

ASSIGNMENT / TUGASAN

**OUMH1103
LEARNING SKILLS FOR OPEN AND DISTANCE LEARNERS
JANUARY 2015 SEMESTER**

INSTRUCTIONS TO STUDENTS

1. This assignment contains only **ONE (1)** question that is set in English.
2. Answer in **English**.
3. Your assignment should be between **2500 to 3000 words excluding** references. **Do not** copy the assignment question and instructions to your answer. The number of words should be shown at the end of your assignment. Only assignment answer developed within the approximate word limit will be assessed.
4. Your assignment should be prepared individually. You should not copy another person's assignment. You should also not plagiarise another person's work as your own.

EVALUATION

This assignment accounts for **40%** of the total marks for the course and shall be assessed based on **the Rubrics or Answer Scheme** attached.

You would be given feedback on the assignment before the Final Semester Examination commences.

PLAGIARISM: MARKS DEDUCTION

Warning: The submitted assignment will automatically undergo a similarity check. If plagiarism is detected, marks would be deducted as follows:

- Assignments with **10 - 30% overlap** with others: **20%** deduction from the total marks scored.
- Assignments with **31 - 50% overlap** with others: **40%** deduction from the total marks scored.
- Assignments with **more than 50% overlap** with others: **Zero mark** would be given.

ASSIGNMENT QUESTION

PURPOSE

The purpose of this task is to assess your ability to:

- search for information;
- make notes from the reading material;
- acknowledge other author's work, and
- demonstrate logical arguments/discussions with supporting facts and evidences.

ACTIVITY 1 (30%)

Successfully completing a university degree does not happen by accident. You will need to plan carefully to ensure that you submit all of your assignments on time and attend all lectures and tutorials whether on campus or online. In addition, you need to balance university commitments with family and work commitments.

Write down your academic goals for your short-term and long-term plans at OUM. Identify the obstacles and challenges you encountered and how you can use the resources available to overcome obstacles and challenges.

Note: Write a 1500 word essay for the above activity.

ACTIVITY 2 (20%)

After you have successfully accessed myVLE, share your experiences and describe how myVLE can enhanced your learning?

Note: Write a 1000 word essay for the above activity.

ACTIVITY 3 (30%)

Find the following in any academic discipline of your choice in the TSDAS Digital Library:

- a) An academic article in the peer reviewed journal;
- b) A published conference paper; and
- c) An article in the book in the discipline which was published between 2005 and 2007.

Write a 500 word brief summary for each article.

ACTIVITY 4 (20%)

For this activity, write a reflective journal between 3- 5 pages about what you have learned and how you have learned it throughout your activities (activity 1 – 3) and your study in this semester.

ASSIGNMENT RUBRICS

**OUMH1103 LEARNING SKILLS FOR OPEN DISTANCE LEARNERS
JANUARY 2015 SEMESTER**

ACTIVITY 1 (30%) GOAL SETTING

NO	ASSESSMENT CRITERIA	INDEX	MISSING ITEM	POOR	AVERAGE	GOOD	EXCELLENT	MARKS (MAX)
		WEIGHT	0	1	2	3	4	
1.	Specific/ Measurable	1		NOT identified	Goal statement and/or strategies to support goal are not specific or measurable.	Goal statement and/or strategies to support goal are general, incomplete and vague (do not have clear criteria for measuring progress toward the attainment of goal.). Does not address the following questions: “what is the actual behavior that will occur?”, “how it will be accomplished?”, and “why is this goal important?”	Goal statement and/or strategies to support goal are specific and measurable (have concrete criteria for measuring progress toward the attainment of goal). They are clear, simple, complete and explicit. They answer the questions: “what is the actual behavior that will occur?”, “how it will be accomplished?”, and “why is this goal important?”	4
2.	Achievable/ Realistic	1			Goal statement and/or strategies to support goal are not achievable or realistic	Goal statement and/or strategies to support goal may or may not be achievable and realistic. Goal has an outcome that is likely not realistic given the current situation, resources and time available.	Goal statement and/or strategies to support goal are achievable and realistic. Goal has an outcome that is realistic given the current situation, resources and time available.	4
3.	Relevant/ Personal	1			Goal statement and/or strategies to support goal are irrelevant & impersonal.	Goal statement and/or strategies to support goal are partly relevant and personal. The goal does not represent an objective toward which there is both willingness and ability.	Goal statement and/or strategies to support goal are relevant and personal. The goal represents an objective toward which there is both willingness and ability.	4

4.	Timebound/ Dates	1			Goal has no timeline for accomplishing the goal.	Goal has a vague timeline for accomplishing the goal.	Goal has a clear and realistic timeline for accomplishing the goal.	4
5.	Positively Stated	0.5			Goal statement and/or strategies are not stated positively.	Goal statement and/or strategies are ambivalently stated.	Goal statement and/or strategies are stated positively.	2
6.	Obstacles	0.5			Obstacles to completion of goal are not identified or clear.	Obstacles to completion of goal are incomplete and unclear.	Obstacles to completion of goal are identified and clear.	2
7.	Solutions & Resources/ support	2			Solutions are not specific, measurable, and realistic. Resources and support to help reach goal not identified.	Solution to obstacles are only loosely defined or unspecific, immeasurable, and/or unrealistic. Resources and support to help reach goal were vaguely identified or lack relevance for accomplishing the goal.	Solutions to obstacles are specific, measurable, and realistic. Resources and support to help reach goal were clearly identified and are relevant to accomplishing the goal.	8
8.	Organizing	0.5			Organization is clear. No discernable organization.	Organization is clear.	Organization is clear.	2
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ASSIGNMENT RUBRICS

