



APPLIES TO ACADEMIC YEAR 2016/2017

## **FORK 1004 Course in Study Techniques**

### **Programme**

Master in Accounting and Auditing, Master of Science in Business, Master of Science in Finance, Master of Science in Innovation and Entrepreneurship, Master of Science in International Management, Master of Science in Leadership and Organizational Psychology, Master of Science in Political Economy, Master of Science in Strategic Marketing Management, Preparatory Course - Master

### **Responsible for the course**

Christian Winther Farstad

### **Department**

Department of Communication and Culture

### **Term**

According to study plan

### **ECTS Credits**

0

### **Language of instruction**

English

### **Introduction**

The course is offered for new students at graduate level.

### **Learning outcome**

The objective of this course is to help students to develop of their ways of learning and to look at how different study, reading and note-taking techniques can maximize success in studies at masters level. Various study tools and methods will be introduced to help students make the most of their demanding graduate studies and to help them be more structured and goal focused. These research skills will greatly assist students in completing assignments and projects as part of their masters degree programme. The course will also focus on the importance of using a proper reference system in term papers to avoid plagiarism (copying) in written exams, as copying is strictly illegal. The course also includes ideas for effective planning to help prepare masters students to manage the rigorous workload which a graduate programme entails. We will also work through examples of past exam questions to help students understand what is expected of them in exams at masters level.

### **Prerequisites**

All courses in the Masters programme will assume that students have fulfilled the admission requirements for the programme. In addition, courses in second, third and/or fourth semester can have specific prerequisites and will assume that students have followed normal study progression. For double degree and exchange students, please note that equivalent courses are accepted.

### **Compulsory reading**

#### **Collection of articles:**

Warner-Søderholm, Gillian et. al.. 2007. Course book in study strategies. Oslo: Handelshøyskolen BI. Handed out in class

#### **Recommended reading**

##### **Books:**

Payne, Elaine and Lesley Whittaker. 2006. Developing essential study skills. 2nd ed. FT Prentice Hall

#### **Course outline**

Approaches to learning  
Group forming and group dynamics  
Motivation, recreation, self discipline and concentration  
Effective planning  
Repetition and effective revision  
Speed reading techniques  
How to make effective lecture notes  
Learning in groups with others  
Study ethics  
Essay writing, search for literature and reference techniques

Exam formats

**Computer-based tools**

Not applicable

**Learning process and workload**

The course is offered at the start of the fall semester over 8 lecture hours.

**Examination**

There is no formal exam in this course, however the course will include a group project.

Form of assessment	Weight	Group size
Not applicable		

**Examination code(s)**

Not applicable

**Examination support materials**

**Re-sit examination**

Not applicable

**Additional information**

Honour code. Academic honesty and trust are important to all of us as individuals, and are values that are integral to BI's honour code system. Students are responsible for familiarising themselves with the honour code system, to which the faculty is deeply committed. Any violation of the honour code will be dealt with in accordance with BI's procedures for academic misconduct. Issues of academic integrity are taken seriously by everyone associated with the programmes at BI and are at the heart of the honour code. If you have any questions about your responsibilities under the honour code, please ask. The learning platform itslearning is used in the teaching of all courses at BI. All students are expected to make use of itslearning.