

## Getting Ready for Study

### Before you start:

- Familiarise yourself with the course you will be starting
- Read any recommended books or magazines
- Consider volunteering related to your course

### In Lectures:

- Be prepared – read previous lecture notes
- Listen – avoid distractions and pay attention for key signals
- Ask questions – make sure all points are clear
- Don't doodle – this is a distraction and breaks your concentration
- Organise notes clearly – label, number, highlight and date pages
- Review your notes – this helps you retain difficult information
- Share your notes when appropriate

### In Workshops:

- Be prepared – read procedures, practices or safety notes carefully
- Familiarise yourself with clothing, machinery or equipment needed
- Participate – learn how to operate equipment, be aware of safety procedures, avoid distractions and pay attention
- Ask questions – make sure all points are clear
- Plan your work clearly
- Review your notes – this helps you retain difficult information
- Share your notes when appropriate

### For Coursework:

- Question the question – what are you being pointed towards?
- What type of question is it? – break it down into key areas
- Take time to check out any extra information you are given
- Check out what you understand and what you don't
- Write down ideas – then work out a structure
- If you still don't know what you're meant to do, just ask
- Plan, schedule and prioritise

### Plagiarism

Plagiarism is when you pass off the work of others as your own. It is a very serious offence. Examples of plagiarism include:

- **Copying another person's work without acknowledgement**
- **Paraphrasing another person's work without acknowledgement**
- **Passing off work completed by others as your own**

For more information:

<http://www.dundeecollege.ac.uk/Student-Life/Library/Online-Induction>