, including higher education. Group work helps tertiary students develop a spectrum of skills that are increasingly important in the professional world. A positive group work experience has also been shown to contribute to student learning, retention and enhancement of the university experience. This workshop is designed to equip tertiary students with the necessary skills and knowledge to collaborate effectively in group settings. Through hands-on activities, participants will learn about the strategies and tools to enhance communication, foster teamwork, and achieve successful outcomes in their group-based assignments.

### Notes:

- **Limited to 25 participants per session**
- Students can sign up for either one of the sessions

### SESSION 1

26 Aug 2023 (Sat)  
1330 hrs – 1630 hrs  
Event ID: EV23000100  
Mode: Face-to-face

### SESSION 2

6 Sep 2023 (Wed)  
1900 hrs – 2200 hrs  
Event ID: EV23000101  
Mode: Face-to-face

### Target Participants:

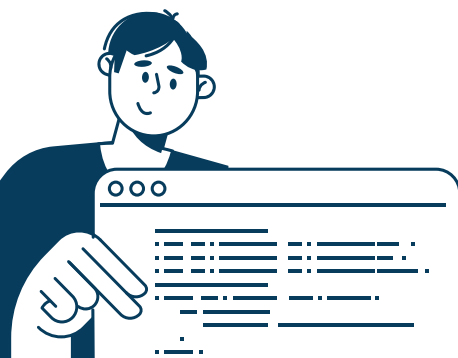
All students

### Registration Period:

**SESSION 1:** 24 Jun 2023 – 15 Aug 2023  
**SESSION 2:** 24 Jun 2023 – 27 Aug 2023

**Course Level:** Introductory

**Cost:** Free





## **SDW177: Academic Citation: What, How, Why**

Academic citation is an integral part of tertiary education. Not only should you be familiar with the various citation styles available, you should also be able to cite accurately, for failure to do so would result in plagiarism. This workshop takes you through the APA style which is most frequently used in SUSS. While there will be a strong focus on how to cite and reference different sources, including ideas from generative AI tools, you will also learn how to incorporate quotes or paraphrase them in your essay. More importantly, you will appreciate the importance of attributing your sources in your assignments.

### **SESSION 1**

5 Aug 2023 (Sat)  
1400 hrs – 1630 hrs  
**Event ID:** EV23000102  
**Mode:** Online

### **SESSION 2**

8 Aug 2023 (Tue)  
1900 hrs – 2130 hrs  
**Event ID:** EV23000103  
**Mode:** Online

### **SESSION 3**

25 Aug 2023 (Fri)  
1900 hrs – 2130 hrs  
**Event ID:** EV23000104  
**Mode:** Online

### **SESSION 4**

2 Sep 2023 (Sat)  
1400 hrs – 1630 hrs  
**Event ID:** EV23000105  
**Mode:** Online

### **SESSION 5**

16 Sep 2023 (Sat)  
1400 hrs – 1630 hrs  
**Event ID:** EV23000106  
**Mode:** Online

### **Target Participants:**

All students

### **Registration Period:**

**SESSION 1:**  
24 Jun 2023 – 30 Jul 2023

**SESSION 2:**  
24 Jun 2023 – 31 Jul 2023

**SESSION 3:**  
24 Jun 2023 – 15 Aug 2023

**SESSION 4:**  
24 Jun 2023 – 22 Aug 2023

**SESSION 5:**  
24 Jun 2023 – 5 Sep 2023

**Course Level:** Introductory

**Cost:** Free

### **Notes:**

- **Limited to 50 participants per session**
- Students can sign up for any one of the sessions

## **SDW179: Levelling Up Presentation Slides Through Design**

Inappropriately designed slides are a key contributor to 'Death by PowerPoint' and, sometimes, could ruin a presentation. In this workshop, participants will first examine some ineffective slides before delving into the theoretical foundations of how various visual elements (e.g., text, imagery, white space, and colour) and visual principles (e.g., layout, contrast, repetition, alignment, and proximity) influence the creation of presentation slides. Through learning by thinking, making, doing, and reflecting, participants get to experience the art and science of effective slide design from scratch.

**Note:** This workshop is designed for anyone who wishes to improve their visual sensitivity. Due to time constraints, animation and motion will be excluded from this workshop.

### **Notes:**

- **Limited to 35 participants**
- There are pre-workshop activities to be completed before the start of the workshop.

### **SESSION 1**

15 Aug 2023 (Tue)

1900 hrs – 2200 hrs

**Event ID:** EV23000107

**Mode:** Online

### **Target Participants:**

Only undergraduates

### **Registration Period:**

24 Jun 2023 – 2 Aug 2023

**Course Level:** Introductory

**Cost:** Free



## **SDW275: Learning Through Feedback**

Feedback, both positive and negative, is essential for improvement in an academic setting.

