

**DEV Academic Skills Programme for Masters Students  
Delivered in three groups by course level subject**

**Autumn 2019**

**1. Induction workshops – for all Masters students on DEV Postgraduate Taught Programmes (PGT)**

Please refer to your Induction Week timetable for full details including confirmed timings and locations, but in summary these sessions are as follows:

**Monday 23 September 2019 10:00 – 12:00**

Welcome session - studying as a Masters student in DEV  
Meet your fellow students and key staff from the School and the Learning and Teaching Service (known as LTS or the Hub)  
Meet your Academic Skills Tutor  
Life in DEV quiz; advice & support available (in DEV, Hub, UEA); exercise on challenges; tips on keeping up-to-date.

There is also a session within the Arrivals Induction programme for International Students, on studying in the UK – please refer to the arrivals information sent to you by Student Support Services. In addition, please attend the Information Session for International Students on Wednesday 25 September 14:00 – 14:30 (see your Induction Programme for details).

**Thursday 26 September 2019 13:00 – 16:00**

Introductory session on DEV Masters level assessment.  
This session will focus on the different types of assessment you will complete as a Masters student in DEV; academic writing – focusing on analysing essay topics; process of writing; expectations of essay writing; writing introductions; essay structure; marking criteria; how to make use of feedback.  
We hope to also have a guest speaker from the Learning Enhancement Team (LET), in Student Support Services, to explain the way in which DEV collaborates with LET to support the development of your academic skills across the three Subject Workshops.

**Thursday 26 September 2019 17:00 – 18:00**

Repeat of the Monday Welcome session, for the benefit of any student arriving late.

## 2. Subject Workshops – delivered by Academic Skills Tutors – shown below

DEV Academic Skills Tutors will run these interactive workshops, with occasional input from colleagues in the Learning Enhancement Team and Academic Librarians. The content has been developed in conjunction with the LET.

Each workshop lasts for two hours.

### Week commencing Monday 30 September 2019

**Workshop A** – Introducing a sample research question. Following the same example over the three workshops, Academic Skills Tutors will support you to develop academic skills to masters level in areas such as critical reading, literature searches, prioritising your reading lists, reading abstracts, analytical writing, paraphrasing and developing an argument.

### Week commencing Monday 7 October 2019

**Workshop B** – Tutor and peer feedback on progress with sample research question. Question and answer session. Looking at plagiarism – what is it and how to avoid it. Referencing.

### Week commencing Monday 14 October 2019

**Workshop C** – Sharing experiences over the workshops and revision of key academic skills. Preparing to apply these to the first assignment.

For all workshops, we use the same colour-coded groups (see table below):

| Group  | Masters   |
|--------|---|
| Green  | MA Agriculture and Rural Development<br>MSc Climate Change and International Development<br>MSc Environment and International Development<br>MRes International Development<br>MA Media and International Development |
| Red    | MA Globalisation, Business and Sustainable Development<br>MSc Development Economics<br>MSc Impact Evaluation for International Development<br>MA Development in Practice  |
| Yellow | MA International Development<br>MA Conflict, Governance and International Development<br>MA Education and Development<br>MA Gender Analysis in International Development<br>MA International Social Development       |

## 3. Academic Skills Tutorials – available for small groups, or one-to-one

The Academic Skills tutorials give DEV Masters students the opportunity to discuss issues related to their individual studies with their Academic Skills Tutor. These sessions are not compulsory,

but do offer you the chance to work one-to-one with an approachable mentor, who will assist you with your Academic Skills queries. Here are some of the things that Tutors may help with:

- Specific queries related to academic writing in DEV (e.g. referencing, effective reading...)
- Understanding assignment topics and instructions
- Planning a draft structure for an assignment
- Checking the structure and clarity of an assignment draft – particularly if English is not your first language
- Understanding the feedback given by lecturers on academic assignments

