Learning Hub guidelines for students

The Learning Hub is a learning support centre provided by Student and Library Services.

**What is the role of the Learning Hub?**
The Learning Hub is an inclusive service that is offered to all Teesside University students.

The Learning Hub provides a space both physical and virtual where you can discuss strategies and resources to help you fulfil your potential.

The Learning Hub provides a range of approaches for learning including drop-in, one-to-one tutorials, online support and workshops.

**Who staffs the Learning Hub?**
There are two learning advisors to support writing – Sue Myer (Learning Hub Manager) and Yvonne Cotton (Learning Advisor, Literacy).

The Learning Hub drop-in and Succeed@Tees workshops are delivered by any of the academic librarians, assistant academic librarians and learning advisors in the library.

**How can I access the Learning Hub?**
Enquiries can be made either by dropping in to the iZone on the Ground Floor of the Library, telephoning (01642 342100) or by emailing (libraryhelp@tees.ac.uk).

**What support is available at the Learning Hub drop-in?**
We can offer general guidance on academic skills including the principles of academic writing.

**Literature searching** – we can discuss and suggest the best approach to a literature search. As this is a drop in service, we can normally spend up to ten minutes on each enquiry.

**Referencing** – to improve referencing we can check a sample of your references to help you to devise strategies for improvement.

**Referrals** - we aim to identify the most appropriate source of support either within the Library or from across the University.

For example within the Learning Hub:
- If you require help with English as a second language you will be referred to the English Language tutors
- If you require support with further developing your academic writing, you will be referred to a learning advisor
- In depth literature search enquiries will be referred for a one to one appointment with an academic librarian

**What happens during tutorials with a learning advisor for literacy?**
1. You set the agenda for tutorials and decide on the topic for discussion.
2. Appointments will normally be arranged on a Monday- Friday between 9-5 and will last for 30 minutes.

3. The aim of the sessions is to focus on developing learning so:
   a. You might want to bring:
      - A marked assignment so that we can discuss feedback
      - A module handbook
      - An outline of the assessment criteria for an assignment
      - A timetable of submission dates to talk about time management
   b. We will help you to devise strategies to check your own work but we will not proofread.
   c. We will help you to identify ways to improve your writing based on a draft piece of work. For this reason only one tutorial is offered for each piece of work (unless advised by the tutor). You are advised to email a draft piece of work in advance of the tutorial so that we can prepare feedback.
   d. Tutorials will focus on the style and structure of your work not on discipline specific content.

4. We may refer you to another source of support within the University where appropriate.

5. To allow the Learning Hub to meet the needs of all students:
   a. We are usually only able to offer one tutorial per week (unless recommended by the learning advisor).
   b. It is important that you let us know if you are unable to attend so we can offer your appointment to another student.
   c. If you are unable to attend a face-to-face tutorial, we may be able to offer you an alternative service.

What is the role of Succeed@Tees workshops?
1. Succeed@Tees workshops are designed to complement your studies and enhance your academic skills in areas such as academic writing, critical thinking and Harvard referencing.

2. All Teesside University students are welcome and there is no need to book.

3. Workshops normally last one hour. To give everyone a chance to attend, they run during lunchtimes and early evenings.

4. The workshops aim to give you an introduction to the topic. To develop your learning beyond the introductory workshop there is a range of online resources available at http://libguides.tees.ac.uk/workshops