In this workshop, you will learn how to utilise feedback more effectively by interpreting and applying feedback received on assignments. Additionally, through a hands-on practice of giving peer feedback, you will gain a deeper understanding and appreciation of the value of constructive feedback.

### **Notes:**

- **Limited to 50 participants**

### **SESSION 1**

19 Sep 2023 (Tue)

1900 hrs – 2200 hrs

**Event ID:** EV23000108

**Mode:** Online

### **Target Participants:**

All students

### **Registration Period:**

24 Jun 2023 – 10 Sep 2023

**Course Level:** Intermediate

**Cost:** Free



### **Note:**

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# Portfolio Training



## Creating your ePortfolio

The SUSS ePortfolio is a University graduation requirement that trains you to take on a holistic learning lens as you engage in self-directed learning. By showcasing a thoughtful selection of reflections, work samples and artefacts, you can demonstrate the synthesis of your learning, critical thinking and growth. Even beyond your time in SUSS, you can proudly showcase and develop your identity as a learner, citizen or emerging professional through this lifelong learning journey.

This workshop will demonstrate and prepare you to create your personalized ePortfolio to document your learnings in your time in SUSS.

### SESSIONS

Scan the QR code below or visit the ePortfolio website:

<http://suss.edu.sg/eportfolio>



### Target Participants:

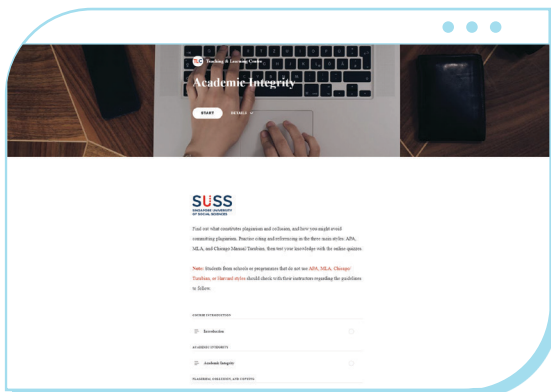
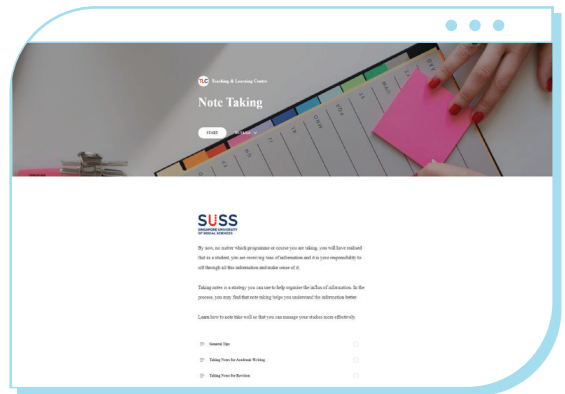
All students

**Cost:** Free

# Learning Support Online Resources

## Note Taking

As a university student, you will be receiving, exploring, and internalising plenty of information. Practicing effective note taking strategies cultivates a clearer understanding of information which allows for insights in your learning. Learn practical note taking strategies by visiting <https://www.suss.edu.sg/tlc>.



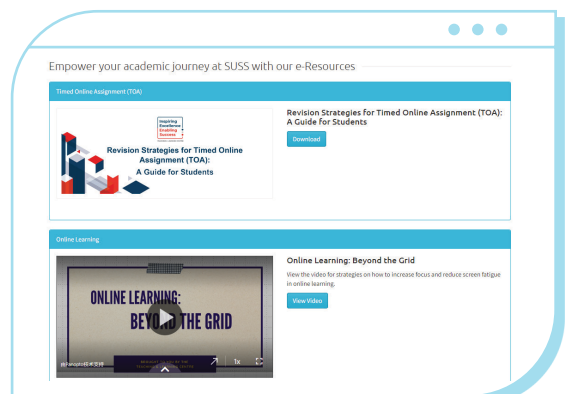
## Academic Integrity

Find out what constitutes plagiarism and collusion and how you might avoid committing plagiarism at <https://www.suss.edu.sg/tlc>. Practise citing and referencing in three main styles: APA, MLA, and Chicago Manual/Turabian.

## TLC e-Resources

Resources such as planner and learning log templates, infographics and learning guides are specially designed to cater to the learning needs of SUSS students like yourself.

