

MGSHSS

Academic Advising Unit (AAU)

How Can We Help?

Inform

Offer Proactive Communication
Set Academic Goals
Success Strategies
Academic & Non-Academic Guidance

Integrate

As soon as you step in, you will meet PALss (Peer Ambassador at LUMS for Social Support); Juniors and Seniors to help you jump in the flow!

Advise

Apart from Mandatory meetings with Staff Academic Advisors, you will have Faculty Advisors after Junior year - post major declaration.

Contact us:

undergradadvising.mgshss@lums.edu.pk

Get help on your degree plan

Choose your major and minor

Understand Academic policies and procedures

Plan your courses

Prepare for your graduation

Get engaged on campus

Get started with exploring campus resources

Overall Academic & Professional guidance

Meet the Team:

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UNDERSTANDING THE SEMESTER SYSTEM AT MGSHSS

BASICS:

- FALL Semester – 12.5-16.5 credit hours
 - SPRING Semester – 12.5-16.5 credit hours
- Semester duration: 16 weeks
 Degree duration: Minimum 8 regular semesters. Summer is not counted - optional semester.

- CREDIT HOURS:

- First Year: 26 and below
- Sophomore (including borderline Sophomores): 27-56
- Junior (including borderline Juniors): 57-90
- Senior (including borderline Senior): 95 and above

Credit hours for Degree Completion: 130

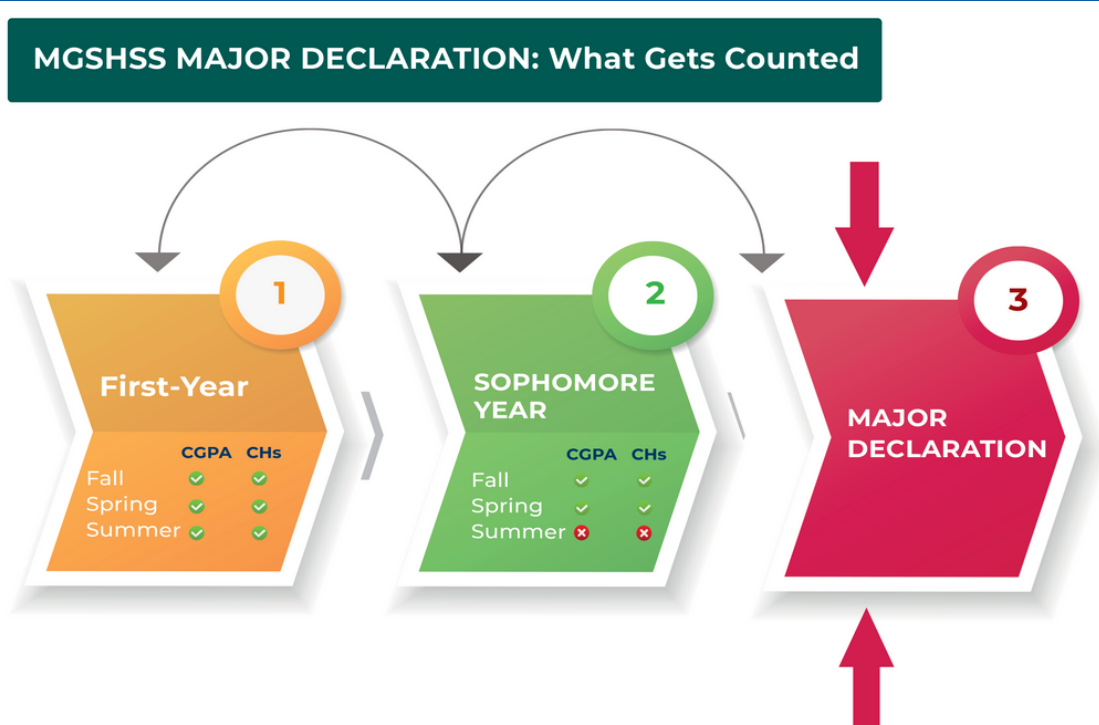
HOW GRADING WORKS:

The semester system entails the following and your grade depends on all the factors below:

