

Student Skills Audit

The survey below lists some skills that are commonly required in KPU and in the workplace. Please share your current level of experience with these skills. Put an (x) in the box that represents your current level of knowledge.

| Skills | I have never done this before | I have done this, but am not confident that I always do it correctly | I can perform this skill |
|--|-------------------------------|--|--------------------------|
| Project Analysis Skills | | | |
| I know how to analyze my assignment and marking guide/rubric to determine if I have met requirements | | | |
| I can make a step by step plan to guide me in completing a project | | | |
| Research Skills | | | |
| I can find an academic article in a library database. | | | |
| I know how to decide which articles are relevant for my assignment | | | |
| I know the difference between a peer-reviewed academic article and a non-scholarly source | | | |
| I can take effective notes from an academic article | | | |
| I know when to use direct quotations, paraphrases, and summaries | | | |
| I can correctly create in-text citations | | | |
| I know how to make a references page | | | |
| I have completed a plagiarism tutorial and I know how to avoid plagiarism | | | |
| Reading Skills | | | |
| I know read large textbooks in an efficient and effective way | | | |
| I can take notes on what I read in textbooks | | | |
| Writing Skills | | | |
| I can use an outline to plan and organize my writing | | | |
| I can write thesis statements, introductions, and conclusions | | | |

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|--|--|--|--|
| I have a system for self-editing my written work | | | |
| Computer Skills | | | |
| I can create a presentation using PowerPoint | | | |
| I can use Word or another Word processing program to format my assignments | | | |
| Study Skills | | | |
| I can use my learning objectives and course materials to figure out what I need to study | | | |
| I can create my own questions and use them to test myself | | | |
| I can work with a study group | | | |
| I can plan my study time to avoid cramming | | | |
| I use practice questions and problems when my courses include them | | | |
| I reflect on my grades and feedback to see how I can improve next time | | | |

