



FUNDANI CENTRE FOR HIGHER EDUCATION DEVELOPMENT

STUDENT LEARNING UNIT FREQUENTLY ASKED QUESTIONS – COVID-19

Academic Survival Kit (ASK)

As the CPUT transitions to remote learning, supporting student success remains a priority. This FAQ (Frequently Asked Questions) is intended to help students and staff access the academic support offered at the FUNDANI Student Learning Unit, as we transition to remote teaching and learning. As part of our effort to support you, anywhere, anytime, anyplace.

Student Learning Support during COVID-19	
Student Learning Unit on Blackboard and Blog	The Student Learning Unit has a Blackboard page. You can now register on this page to learn more about the work we do. We have updated our blog with all the relevant information.
What Academic Literacy Services are available during COVID-19?	All Academic Literacy programmes at Fundani: Student Learning are operating remotely during COVID-19 lockdown as of 1 June 2020. One on One; Group Consultations and Writing support are all being offered via Blackboard Collaborate Ultra. Assignments may be submitted through Blackboard Assignment submission. Please self-enrol at Student Learning Unit on Blackboard . It is where you will find relevant information with regards to the academic support and how to access the Fundani/Writing Centre services. A BB Student Guide has been developed to help you navigate Blackboard.

I am studying for a Diploma/Advanced Diploma. Which Academic Literacy Services are available to me?

If you are a **Diploma/Advanced Diploma student** in need of an **online consultation** either as an **individual or a group** for writing in coursework, a CV, an important letter, a personal statement, or you need to submit an assignment, you have two options:

1. For **online consultation**, the Academic Literacy Sector offers online sessions via Blackboard Collaborate Ultra Monday-Friday, 9:00 am - 16:00 pm (depends on availability) To book a session please complete the [online booking consultation form](#). For more information please contact [Jean Collins](#) or [Onele Tshaka](#).
2. If you an individual or a group and you need to submit an assignment requiring **written feedback**, this can be done via **Blackboard**. Please self-enrol at **2020_SLU Student Learning Unit** on Blackboard. Once enrolled, click on **Academic Literacy - Assignment Submission**. Submit the assignment under **Individual Assignment** or submit a **Group Assignment**.

I heard that Fundani/Writing Centre is offering a 10 weeks programme. What does it entail? Who is legible to do it? What is the procedure for enrolment in it?

Ideally, the 10 weeks programme is an Academic Literacy programme which is offered over a period of 10 weeks (once a week for 6 months). It covers a number of important topics to assist students to acquire the requisite literacies, so as to function confidently and smart in their disciplines/courses. Topics covered are:

- What is academic literacy? (the science of writing in the academy),
- Topic analysis (decoding the language of the question)
- Study Skills (effective study methods, surface vs deep learners)
- Time Management (reviews and planners)
- Essay writing (stages of writing and essential features of academic essays)
- Paragraph formation (principles of argumentation)
- Referencing (in-text and end-of-text referencing)
- Report writing (lab and technical reports)
- Argumentative essay (newly added item for second year students)

Both the lecturer and student or a group of students can make a request for a 10 week programme. One is free to choose any topic from the list provided or suggest a relevant topic to assist students to succeed in their studies. Our aim is to empower students to be self-directed and self-regulated critical learners.

1. To enrol for the 10 week programme please contact [Jean Collins](#) or [Onele Tshaka](#).

	<p>2. You will be linked up with the Academic Literacy lecturers who will discuss and facilitate the chosen topic(s). What is crucial is that the topic must be tailored to suite your academic needs.</p>
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<p>I am studying for a Diploma/Advanced Diploma. Which Mathematics and Science Support Services are available to me?</p>	<p>If you are a Diploma/Advanced Diploma student in need of an online consultation either as an individual or a group for Mathematics and or other Science Support (depending on availability), you have two options:</p> <ol style="list-style-type: none"> 3. If you are looking for mathematics support an online consultation, the Mathematics Sector offers online sessions via Blackboard Collaborate Ultra Monday-Friday, 9:00 am - 16:00 pm. To book a session please complete the online booking consultation form. For more information please contact Jean Collins or Onele Tshaka. 4. If you are an individual or a group and you need to submit an assignment requiring written feedback, this can be done via Blackboard. Please self-enrol at 2020_SLU Student Learning Unit on Blackboard. Once enrolled, click on Mathematics & Science- Assignment Submission. Submit the assignment under Individual Assignment or submit a Group Assignment. 5. Videos explaining certain mathematics topics & links of tutorial sessions on BB
<p>I would like to become an online tutor, will training be available online?</p>	<p>Yes, but there are several requirements before you can become a tutor. The following applies:</p> <ol style="list-style-type: none"> 1. A supervising lecturer has to recommend you to be eligible for tutor training(the same rules apply as with face-to-face).