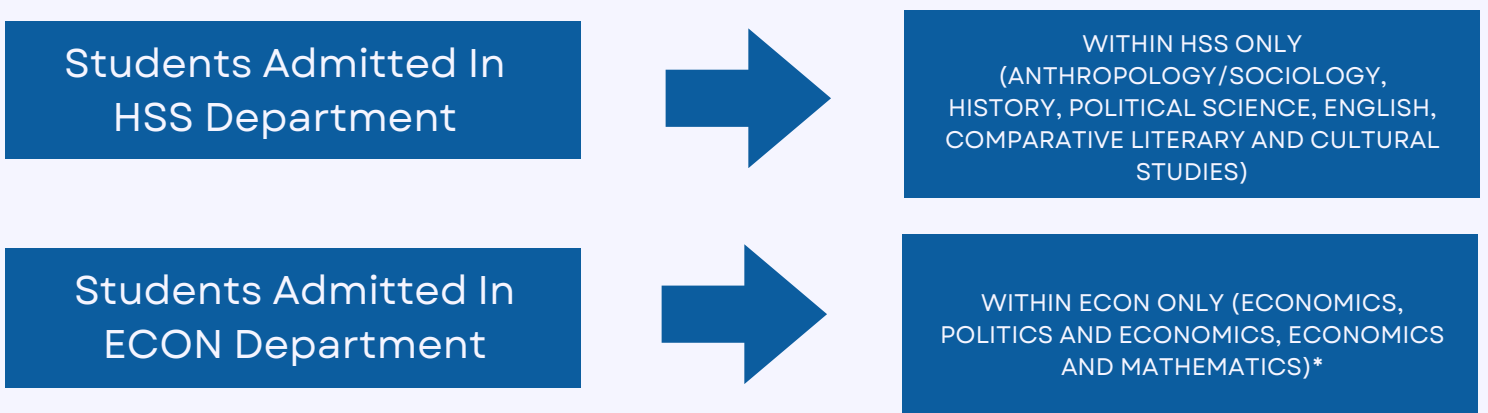
- Attendance
- Class Participation
- Readiness for announced and unannounced quizzes
- Well-structured assignments
- Reflection papers/Presentations

If you're struggling with any course, meet the instructor during their office hours. Take all the help available on campus.

MGSHSS MAJOR DECLARATION: WHAT GETS COUNTED



MAJOR DECLARATION



*Can also move to HSS majors - subject to approval and space

For any custom academic advice (Major Selection; Academic or Social Struggles; Career Path; Major vs Interest, please reach out to:
undergradadvising.mgshss@lums.edu.pk

STUDENT SUCCESS AND PLAGIARISM

ACADEMIC INTEGRITY

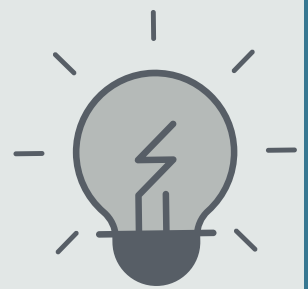


Academic integrity refers to the ethical principles and values upheld within educational settings to ensure honesty, trustworthiness, and fairness. It involves maintaining high standards of originality and responsible behavior in all aspects of academic work, including research, writing, exams, and collaboration

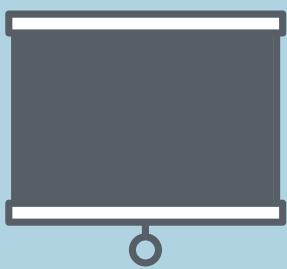
LEARNING INTENTIONS

What comes under compromising your academic integrity:

- Cheating or helping your peer cheat in an exam
- Copying something without citation or giving any credit
- Summarizing another source's ideas without acknowledgment.
- Providing false information or even excuses for leniency in absences or incomplete assignments

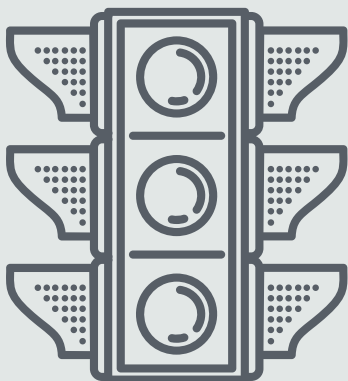


SUMMARIZE



- Clear and concise definition with academic language
- Use your own words instead of copy paste
- Always cite original sources

PARAPHRASE



- Paraphrasing is the act of rephrasing someone else's ideas, concepts, or information in your own words while maintaining the original meaning.
- When paraphrasing, it is essential to accurately convey the original message and provide proper attribution to the original source.

