

SKIL90001 Graduate Enrichment Program

Credit Points:	0
Level:	9 (Graduate/Postgraduate)
Dates & Locations:	2011, Parkville This subject commences in the following study period/s: Semester 1, Parkville - Taught on campus. Semester 2, Parkville - Taught on campus.
Time Commitment:	Contact Hours: 2 hours per week (Fridays 12pm-2pm), for a total of 24 hours Total Time Commitment: Not available
Prerequisites:	Admission into a Graduate Program in the Faculty of Business and Economics
Corequisites:	None
Recommended Background Knowledge:	None
Non Allowed Subjects:	None
Core Participation Requirements:	For the purposes of considering requests for Reasonable Adjustments under the Disability Standards for Education (Cwth 2005), and Students Experiencing Academic Disadvantage Policy, academic requirements for this subject are articulated in the Subject Description, Subject Objectives, Generic Skills and Assessment Requirements for this entry. The University is dedicated to provide support to those with special requirements. Further details on the disability support scheme can be found at the Disability Liaison Unit website: http://www.services.unimelb.edu.au/disability/
Coordinator:	Assoc Prof Martin Davies
Contact:	Graduate School of Business and Economics Level 4, 198 Berkeley Street Telephone: +61 3 8344 1670 Online Enquiries (https://nexus.unimelb.edu.au/OnlineEnquiryForm.aspx?campaigncode=CMP-01311-VZ8293&cssurl=https://nexus.unimelb.edu.au/cssfiles/gsbe.css&redirecturl=http://www.gsbe.unimelb.edu.au/contactus/nexus/gsbe.html) Web: www.gsbe.unimelb.edu.au (http://www.gsbe.unimelb.edu.au)
Subject Overview:	GEP is a free program for all GSBE students run by the TLU that consists of two one-hour lectures run on a weekly basis. GEP is designed to build students' skills in four key areas: <ol style="list-style-type: none"> 1 Study and academic writing skills (9 lectures) 2 Research and library skills (3 lectures) 3 Reading, communication and presentation skills (2 lectures) 4 Awareness of Australian institutions, culture and society (8 lectures)
Objectives:	On successful completion of this subject, students should be able to: <ul style="list-style-type: none"> # Identify and describe effective study practices for students of the Graduate School of Business and Economics # Describe key characteristics of Business and Economics reports and essays in terms of content, structure, language, referencing and presentation # Explain key characteristics of academic English in terms of accuracy, appropriacy and concision # Demonstrate broad understanding of the Harvard and APA referencing systems # Demonstrate ability to quote, paraphrase and summarise appropriately and to produce in-text and end-of text references # Deliver a short presentation that is clear, concise and engaging # Locate sources, including peer-reviewed papers, using library systems # Describe key characteristics of the Australian media and Australian political and economic systems

Assessment:	Not applicable
Prescribed Texts:	None – but TLU helpsheets are issued and recommended and all lecture slides are uploaded for students' reference
Breadth Options:	This subject is not available as a breadth subject.
Fees Information:	Subject EFTSL, Level, Discipline & Census Date, http://enrolment.unimelb.edu.au/fees
Generic Skills:	<ul style="list-style-type: none"> # Study and time-management skills # Essay writing skills # Report writing skills # English language skills (sentence structure, grammar, paragraphing, punctuation and expression) # Reading skills # Citing and referencing skills # Critical thinking skills # Presentation skills # Research skills # Job-hunting skills
Notes:	This is a Not for Credit subject