ACTIVITY 2 (20%)

CATEGORY	WEIGHT	LOW				EXCELLENT		TOTAL
		0	1	ABOVE AVERAGE 2	AVERAGE 3	4		
INTRODUCTION	1	No introduction	There is no clear introduction of the main topic or structure of the paper.	The introduction states the main topic, but does not adequately preview the structure of the paper nor is it particularly inviting to the reader.	The introduction clearly states the main topic and previews the structure of the paper, but is not particularly inviting to the reader.	The introduction is inviting, states the main topic and previews the structure of the paper.	4	
CONTENT	2	The main idea is not mentioned.	The main idea is not clear. There is a seemingly random collection of information.	Main idea is somewhat clear but there is a need for more supporting information.	Main idea is clear but the supporting information is general.	There is one clear, well-focused topic. Main idea stands out and is supported by detailed information.	8	
CONCLUSION	1	No conclusion.	There is no clear conclusion, the paper just ends.	The conclusion is recognizable, but does not tie up several loose ends.	The conclusion is recognisable and ties up almost all the loose ends.	The conclusion is strong and leaves the reader with a feeling that they understand what the writer is "getting at."	4	
ORGANISATION	0.5		Many details are not in a logical or expected order. There is little sense that the writing is organised.	Some details are not in a logical or expected order, and this distracts the reader.	Details are placed in a logical order, but the way in which they are presented/ introduced sometimes makes the writing less interesting.	Details are placed in a logical order and the way they are presented effectively keeps the interest of the reader.	2	
LANGUAGE/ GRAMMAR	0.5	Writer makes more than 5 errors in grammar or spelling that distracts the reader from the content.	Writer makes more than 4-5 errors in grammar or spelling that distracts the reader from the content.	Writer makes 3-4 errors in grammar or spelling that distract the reader from the content.	Writer makes 1-2 errors in grammar or spelling that distract the reader from the content.	Writer makes no errors in grammar or spelling that distracts the reader from the content.	2	
TOTAL							20	

ASSIGNMENT RUBRICS

ACTIVITY 3 (30%) SUMMARY

NO	ASSESSMENT CRITERIA	INDEX	POOR	AVERAGE	GOOD	EXCELLENT	MARKS (MAX)
		WEIGHT	1	2	3	4	
	Summary	4	No summary provided	Most main points are not addressed Summary contains many inaccuracies Summary contains many sentences pulled verbatim from the article with not expansion Summary lacks any organization	Some main points are summarized Summary contains a few inaccuracies or omissions Many sentences are pulled verbatim from the article without expansion Summary shows some degree of organization	Main points of the article are summarized accurately and thoroughly Summary contains few sentences pulled verbatim from the article and expansion is evident. Summary is organized in a logical way	16
	Organization	1	The information appears to be disorganized. No organizational thought demonstrated in writing of review, major points discussed in the article, or your thoughts and ideas.	Information is organized, but paragraphs are not well-constructed. Major jumping around on points made in review. Major organizational edits needed to articulate clearly	Information is organized with well-constructed paragraphs. Minor jumping around on points. Could be better with few minor moves.	Information is very organized with well-constructed paragraphs and subheadings. Well organized thinking that reviews the article, discusses the major points in an order that makes sense, and closes with your thoughts.	4
	Reference	2	No reference(s) and citation(s) are given	Reference citation is provided but not in APA format	Reference citation is provided but not in correct APA format	- Reference and citation is provided using correct APA style	8
	Article Submission	0.5	No article provided	Article attached to summary Partial documentation of article	Article printed/copied effectively on A4 paper Display of article includes correct citation	Article printed/copied and effectively on A4 paper Display of article includes correct citation	2
TOTAL							30

ASSIGNMENT RUBRICS

ACTIVITY 4 (20%) JOURNAL WRITING

NO	ASSESSMENT CRITERIA	INDEX	POOR	AVERAGE	GOOD	EXCELLENT	MARKS (MAX)
		WEIGHT	1	2	3	4	
1.	Structure Ideas	0.5	None of the entries have a connection to structure.	Few entries have a connection to structure.	Most entries have a connection to structure.	All or almost all of the entries have a connection to structure.	2
	Feelings and Thoughts	1	None of the feelings and thoughts is revealed in any of the entries.	Feelings and thoughts are revealed in few of the entries.	Feelings and thoughts are revealed in most entries.	Feelings and thoughts are revealed in all or almost of the entries.	4
	Quality and Mastery of content	2.5	None of the journal writing reflects honest, thoughtful responses that are linked to the student's own life and experiences.	Journal is superficial and do not reflect thoughtful consideration or reflect important aspects of the student's life or experiences or are irrelevant.	Journal are vague, but appear to be sincere attempts to answer the questions; they demonstrate some understanding of course material, but the journal does not clearly connect the student's life to course content	Journal reflects honest, thoughtful responses that are linked to the student's own life and experiences AND that go beyond just answering the questions by connecting the student's experiences to the chapter/course material.	10
	Completion	0.5	Journals are not present, nor are they together or in order	Journals are not present, but they are together or in order.	Journals are present, but are either not together or in order.	Journals are present, in order, and together.	2
	Organizing	0.5		No discernable organization.	Organization is clear.	Organization is clear.	2
TOTAL							20