

Skill: Information Literacy

Skill ID	Statement	Is this skills required to be successful in the course?	Notes
I1	Search a variety of resources (library databases) and source types (to find information)	Yes / No	
I2	Select relevant, current, academic and non-biased sources for use in my assignment(s)	Yes / No	
I3	Use effective search strategies, keywords and criteria to find appropriate information sources	Yes / No	
I4	Access full text information, both print and digital, and download online material and data	Yes / No	
I5	Cite printed and electronic sources using suitable and appropriate reference styles	Yes / No	
I6	Create appropriately formatted bibliographies / works cited	Yes / No	
I7	Meet standards of conduct for academic integrity (i.e. avoiding plagiarism)	Yes / No	
I8	Use appropriate data management software and techniques to manage data	Yes / No	
I9	Analyse and present data without misrepresentation	Yes / No	
I10	Use appropriate software (i.e. spreadsheet, technical, etc.)	Yes / No	
I11	Develop a personal profile in the community using appropriate personal networks and digital technologies (i.e. discussion lists, social networking sites, blogs, etc.)	Yes / No	

Activity:

1. Review the syllabus
2. Identify the information literacy skills you believe are required to be successful in this course and how this is indicated (i.e. how do you know this skill would be required?).

Skill: Learning

Skill ID	Statement	Is this skills required to be successful in the course?	Notes
L1	Interpret sources and develop an opinion when presenting an argument	Yes / No	
L2	Present a clear and consistent message, using appropriate language for audience needs in oral presentations and class discussions	Yes / No	
L3	Work with group members to achieve group goals and complete a group/team project	Yes / No	
L4	In group or team projects, offer alternative solutions that build on the ideas of others	Yes / No	
L5	Identify multiple approaches for solving problems and implement or recommend solutions in course work or assignments	Yes / No	
L6	Self-check understanding of course content by reviewing and monitoring learning	Yes / No	
L7	Independently connect examples, facts or theories from more than one field of study or perspective	Yes / No	
L8	Adapt studying and exam preparation techniques based on the type of assessment (i.e. multiple choice vs. essay answer)	Yes / No	
L9	Apply time management skills and strategies (i.e. to-do lists and calendars) to manage multiple deadlines	Yes / No	
L10	Use texts and lecture content to deepen understanding of course material and complete course assignments	Yes / No	
L11	Use presentation techniques (i.e. good posture, eye contact, vocal expressiveness, and audience engagement) during oral presentations	Yes / No	

Activity:

1. Review the syllabus
2. Identify the learning skills you believe are required to be successful in this course and how this is indicated (i.e. how do you know this skill would be required?).

Skill: Writing

Skill ID	Statement	Is this skills required to be successful in the course?	Notes
W1	Develop a thesis or main argument in written tasks	Yes / No	
W2	Use academic evidence to support your thesis or main argument in written tasks	Yes / No	
W3	Paraphrase, quote and summarize academic sources in written tasks	Yes / No	
W4	Develop introductions, body paragraphs and conclusions in written tasks	Yes / No	
W5	Plan, manage, and divide writing process	Yes / No	
W6	Use correct grammatical forms, sentence construction and punctuation in written tasks	Yes / No	
W7	Use transitions to establish flow between ideas in written tasks	Yes / No	
W8	Use appropriate language and tone based on assignment expectations (i.e. audience and purpose) in written tasks	Yes / No	
W9	Select a writing structure and format based on the type of assignment (i.e. literature review, lab reports, critical review, research essay)	Yes / No	
W10	Sequence ideas in logical order using paragraphs in written tasks	Yes / No	
W11	Select and use academic or disciplinary vocabulary in written tasks	Yes / No	

Activity:

1. Review the syllabus
2. Identify the writing skills you believe are required to be successful in this course and how this is indicated (i.e. how do you know this skill would be required?).

Activity Reflection

- What challenges might students encounter when interpreting a syllabus?
- What opportunities do you have in your practice to decrease the disconnect between student interpretation and faculty expectations of academic skills?
- What questions do you still have?