

Centre for English Teaching Specialization

MOOC Capstone – Academic Skills for University Success

Outline of topics

Learning Outcomes

- Apply a range of idea generation techniques
- Apply research strategies to search, collect, select, process, and cite information
- Use the research process to develop and critically analyse ideas
- Apply critical thinking skills to evaluate and analyse ideas and evidence
- Use problem-solving skills to identify gaps in knowledge and define issues
- Develop creative and innovative solutions to real-world problems
- Use appropriate academic genres for written texts and multi-media presentations
- Use written and oral skills to communicate ideas effectively for academic contexts

Week 1 - Introduction to the capstone: identifying a real-world problem				
Module	Lesson	Learning Objectives	Topic Focus	Learning Outcomes (You will...)
1.1	Introduction	<ul style="list-style-type: none"> • Understand the course outline and assessments • Understand the definition of academic integrity • Demonstrate awareness of ethical issues related to academic integrity 	<i>Introduction to the course</i>	<ul style="list-style-type: none"> • Read the marking criteria and instructions for the assignments • Navigate through the CAPSTONE • Understand the different parts of the course (discussion boards, weekly peer review assignments & resources sections)
1.2	Identify a Real-World Problem	<ul style="list-style-type: none"> • Recognise that real-world problems exist in all communities • Understand the principles of identifying a real-world problem to use for the capstone project • Propose a solution which clearly addresses a need • Propose a solution which clearly benefits the identified community 	<i>Brainstorming issues in your community</i> <i>Evaluating and selecting an issue</i>	<ul style="list-style-type: none"> • Identify and describe communities • Identify potential issues of interest • Apply idea-generation techniques • Use criteria to evaluate and select ideas • Identify areas of expertise, existing knowledge and interests related to the problem statement • Refine and update selected ideas
1.3	Understanding Causes & Effects	<ul style="list-style-type: none"> • Recall brainstorming techniques • Recognise how to identify causes & effects 	<i>Brainstorm the causes & effects of the problem</i>	<ul style="list-style-type: none"> • Identify currently-known causes of the problem • Identify currently-known effects of the chosen problem • Use idea-generation strategies
1.4	Writing a Problem Statement	<ul style="list-style-type: none"> • Understand what a problem statement is in this context • Recognise how to write a problem statement for this context • Use academic but not overly complex language to convey ideas 	<i>Writing a Problem Statement</i>	<ul style="list-style-type: none"> • Summarise ideas in a problem statement • Describe the issue, the community it affects and the impact of the issue on the community

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Week 2 – Defining the desired state & performing a gap analysis

Module	Lesson	Learning Objectives	Topic Focus	Learning Outcomes (You will...)
2.1	Searching for, Evaluating & Using Information	<ul style="list-style-type: none">Effectively search for & evaluate sources of informationRecognise & use different sources of information for the projectUse American Psychological Association's 6th (APA 6) referencing style for in-text and end-of-text references	<i>Searching for and selecting relevant and credible sources</i>	<ul style="list-style-type: none">Identify and create search termsSearch for research literature on databasesSelect possibly relevant literatureRefine the literatureConduct a web search for informationSelect credible websites
			<i>Researching the background to the issue</i>	<ul style="list-style-type: none">Find information on the target topic (background) in the collected sourcesCollate information from sources for analysis and synthesis
2.2	Writing Paragraphs	<ul style="list-style-type: none">Understand different choices in structure in order to write the background paragraphRecognise the use of the language of cause & effectUse academic but not overly complex language to convey ideas	<i>Synthesising research to describe the current state</i>	<ul style="list-style-type: none">Identify key topics in collated literatureLink cause/effect relations (if possible)Plan writing structure of the background section of a proposalWrite the background section by synthesising sources, arguments and evidence

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Week 3 – Evaluating & selecting actions & Creating the project

