

## H6MYL: Academic Management Skills

<b>Module Code:</b>	H6MYL
<b>Long Title</b>	Academic Management Skills <b>APPROVED</b>
<b>Title</b>	Academic Management Skills
<b>Module Level:</b>	LEVEL 6
<b>EQF Level:</b>	5
<b>EHEA Level:</b>	Short Cycle
<b>Credits:</b>	5
<b>Module Coordinator:</b>	Patricia Maguire
<b>Module Author:</b>	Laura Costelloe
<b>Departments:</b>	NCI Learning & Teaching
<b>Specifications of the qualifications and experience required of staff</b>	
<b>Learning Outcomes</b>	
<i>On successful completion of this module the learner will be able to:</i>	
<b>#</b>	<b>Learning Outcome Description</b>
LO1	Conduct effective and reliable library searches using academic databases and appropriate search strategies.
LO2	Evaluate and interpret different types of information (both academic and non-academic)
LO3	Critically evaluate the arguments of authors and the material used to support arguments.
LO4	Convey an understanding of the importance of appropriate referencing and citations to support arguments and inform decisions.
<b>Dependencies</b>	
<b>Module Recommendations</b>	
No recommendations listed	
<b>Co-requisite Modules</b>	
No Co-requisite modules listed	
<b>Entry requirements</b>	Programme entry requirements

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Module Content & Assessment			
Indicative Content			
<b>Managing own learning</b> Independent learning skills Study goal setting and prioritisation Planning – short term versus long term targeting Time management and getting the balance right. multitasking Stress management Self-assessment of own skills and learning needs			
<b>Engaging with Academic Material</b> Search strategy Reviewing and validating academic material: Journal Articles Textbooks Case Studies Reviewing and validating non-academic materials: Websites Newspapers Corporate Reports			
<b>Academic writing skills 1</b> Interpreting academic assignment Assignment criteria: - Explain, Explore, Define, Analyse, Evaluate Effective reading, writing, note-taking and summarising skills Assignment planning and time management			
<b>Academic writing skills 2</b> Building and presenting arguments, facts, and information Starting to think critically - Critical thinking techniques Drafting and Reviewing			
<b>Referencing, Plagiarism, and Proofing (library)</b> Harvard referencing Plagiarism Turnitin Proofing work			
<b>Group work and collaborative approaches to learning how to work in a group</b> Introduction to project management skills Developing inter- and intrapersonal skills Learning through peer interactions and peer assessment			
Assessment Breakdown			%
Coursework			100.00%
Assessments			
Full Time			
Coursework			
<b>Assessment Type:</b>	CA 1	<b>% of total:</b>	25
<b>Assessment Date:</b>	n/a	<b>Outcome addressed:</b>	2
<b>Non-Marked:</b>	No		
<b>Assessment Description:</b> Goal setting and reflective exercise. Learners should choose a personal goal they wish to accomplish. They will then outline the goal setting methodology they intend to use to achieve this goal			
<b>Assessment Type:</b>	CA 2	<b>% of total:</b>	50
<b>Assessment Date:</b>	n/a	<b>Outcome addressed:</b>	1,2,3,4
<b>Non-Marked:</b>	No		
<b>Assessment Description:</b> Group task exercise involving uncovering the veracity of a common business myth. This task will involve critical thinking. It will also involve identifying academic/adequate sources, conducting a literature review, effectively reading and taking notes on the literature and critically analysing the literature.			
<b>Assessment Type:</b>	CA 3	<b>% of total:</b>	25
<b>Assessment Date:</b>	n/a	<b>Outcome addressed:</b>	3
<b>Non-Marked:</b>	No		
<b>Assessment Description:</b> Group exercise requiring learners to conduct a comparative analysis of two academic papers. Learners are required to review two papers which consider a similar topic, one qualitative and one quantitative in nature, to understand how there can be different approaches to examining a key topic.			
No End of Module Assessment			
No Workplace Assessment			
Reassessment Requirement			
<b>Repeat failed items</b> <i>The student must repeat any item failed</i>			
<b>Reassessment Description</b> Where a learner fails to achieve an average of 40% across all continuous assessment elements, they will be offered the opportunity to repeat any failed assessment components.			

## H6MYL: Academic Management Skills

Module Workload				
Module Target Workload Hours 0 Hours				
Workload: Full Time				
Workload Type	Workload Description	Hours	Frequency	Average Weekly Learner Workload
Lecture	Classroom and demonstration	36	Per Semester	3.00
Independent Learning	Independent learning	89	Per Semester	7.42
Total Weekly Contact Hours				3.00

Module Resources	
Recommended Book Resources	
<p>Cottrell, S. (2019), The Study Skills Handbook, 5th ed. Bloomsbury.</p> <p>Wyrick J. (2022), Steps to Writing Well with Additional Readings, 11th Ed. Cengage.</p> <p>Van Rys J., Meyer, V., VanderMey, R., Sebranek, P. (2022), The College Writer: A Guide to Thinking, Writing, and Researching, 7th Edition. Cengage.</p>	
This module does not have any article/paper resources	
Other Resources	
<p>[Website], NCI Library. Academic Writing Skills Guide, <a href="https://libguides.ncirl.ie/academic_writing_skills/homeNCI">https://libguides.ncirl.ie/academic_writing_skills/homeNCI</a></p> <p>[Website], Library Essentials - <a href="https://libguides.ncirl.ie/libraryessentials">https://libguides.ncirl.ie/libraryessentials</a>.</p> <p>[Website], NCI Library Referencing Guide - <a href="https://libguides.ncirl.ie/ld.php?content_id=32278056">https://libguides.ncirl.ie/ld.php?content_id=32278056</a>.</p> <p>[Website], Subject Guide - <a href="https://libguides.ncirl.ie/business">https://libguides.ncirl.ie/business</a>.</p> <p>[Website], Referencing and Avoiding Plagiarism - <a href="https://libguides.ncirl.ie/referencingandavoidingplagiarism">https://libguides.ncirl.ie/referencingandavoidingplagiarism</a>.</p>	
Discussion Note:	