	<ol style="list-style-type: none"> 2. Your lecturer will need to complete the tutor training enrolment form 3. Student who are in the 2nd year of study and above are eligible 4. You need to have obtained at least 60% pass to qualify 5. You have to be a registered student – proof of registration is required 6. You would need to have internet access to offer online tutor support 7. You will need to complete the tutor training online 8. Your lecturer will have to enrol you for tutor training. These forms can be requested from Jean Collins or Onele Tshaka. 9. Your lecturer who has appointed you will have to give your authorisation to provide academic peer support remotely 10. You will have to submit weekly reports to your lecturer to Jean Collins or Onele Tshaka
<p>When will tutor training take place?</p>	<p>Yes, tutor training will continue through online remote learning.</p> <ol style="list-style-type: none"> 1. Tutor training is scheduled to take place online over two days. 2. A tutor training schedule will be sent to lecturers, broadcast via Newsflash and be announced via Blackboard – watch these spaces. 3. Tutor training will take place via Blackboard Collaborate Ultra 4. At this stage tutor training will take place online – you will require access to a device and data to participate in training.

	<p>5. You will find more information about Tutor Training here</p>
<p>I would like to become an online teaching assistant, will training be available online?</p>	<p>Yes, training will be offered online, but there are several qualifying criteria such as:</p> <ol style="list-style-type: none"> 1. Only Student at B.Tech; Masters or PhD/D.Tech levels are eligible 2. You have to be a registered student (proof of qualification required) 3. Students will have to complete TA training which will be offered online 4. Students will need to have access to the internet 5. Be authorised to work remotely by the lecturer and submit weekly reports
<p>I am an INTERNATIONAL STUDENT. Which Student Learning Unit Services can I use?</p>	<ol style="list-style-type: none"> 1. If you are an international student and you still reside in the Time Zone in South Africa (GMT+2) you are welcome to use any of the Student Learning Unit's services as described above, based on your specific support needs. 2. If you are an international student whose time zone is more than a few hours different from Time Zone in South Africa (GMT+2) you are encouraged to submit your assignment online for written feedback--unless you are able to attend a Blackboard collaborate session during the hours of 9:00am -16:00pm
<p>I am a student with an UNRELIABLE INTERNET CONNECTION. What are my options?</p>	<ol style="list-style-type: none"> 1. Students who do not have a reliable internet connection will be sent a printed Academic Survival Kit (ASK) with the necessary support materials to assist with remote learning

	<ol style="list-style-type: none"> 2. If there are any further support that is required this will be reviewed on a case-by case basis. 3. Please feel free to contact Jean Collins or Onele Tshaka. 4. You will be assigned to a lecturer who will assist with the appropriate tech option.
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Student Learning Unit (SLU) Operational Hours	
When is the SLU open?	<p>SLU Staff are available Monday - Friday, 9:00 am – 16:00 pm (depending on availability).</p> <ol style="list-style-type: none"> 1. The Assignment submissions: 5 days per week. 2. Submissions are assigned to consultants during working days, except public holidays and during the recess periods. 3. Feedback can be expected 3-5 days after date of submission, dependent on the volume of work. 4. Please ensure that your assignments are submitted well in advance of your subjects lecturer’s submission date. 5. The assignments are to be submitted to Jean Collins or Onele Tshaka.
Additional Information	
I am a student who needs proof that I visited the Writing Centre. How can I do that?	<ol style="list-style-type: none"> 1. Fundani/Writing Centre will provide a "digital consultation confirmation" upon request following your completed consultation. 2. Just ask your consultant. If you forget to ask the consultant, e-mail from Jean Collins or Onele Tshaka for assistance.
CONTACT	
Who should I contact if I have questions about the Student Learning Unit?	<p>For questions about Student Learning Unit please feel free to contact:</p> <p>Jean Collins or Onele Tshaka</p>

I am an academic staff member, who should I contact about supporting my class?

Please contact the relevant staff member at the Student learning unit with regards to the support you need for your students. We are here to help you [Contacts](#)