QUOTE YOUR SOURCES



- Quote original work.
- Put quotation marks when using exact words
- Include author's name and page number

ACADEMIC READING AND WRITING

Reading an Academic Text

Why are you reading a text? For a test, a term paper or a presentation? Are you studying, analysing or researching? Different purposes = Different reading styles

The Art of Annotation

Try and incorporate in-text annotation in your reading. Highlighting, underlining, and making notes are helpful ways of interacting with the text. This will help you comprehend the text.

Proofreading, Editing & Revising

- Proofreading is a skill you utilise in eliminating minor errors in a text.
- Editing: A skill that you incorporate post-composing and has an impact on a text's grammar and punctuation.
- Revision: A comprehensive skill to improve a text's draft, structure, argument, analysis and other aspects.

Academic Writing Skills

Avoid using the second person narrative, 'you' in your writing. First person, I is allowed, but avoid statements like I think, I feel.

Avoiding Plagiarism

Very important that you avoid plagiarism in your academic writing. Also be conscious of accidental plagiarism and give credit to your sources in a proper way. Cite all outside resources to avoid accidental plagiarism.

The Fact-checkers Guide to **HOW TO WRITE AN EMAIL**

DO'S

DONT'S

Salutation

A polite start to the email "Dear", "Respected" or "Hello" – followed by the title or name of the professor.

Examples:

Dear Professor (),
Hello Mr./Ms.().

Examples of salutations that are too informal.

Do not use these:

X Hi Professor
X Hey there Professor

introduction

Give a brief introduction, indicating your name, major, year, and the course taken in order to give a context to your email.

Do not assume that the Professor would remember you even if you have taken a course already or are currently enrolled in. A brief intro is always a good idea.

Proofreading

Writing an email is a formal approach and that should reflect clearly in your writing. Hence, avoid any acronym/abbreviations.

Do not skip proofreading the email as you may have missed grammatical errors. Ask a friend!

closure

Always end your email with a kind, formal closure – example: Kind regards, Sincerely, Thank you, adding your name in the end.

Do not casually write your name in the end. Giving your email a formal closure will help you with future communication professionally.



MGSHSS CAREER CENTER

The Career Center was established in September 2021 in response to a significant demand from students for a careers office catering to more specific needs of students in Humanities and Social Sciences.

Headed by Shah Zain Tassawur, this Center offers career advising and coaching to MGSHSS students. They help you with your internship search, organize workshops for developing effective job hunting skills, and prepare you for interviews. The work is not limited to just general career advice - the center also deals with specifics such as cover letter and resume reviews.

The aim is to fully support you as you set foot into the professional world.

The Career Center offers support for students in the following ways:

- **One-on-one sessions to help students chart out their career prospects and prepare accordingly.**
- **Sharing job and internship opportunities specific to humanities and social sciences.**
- **Conducting focus groups and fireside chats on topics like graduate school applications and job prospects.**
- **Building a relationship with alumni and harnessing them as an invaluable resource for the mentorship of current students.**

To seek any careers-related support, email the MGSHSS Careers Center to book an appointment at mgshss.careers@lums.edu.pk



THE ACADEMIC SUPPORT LAB (ASL)

The Academic Support Lab (ASL), is a student-run initiative dedicated to providing exceptional academic support to undergraduate students. Our skilled tutors are well-prepared to guide you through effective reading strategies, unravel dense academic jargon, and facilitate your writing endeavors.

If you're a first-year student, we strongly encourage you to make the most of our Lab during office hours. Our tutors are here to offer personalized assistance beyond what you receive from Teaching Assistants and instructors. Whether you need help with reading comprehension, tackling challenging writing prompts, seeking feedback on your written pieces, or dealing with class participation anxiety, we are here to lend a helping hand.

To empower you with strong academic writing skills, we also conduct workshops on citations and plagiarism avoidance.

Moreover, our experienced tutors offer invaluable general advice to help you navigate the campus culture and utilise available resources efficiently.

Most importantly, all our academic support services come to you entirely free of cost! If you want to know more simply reach out to us at academicsupportlab@lums.edu.pk. We are eager to support you on your academic journey and help you succeed!

This is exceptionally beneficial for first-year students who need help in honing their skills to meet the demands of their rigorous degree program.

For any queries, you can drop an email at mgshss.lmc@lums.edu.pk