The mentor **cannot:**

- Proofread assignments
- Comment on the substantive content of your assignment (whether what you are writing is 'correct' or not; what references you should include etc.)
- Guarantee that you will pass an assignment/get a good mark. They might provide feedback on your structure and level of academic writing, but it is up to you to incorporate their comments and to make sure that you fully address the assignment task)

***How can you book an individual tutorial session?***

The Academic Skills Tutor assigned to your workshop group is your main point of contact for study related queries **in the first four weeks of the term, including Induction week**. If you would like to book an individual, or small group tutorial slot, you will need to contact your Academic Skills Tutor by email, detailing what you would like to discuss. Your Academic Skills Tutor will then offer you an appointment.

Please note: Academic Skills Tutors and their contact details will be made available at the beginning of the new academic year.

**The schedule for these workshops is as follows:**

| DATE                         | GROUP  | TIME      | ROOM |
|------------------------------|--------|-----------|------|
| Tuesday 1 October (Week 2)   | Green  | 1700-1900 | TBA  |
| Wednesday 2 October (Week 2) | Red    | 1500-1700 | TBA  |
| Wednesday 2 October (Week 2) | Yellow | 1500-1700 | TBA  |
| Tuesday 8 October (Week 3)   | Green  | 1700-1900 | TBA  |
| Wednesday 9 October (Week 3) | Red    | 1500-1700 | TBA  |
| Wednesday 9 October (Week 3) | Yellow | 1500-1700 | TBA  |
| Tuesday 15 October (Week 4)  | Green  | 1700-1900 | TBA  |

|                               |        |           |     |
|-------------------------------|--------|-----------|-----|
| Wednesday 16 October (Week 4) | Red    | 1500-1700 | TBA |
| Wednesday 16 October (Week 4) | Yellow | 1500-1700 | TBA |

Please note that some of you may have a timetable clash. If you do, please email **Catherine Butcher** at [Catherine.Butcher@uea.ac.uk](mailto:Catherine.Butcher@uea.ac.uk) and we can sign you up to a different group.

**Please go to the same group for all three sessions, rather than going to different groups each week.**

The workshops are not compulsory, but we really encourage you to attend, especially if you have not studied in the U.K. before, or have not done so for a long time.

The sessions will show on your electronic timetable. So please do always check e:Vision for the correct dates, times and rooms.

Each individual tutorial session can last up to 30 min. You can have more than one tutorial per semester, but please be aware that it might be difficult to book a tutorial a few days before an assignment deadline. If you just have a quick query, you can email **Catherine Butcher** instead, who will try to assist you.

If your DEV Academic Skills Tutor cannot offer you an appointment in a particular week or you need additional support (particularly if English is not your first language), you can book an appointment with a Learning Enhancement Tutor at Student Support Services. They are located on the upper walkway, facing Waterstones and between Unio and the Library. You can walk in to their reception at any time and check the tutors' availability.

You can search for drop-in sessions and workshops on the Student Support Portal pages <https://portal.uea.ac.uk/student-support-service/learning-enhancement/workshops/academic-skills-autumn>

We are also in discussion with LET about a possible additional workshop in later October, where they will address many of the typical questions that DEV masters students ask about academic skills and assessment. Further details to be announced.

Please also refer to Library support <https://portal.uea.ac.uk/library/subject-guides/international-development> and their generic training <https://portal.uea.ac.uk/web/hub/library/information-skills>

**Please try to see an Academic Skills Tutor as early as possible if you are struggling with a particular assignment. Alternatively, ask your Course Director during housekeeping sessions, or contact your Academic Advisor. Whoever you decide to approach for advice, don't leave it too late! If you book your first individual tutorial a day before the assignment deadline, you may not have enough time to incorporate the feedback.**

**If you have any questions about the Academic Skills programme, contact:  
Catherine Butcher – School Manager**

**Email:** [Catherine.Butcher@uea.ac.uk](mailto:Catherine.Butcher@uea.ac.uk)

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