

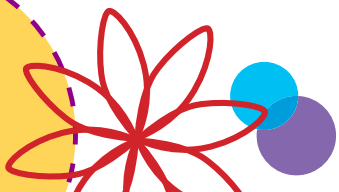


Leeds Trinity  
University College



# FINAL.

**Make your final year a success**



## **This is it !**

**This is your final year. All your previous learning investment pays off this year ... or not.**

**You've nearly reached the end of your degree. But hang on a minute. Did you really do your best with that last assignment? What if you had used those references that your module tutor mentioned?**

**Can't remember the basics? Need help to get hold of those 'must have' resources? Then look no further. This little guide and the staff in the Learning Centre are here to help you.**

**Here are our five steps to your success:**

**Step 1: Make your mind up**

**Step 2: Make the most of us**

**Step 3: Make the most of your Learning Centre**

**Step 4: Make your time count**

**Step 5: Make yourself heard**

*Leeds  
Trinity  
xxx*

**FINAL.**






# Step 1:

## Make your mind up.

Start thinking about your future and making plans. What careers are you interested in pursuing? What experience and qualifications do you need to get your dream job? Only you can make it happen: your life is in your hands!

Visit our **careers service** for advice and help.



[www.leadstrinity.ac.uk/final](http://www.leadstrinity.ac.uk/final)



## Step 2:

**Make the most of us.**



## Who can help me?

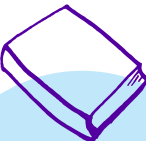
### Learning Centre Staff

- Visit the Library Enquiry Desk. We can help you to choose and use our resources, saving you time and stress.
- Make an appointment with the Librarian for your subject. We can help you to find information for your essays or your dissertation and to develop better research skills.
- Visit the IT Help Desk. We can help you to connect to the network. We also run Laptop clinics to help you get the best from your own computers.

### Study Skills Support

- Writing and Oral presentation skills are key skills for employability and life.
- Seek professional advice from our writers in residence. They are here to help you improve your writing skills.... Writing notes, creative writing, constructing arguments, grammar, Disability & Dyslexia and more.

**FINAL**



# What can you tell me?

**Just do it!**

It's always best to start an assignment shortly after it is circulated. If you start writing, you have started your assignment. Anything is better than a blank page.

**TOP TIPS:  
Writing assignments**

**Plan it!**

Develop a framework: write an introduction which explains the method, add in subheading prompts - these can be removed later. Add quotations to develop the argument.

**Check it!**

Always read your assignments out aloud or get someone else to read it. Leave enough time to correct mistakes, reduce any extra text and rewrite your introduction to match your final submission.

**TOP TIPS:  
Presentations**

**Practice it!**

It will make you **THIS** happy!

1. Don't leave it until the last minute!
2. Plan what you are going to say and practice delivering it.
3. Don't read your slides to your audience or read from a script.
4. Always make good eye contact with your audience.

# Step 3:

## Make the most of your learning centre

Final year students know the Library better than most students, but here are a few things which might be useful to know (if you don't know already!):

- **iDiscover** offers access to 150,000 print books, 43,000 e-books and 3,000 DVDs
- **Articles Search** finds hundreds of thousands of full text articles
- **E-journals and newspapers:** we have scores of thousands of electronic journals and newspapers which you can keyword search or browse. Many of these give you immediate access to full text.
- **My Subject** provides additional databases to support your research

**Newsbank**

Newsbank lets you search past and current UK newspapers

Help is available at the Library Enquiry Desk if you are having difficulty finding suitable resources for your dissertation

- **Interlibrary Loan:** if we haven't got the article or book you need, we will try to get it for you from another Library. Ask at the Library Enquiry Desk.
- **Free Course Packs** are held at the Library Counter for final year students
- **24 Hour IT Room** is there if you need to work late
- **Laptop clinic and IT Helpdesk** try to make access to everything easier
- **Bookable study rooms** enable you to work in groups
- **Silent Study Room and individual carrels** allow you to work in peace
- **Wireless -** You connect your Laptop to the wireless network anywhere in the Learning Centre

**Free Course Pack**

**Study Rooms**

**E-Journals**

**TOP TIPS:**  
Using your  
learning  
centre

**Print  
it!**

Printing duplex (both sides) saves you money and saves some trees too!

