

LIDLAW COLLEGE
Te Wananga Amorangi

COURSE APPROVAL FORM
COURSE ASSESSMENT AND DELIVERY OUTLINE APPROVAL

Course Approval

1. **Documentation:** Each time a course is offered, the following documentation must be provided.
 - a. **Course Assessment and Delivery Outline.** This contains the Content Overview, Assessment Tasks and Due Dates, Assessment Criteria, Learning Hours, Textbooks and Bibliography.
NOTE: There is one Course Assessment and Delivery Outline for each offering of the course. It is site, time and delivery mode specific.
 - b. **Course Approval Form.** This form completed and signed
 - c. **Course Outline.** This contains the Course Description, Learning Outcomes and Delivery Modes. NOTE: This only needs to be submitted if changes have been made. There is only one national Course Outline for each course. Any changes to a Course Outline must be done in consultation with all interested parties.
2. **Course Approval Process**
 - a. This form must be completed by the Course Lecturer / Course Co-ordinator each time the course is offered.
 - b. The following approvals are required:
 - i. **MINOR CHANGES**
Minor changes to the Course Outline and/or Course Assessment and Delivery Track are approved by Educational Services. If the changes are minor e.g. course and assignment dates, name of lecturer and other minor editing then please submit this form and the course information to Educational Services.
 - ii. **MAJOR CHANGES**
Major changes to the Course Outline and/or Course Assessment and Delivery Track are approved by the Head of School. For major changes, please submit this form and the course information to the Head of School for approval.
 - iii. **NEW COURSES.**
New Courses must be approved by the Head of School and the National Academic Committee. Please submit this form, the Course Outline and the Course Assessment and Delivery Track to the Head of School for approval. The Head of School will submit it to the National Academic Committee for approval.
 - c. **A request for resubmission must be responded to within 3 working days.**

TO BE COMPLETED BY THE COURSE LECTURER / COURSE CO-ORDINATOR					
Course Code(s)	490.415	Course Name	Active Study Skills		
Lecturer / Tutor	Ian Waddington	Delivery Site	Manukau		
Reason for Approval	Existing Course MINOR CHANGES (see above) <small>(Submit to Ed Services)</small>	X	Existing Course MAJOR CHANGES <small>(Submit to Head of School)</small>		New Course APPROVAL <small>(Submit to Head of School)</small>
Issues raised by last moderation report				Issues addressed	
Issues raised by course evaluation				Satisfaction rate	
Completed by	Ian Waddington	Date of submission	29 April 2015	Date of resubmission	

TO BE COMPLETED BY THE HEAD OF SCHOOL					
Status	Approved	x	Provisional Approval (see over)		Resubmit (see over)
Head of School signature	C Partridge pp Stephen Garner	Date resubmission requested		Date of final approval	29/6/15

National Office use only:					
Date sent to HoS: _____	Date returned by HoS: _____	Date filed in Ed Serv. document library: _____			
Full Approval	Provisional Approval	Resubmit	Expiration Date: _____		

1. Modifications submitted for approval (Lecturer or Co-ordinator comments):

2. Further modifications required for approval:

3. Improvements desirable in future but not now required for approval:

LIDLAW COLLEGE
Te Wananga Amorangi

490.415 ACTIVE STUDY SKILLS
Course Assessment and Delivery Outline

Campus: Manukau
Lecturer: Ian Waddington

Semester 2, 2015
NQF Level 4, 15 credits

CONTENT OVERVIEW

People read and write many different types of texts in their daily lives. However, academic reading and writing require a different level of skill and understanding. This course will prepare students with the skills required for success in theological academic study.

ASSESSMENT SCHEDULE

Assessment	Word Count	% Final Grade	Due Date
Homework exercises	n/a	15%	Whole semester
Summary	100-150	5%	1 September
Assisted Essay	500	10%	19 September
Reading Comprehension Test	n/a	10%	22 September
Essay	650	20%	17 October
Exam	n/a	40%	To be advised

COURSE SCHEDULE

The following is an approximate overview of the course content. However, once introduced, skills will continue to be practiced throughout the course.

