**Student Skills Audit**

The survey below lists some skills that are commonly required in university courses and in the workplace. Please share your current level of experience with these skills. Be honest – this survey is anonymous and will not affect your grade. The results will be used to support you in developing the skills you need to succeed. Put an (x) in the box that represents your current level of knowledge.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Skills** | **I can perform this skill** | **I have done this, but am not confident that I always do it correctly** | **I have never done this before** | **I don’t understand the question** |
| **Project Analysis Skills** |  |
| I know how to analyze my assignment and marking guide/rubric to determine if I have met requirements |  |  |  |  |
| I can create a timeline and plan to complete my assignment before the deadline |  |  |  |  |
| **Research Skills** |  |
| I know how to develop a search strategy |  |  |  |  |
| 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 scholarly and popular sources |  |  |  |  |
| I can take effective notes from an academic article |  |  |  |  |
| I know when to use direct quotations, paraphrases, and summaries |  |  |  |  |
| I have a strategy for organizing research notes |  |  |  |  |
| 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 |  |  |  |  |
| Teamwork Skills |  |
| I can create a team charter with teammates to guide project work |  |  |  |  |
| I can professionally contribute my skills, ideas, and experience in a meeting |  |  |  |  |
| I can effectively manage conflict and other challenges that arise in team projects |  |  |  |  |
| I can communicate in teams orally, in writing, and using online communication tools |  |  |  |  |
| **Writing Skills** |  |
| I can use an outline to plan and organize my writing |  |  |  |  |
| I can create a thesis/central argument to guide my writing |  |  |  |  |
| I have a system for self-editing my written work |  |  |  |  |
| I know how to check for and fix unintentional plagiarism in my writing |  |  |  |  |
| I know how to access additional writing support when needed |  |  |  |  |
| **Computer Skills** |  |
| I can touch type accurately and quickly  |  |  |  |  |
| I know how to navigate and access resources on Moodle |  |  |  |  |
| I can submit assignments electronically using Moodle |  |  |  |  |
| I can create a business presentation using PowerPoint, Prezi, Keynote or another presentation program |  |  |  |  |
| I can use Word or another Word processing program to format a report or document |  |  |  |  |
| I have access to a laptop desktop computer, or a tablet/iPad with an external keyboard outside of class | **Yes – I have access at my home** | **Yes – I am able to get access at the library** | **Yes – I have access at other locations** | **No – I do not have access outside of class** |
| I have reliable internet access outside of class | **Yes – I have access at my home** | **Yes – I am able to get access at the library** | **Yes – I have access at other locations** | **No – I do not have access outside of class** |