**Get it  
now!**

We have over 42,000 e-books and we buy e-versions of key texts when they're available. If you can connect to the Internet, you can use e-books. You can keyword search most of them!

**Buy  
it!**

The library has multiple copies of most key texts - but don't rely on these. When you need them, so will everyone else. Buy essential texts to avoid disappointment.

**Access  
it!**

Make sure you've got your ATHENS username and password: you need these to get into our e-resources from home. If you've lost or forgotten your details ask at the Library Enquiry Desk.

Don't disturb other learners and they won't disturb you. Keep quiet in the Learning Centre; remember the top floor is a silent area and make sure your mobile is switched to silent.

**Zip  
it!**

**Reserve  
it!**

Titles which are on loan can be reserved: they will be saved for you when they come back in and an e-mail will be sent to tell you they're ready to pick up.





## TOP TIPS: Research



**Prepare  
it!**

The more preparation and planning you do, the easier it will be to find information.



**Define  
it!**

Clearly define your topic - brainstorm key words, phrases and concepts and decide which area you will focus on. Broad - narrow.



**Use  
it!**

You will only find resources selected for you by your Librarians and Tutors on LibraryWeb. We've so much more than the books on your reading list. Think Journals. Think Newspapers. Think Databases. Think Websites. Think Encyclopedias and bibliographies. Think past exam papers. My Subject identifies key resources for your subject including your top databases and websites.



**Reference  
it!**

Always keep full references for your sources to cite in your bibliography. Your Library Account keeps a list of everything you have borrowed since January 2009. You can also create a favourites list of e-books from the Ebrary collection.



**Evaluate  
it!**

Be critical. Evaluate everything you read. Do you agree with the author's opinion? Is the author's argument backed up by evidence? Is this a credible source? Pick holes in arguments! Remember: anyone can publish something on the Internet.



**FINAL.**

## Step 4:

### Make your time count

Time is precious in your final year and it can go by in a flash if you're not careful. Don't forget to get plenty of sleep and drink water to hydrate your body and mind.



**STUDY!!!**



**TOP TIPS:**  
Use your time  
effectively

**Timetable  
it!**

Plan your time carefully and realistically. Think about what you need to achieve, how long it will take and how long you've got: then set realistic targets and work towards them.

**Read  
it!**

Use your time wisely. Read in your spare moments (on the bus or the train). Aim to spend half of your spare time reading.

**Move  
it!**

Move it! - Don't sit at a computer for long periods without a break: get up and walk about for a few minutes at regular intervals. You will take in more and learn more effectively if you do this.






## Step 5:

### Make your self heard.

You have gained a lot of experience during your Leeds Trinity journey and others could benefit from that experience. By making an active contribution, you will gain in confidence and develop team working and communication skills, thus enhancing your employability.



Complete the final year survey at [Leedstrinity.net](http://Leedstrinity.net)



Tell it how it is!

Don't just grumble to your friends: speak to people who can change things. Tell us what you think and suggest how we can improve your systems and services, we WILL do something about it.



Join it!

Speak up in class, talk to your tutors, contribute to group work, and express your opinions.



Say it!

Complete the final year survey at [Leedstrinity.net](http://Leedstrinity.net)



**TOP TIPS:**  
Make yourself heard



# Get it?

**Got a problem?  
Want to know more?**

**If it's  
about...**

**Library**

**Computing**

**Writing support**

**Counselling**

**Study skills support**

**Moodle**

**Then have a  
word with...**

**Librarians and counter staff**

**IT Services staff**

**Writers in residence**

**Student support**

**Academic Staff**

**Academic Staff &  
your e-learning advisor**



**We will help you  
find your way**



**Free Essential  
reading pack**

Redeem your voucher  
at your faculty office  
to receive your free  
pack of reading worth  
up to £30



**Free 500  
A4 Prints**

Redeem this voucher  
at the learning centre  
helpdesk to receive  
500 sheets of A4  
printing worth £30

**Free Final  
year planner**

Redeem this at the  
learning centre  
helpdesk to receive  
a calendar with ALL  
your final year dates



# Finally...

Hurrah!

## Make it all free!

As a final year student, we're giving you some special offers to make it just that little bit easier. Because we're also quite caring too! Cut these out and hand them in to get your free stuff.



**Free  
Final  
year  
planner**



**Free  
500  
A4  
Prints**



**Free  
Essential  
reading  
pack**

