

RESA B7Z01: Research and Communication Skills

Module Details	
Module Code:	RESA B7Z01
Full Title:	Research and Communication Skills APPROVED
Valid From::	Semester 1 - 2019/20 (June 2019)
Language of Instruction:	English
Duration:	1 Semester
Credits::	5
Module Owner::	Eileen Murphy
Departments:	Unknown
Module Description:	The purpose of this module is to facilitate students' successful transition to third-level education, whether they are mature students, come directly from second level, or transfer from other Institutes of Higher Education. The module will introduce students to the structure, expectations and common skills associated with education at third-level, and enable them to engage more easily with the assessment requirements of other modules in their programmes.

Module Learning Outcome	
On successful completion of this module the learner will be able to:	
#	Module Learning Outcome Description
MLO1	Practice effective note-taking in lectures and for study/research.
MLO2	Use their time effectively in order to manage their academic workload.
MLO3	Establish and manage a basic research project, including the design and administration of primary research tools, recognising ethical considerations.
MLO4	Write a business/academic report using the taught structure and layout.
MLO5	Competently use the Institute-standard Harvard Referencing System and self-evaluate their work for plagiarism using an online tool.
MLO6	Undertake business correspondence using the appropriate language, style and structure, recognising business etiquette.
Pre-requisite learning	
Module Recommendations <i>This is prior learning (or a practical skill) that is strongly recommended before enrolment in this module. You may enrol in this module if you have not acquired the recommended learning but you will have considerable difficulty in passing (i.e. achieving the learning outcomes of) the module. While the prior learning is expressed as named DkIT module(s) it also allows for learning (in another module or modules) which is equivalent to the learning specified in the named module(s).</i>	
No recommendations listed	

Module Indicative Content
Study Skills - Practical tutorials designed to introduce new students to third-level education practice and standards, and introduce tools for effective learning. - Time Management - Note taking for written and oral delivery - Reading Techniques for research - Close reading for meaning - Motivation - Goal setting
Research Methods - Tuition in designing, implementing and managing a research project for any subject. - Primary & Secondary research - Qualitative vs quantitative research - Developing a hypothesis - Writing the proposal - Literature review - Interview design & etiquette - Questionnaire design & administration - Analysing and selecting data - Ethical considerations
Reports - Typical short report format for presenting research findings in an academic context. - Basic structure - Language & style - Selecting & editing data - Proofreading - Presentation
Harvard Referencing - Tuition to equip students to protect the academic integrity of their work throughout the programme and avoid plagiarism. - Understanding plagiarism - Quoting, Paraphrasing, Summarising - Referencing different types of sources using the Harvard Referencing System. - Resources for referencing (DkIT resources, useful websites) - Checking work for plagiarism using detection software.
Business Correspondence - Students will learn how to conduct formal correspondence, mindful of appropriate tone, language, content & style. - Language & style - Structure - Etiquette

Module Assessment	
Assessment Breakdown	%
Course Work	100.00%
Module Special Regulation	

Assessments

Full Time On Campus			
Course Work			
Assessment Type	Portfolio	% of Total Mark	100
Marks Out Of	0	Pass Mark	0
Timing	n/a	Learning Outcome	1,2,3,4,5,6
Duration in minutes	0		
Assessment Description The assignment will take the form of a portfolio assignment based around research, report writing and other key communication skills areas.			

No Project
No Practical
No Final Examination

Part Time On Campus			
Course Work			
Assessment Type	Portfolio	% of Total Mark	100
Marks Out Of	0	Pass Mark	0
Timing	n/a	Learning Outcome	1,2,3,4,5,6
Duration in minutes	0		
Assessment Description The assignment will take the form of a portfolio assignment based around research, report writing and other key communication skills areas.			

No Project
No Practical
No Final Examination

Reassessment Requirement
No repeat examination <i>Reassessment of this module will be offered solely on the basis of coursework and a repeat examination will not be offered.</i>
Reassessment Description Reassessment will be in the form of a robust repeat assignment that covers all of the learning outcomes.

Module Workload

Workload: Full Time On Campus

<i>Workload Type</i>	<i>Contact Type</i>	<i>Workload Description</i>	<i>Frequency</i>	<i>Average Weekly Learner Workload</i>	<i>Hours</i>
Lecture	Contact	No Description	Every Week	3.00	3
Independent Study	Non Contact	No Description	Every Week	5.00	5
Total Weekly Learner Workload					8.00
Total Weekly Contact Hours					3.00

Workload: Part Time On Campus

<i>Workload Type</i>	<i>Contact Type</i>	<i>Workload Description</i>	<i>Frequency</i>	<i>Average Weekly Learner Workload</i>	<i>Hours</i>
Lecture	Contact	No Description	Every Week	2.00	2
Directed Reading	Non Contact	No Description	Every Week	4.00	4
Independent Study	Non Contact	No Description	Every Week	2.00	2
Total Weekly Learner Workload					8.00
Total Weekly Contact Hours					2.00

Module Resources

Recommended Book Resources

Burns, T. and Sinfield S.. (2016), Essential Study Skills: the complete guide to success at university., Sage.
Cottrell, S.. (2013), The Study Skills Guide, 4th Edition. Palgrave Macmillan, Basingstoke.
Cottrell, S.. (2011), Critical thinking skills: Developing effective analysis and audience, 2nd Edition. Palgrave Macmillan, Basingstoke.
Day, T.. (2013), Success in Academic Writing, Palgrave Macmillan, Basingstoke.
Osmond, A.. (2016), Academic Writing and Grammar for Students, 2nd ed. Sage Publication, London.
Cameron, Sheila. (2016), The Business Students Handbook: Skills for Study and Employment, 6th Edition. Pearson.

This module does not have any article/paper resources

Other Resources

Website, DkIT's Centre for Learning & Teaching.
<http://www.dkit.ie/celt>
Website, CELT. Learning and Teaching Resources,
<http://www.dkit.ie/celt/resources>
Website, DkIT. Academic Integrity Policy,
<http://www.dkit.ie/registrar/policies/academic-integrity-policy>
Website, Resource for Harvard Referencing,
<http://www.citethisforme.com>
Website, Resource for Time Management,
<http://www.studygs.net/timman.htm>
Website, Purdue University. Purdue Online Writing Lab,
<https://owl.english.purdue.edu/owl/>