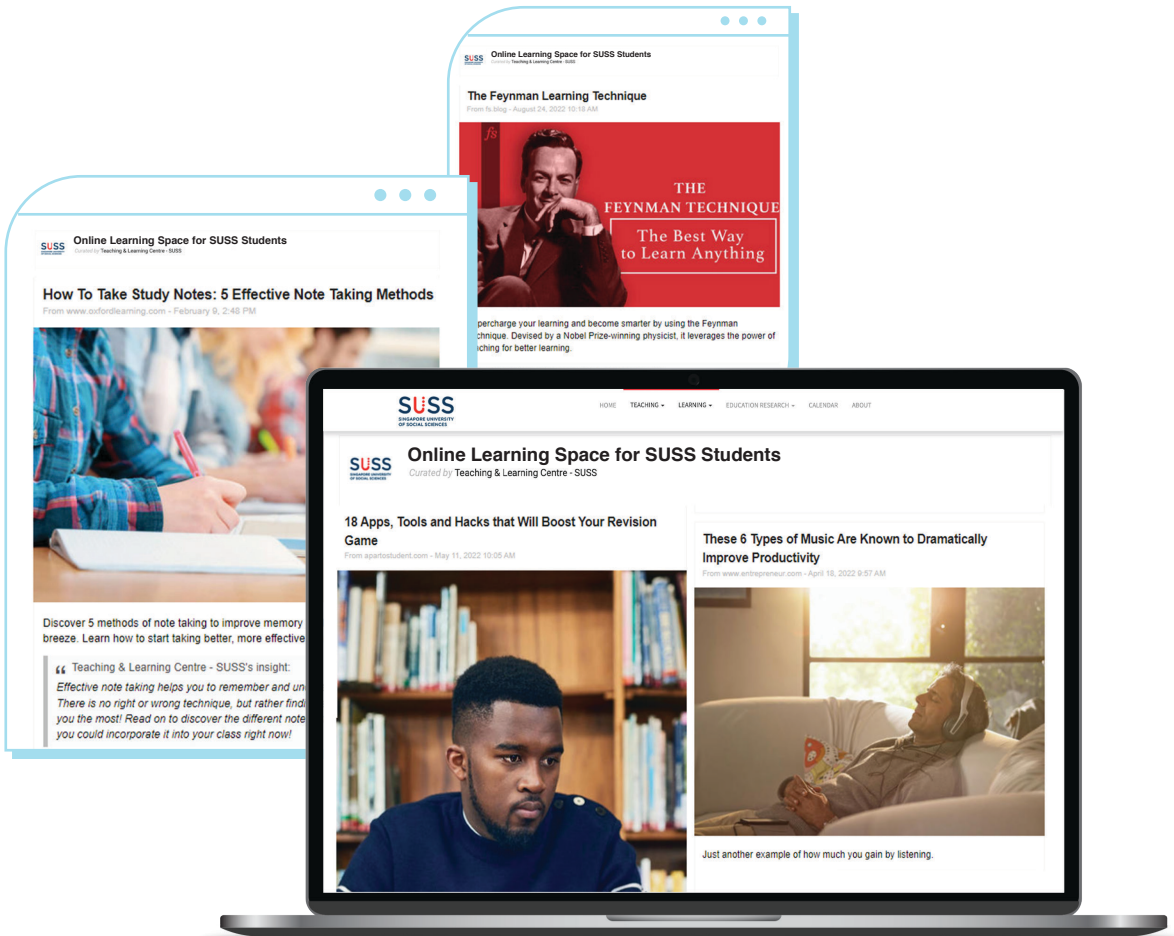
Visit <https://www.suss.edu.sg/tlc> to access and download the e-Resources now!





## Online Learning Space

Visit TLC's Learning Space at <https://www.scoop.it/topic/learning-space-tlc> for curated resources to enrich your learning as an SUSS student. These learning resources have been carefully selected and reviewed so that you are always updated with current learning trends and fresh insights on learning tips and strategies. Read, watch videos, and even listen to these bite-sized curated resources so you may continuously enrich your own learning experience.





# Notes

**Q** What are some learning goals that you would like to achieve this semester?

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**Q** List the workshop(s) that you would like to sign up for.

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# Contact Us

For more information or to share your feedback on TLC's resources or any particular areas in which you would like us to provide support, please visit our website or email us.



**Website:**

<https://www.suss.edu.sg/tlc>



**Email:**

[tlc@suss.edu.sg](mailto:tlc@suss.edu.sg)

Feel free to also contact the faculty at TLC for advice on any learning-related issues.

For support on issues encountered in your Canvas courses, please contact the Learning Technology & Services team at [LSsupport@suss.edu.sg](mailto:LSsupport@suss.edu.sg).