Week/Date	Topic	Assessment Task
1	What is academic language? Writing good sentences.	
2	Writing good paragraphs.	
3	Main ideas: topic sentence and development. Theme and rheme.	
4	Reading for main ideas.	
	INTENSIVES WEEK	
5	Summaries.	
6	Essay structure. Summary, quote and paraphrase.	Summary
7	Footnotes and bibliography.	
8	Assisted essay.	Assisted essay
9	Other essay types e.g. compare and contrast.	Reading comprehension
	SEMESTER BREAK	
10	Continue compare and contrast. Editing checklists.	Essay
11	Analysing questions.	
12	Review for exam, exam technique.	
Study and Examinations		

ASSESSMENT TASKS AND DUE DATES

Assessment tasks involve the following:

1. Class Participation/ regular tests and exercises

Date: Whole semester.

Weighting: 15%

Learning outcomes: 1-5

Grading Criteria: active participation; correct answers

2. Summary

Summarise a given text (in class) in 100–150 words.

Date: Week 6, Tuesday 1 September, in class.

Weighting: 5%

Time allocation: 5 hours plus 1 hour of class time

Learning outcomes: 2, 5.

Grading criteria:

- The summary includes the main points of the text
- Ideas are linked together logically and cohesively.
- The message is clear, and spelling and grammar are correct.

3. Assisted essay

Write a 500 word essay on the following topic:

“What were the major events of Moses’ life before the Exodus and how did they influence his later leadership?”

Date: End of Week 8, Saturday, 19 September, 11.55 pm.

Weighting: 10%

Time allocation: 18 hours, plus class time assistance.

Learning outcomes: 1, 2, 3, 4, 5, 6, 8.

Grading criteria:

- Structure: the essay has an introduction, body and conclusion; is in good paragraphs; in a logical order.
- The essay addresses both parts of the task appropriately
- Cohesion is attempted with some success
- Grammar and expression are clear
- The essay is written in the writer’s own words (except for quotations).
- Biblical references are included in brackets and sources are acknowledged (footnotes); bibliography (4 – 5 works) in proper format.
- Commitment is shown to the writing process over the week.

4. Reading Comprehension Test (in class)

Date: Week 9, Tuesday 22 September, in class.

Weighting: 10%

Time allocation: total of 5 hours and 1 hour in class

Learning outcome: 1

Grading Criteria: Correct answers

5. Essay

Write a 650 word essay on the following topic:

“Compare and contrast the messages of Amos and Hosea”.

Date: End of Week 10, Saturday 17 October, 11.55 pm.

Weighting: 20%

Time allocation: 30 hours

Learning outcomes: 1, 2, 3, 4, 6, 7, 8.

Grading criteria:

- Structure: the essay has an introduction, body and conclusion; is in good paragraphs; is in a logical order.
- The essay addresses both parts of the task appropriately
- The writing is cohesive.
- Grammar and expression are clear.
- The essay is written in the writer’s own words (except for quotations). Biblical references are included in brackets and sources are acknowledged (footnotes); bibliography (4 – 5 works) in proper format.

6. Exam

The exam will be 2 hours long and will review course material. More details will be given of content in the weeks prior to study week.

Date: Semester exam week.

Weighting: 40%

Time allocation: 20 hours

Learning outcomes: 1, 2, 3, 5, 7.

LEARNING HOURS

490.415 Academic Reading and Writing is a 15 credit course consisting of 150 learning hours. The assignment tasks and learning hours are as follows:

Core class periods (24 x 2 hours)	48 hours
Self-directed learning	24 hours
Summary	5 hours
Assisted essay	18 hours
Reading Comprehension test	5 hours
Essay	30 hours
Exam	<u>20 hours</u>
	150 learning hours (15 credits)

TEXTBOOK

No textbook is required for this course.

Additional required and recommended readings will be supplied in class.

NOTES

Full attendance at class periods is expected. Unsatisfactory attendance (less than 80%) is grounds for failure of this course.

Note on Passing/Failing

Students will fail this course if they get a grade of below C- in any assessment task worth more than 10% **OR** any assessment task that is the only test of the learning outcome. Students who get a D in any of these assessment tasks will be able to repeat the assessment task once. If the student then successfully completes the assessment a maximum C- ("pass") grade will be given.