Module	Lesson	Learning Objectives	Topic Focus	Learning Outcomes (You will...)
3.1	Defining the Desired State	<ul style="list-style-type: none"> Understand how to create specific & reachable desired states Use critical thinking, problem solving & creative skills in order to imagine desired states Propose a solution which clearly addresses a need Propose a solution which clearly benefits the identified community Use American Psychological Association's 6th (APA 6) referencing style for in-text and end-of-text references 	<i>Imagining the desired state</i>	<ul style="list-style-type: none"> Review previous research on the current state Summarise identified causes and effects of the current state Imagine possible alternative outcomes (desired state)
			<i>Researching scenarios similar to the desired state</i>	<ul style="list-style-type: none"> Identify descriptions of the desired state in the collected sources Search for related organisations and collect descriptions of the desired state from their websites
			<i>Describing the desired state</i>	<ul style="list-style-type: none"> Identify key topics in the literature Compare the literature with your own ideas Integrate and synthesise the research with your ideas
3.1.2	Performing a Gap analysis	<ul style="list-style-type: none"> Propose a solution which clearly addresses a need Propose a solution which clearly benefits the identified community 	<i>Pairing descriptions of current and desired states</i>	<ul style="list-style-type: none"> Select areas of focus in the current/desired state Summarize the chosen desired state Incorporate literature in the summary
			<i>Describing the gap between the current and desired states</i>	<ul style="list-style-type: none"> Generate ideas on the reasons for the difference between the current and desired state Summarise the gap between the current and desired state
			<i>Brainstorming possible actions to bridge the gap</i>	<ul style="list-style-type: none"> Use prior analysis of the gap to inform identification of possible actions Identify possible actions to close the gap
3.2	Assessing Risk	<ul style="list-style-type: none"> Understand the importance of evaluating actions Evaluate an action based on its risks, benefits, beneficiaries, feasibility, impact and potential barriers Propose a solution which clearly addresses a need Propose a solution which clearly benefits the identified community 	<i>Evaluating identified possible actions</i>	<ul style="list-style-type: none"> Choose actions of interest to you Analyse selection action by using a set of criteria to evaluate: risk, benefits, beneficiaries, feasibility, impact and potential barriers
			<i>Prioritising selected actions</i>	<ul style="list-style-type: none"> Use the evaluation above to assess aspects of the actions Assess the risk, benefits, beneficiaries, feasibility, impact and potential barriers of the action Refine potential actions according to assessment
			<i>Selecting actions to focus on</i>	<ul style="list-style-type: none"> Arrange identified actions chronologically Integrate the actions into cumulative steps Refine action plan to add more detail or focus on specific features

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Week 4 – Writing the project proposal

Module	Lesson	Learning Objectives	Topic Focus	Learning Outcomes (You will...)
4.1	Project Summary & SMART Goals	<ul style="list-style-type: none"> Consider the overall objectives for your project Understand and formulate SMART goals for the Capstone project Use academic but not overly complex language to convey ideas 	<i>Describing the project</i>	<ul style="list-style-type: none"> Review the project overall by re-visiting prior work Write a clear and concise overall description of the project
			<i>Formulating SMART objectives for the desired states</i>	<ul style="list-style-type: none"> Analyse the SMART aspects of the main goal identified in the description Re-write the main goal as a SMART main objective Brainstorm and write underlying SMART objectives
4.2	Action Plans	<ul style="list-style-type: none"> Appreciate the importance of developing an action plan Match actions on the action plan with underlying objectives for the project 	<i>Create the Action Plan</i>	<ul style="list-style-type: none"> Match actions to SMART objectives Fill in the gaps in the flow of actions Formulate a rationale for actions and objectives
4.3	Participants, Roles & Resources	<ul style="list-style-type: none"> Determine participants that are needed for the project Allocate roles and responsibilities to participants Predict required resources for the project 	<i>Writing the resources section</i>	<ul style="list-style-type: none"> Identify physical resources needed Identify ICT resources needed Identify personnel resources needed Identify items on the project budget
			<i>Writing the Participant & Roles section</i>	<ul style="list-style-type: none"> Identify all participants, individuals, organisations and/or institutions Provide a brief rationale for each participant's inclusion Allocate roles for each participant
			<i>Finalising your action plan</i>	<ul style="list-style-type: none"> Organise all information into an action plan, including Objectives, Actions, Rationale, Participants & Roles
4.3.2	Constraints & Risks	<ul style="list-style-type: none"> Review constraints & risks identified in the project Combat constraints identified Mitigate against the risks identified 	<i>Writing the Constraints and Risks section</i>	<ul style="list-style-type: none"> Review and update constraints of the project Mitigate constraints through the project design and describe how this is done Review and update risks Mitigate risks through the project design and describe how this is done
4.4	Titles, Polishing & Refining	<ul style="list-style-type: none"> Write effective titles for proposals Review techniques for polishing & refining written work Use academic but not overly complex language to convey ideas Propose a solution which clearly addresses a need Propose a solution which clearly benefits the identified community 	<i>Create a title for the project</i>	<ul style="list-style-type: none"> Identify key words/phrases across the proposal Brainstorm possible titles Select a clear and concise title
			<i>Edit and refine the proposal</i>	<ul style="list-style-type: none"> Edit and refine the sections in relation to each other Edit for spelling & grammar Edit for academic style Edit for coherence & cohesion
			<i>Collate references and create reference list</i>	<ul style="list-style-type: none"> Use American Psychological Association's 6th (APA 6) referencing style for in-text and end-of-text references

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Week 5 – Video

Module	Lesson	Learning Objectives	Topic Focus	Learning Outcomes (You will...)
5.1	Introduction to Video Proposals	<ul style="list-style-type: none"> Understand the video proposal's purpose & how it fits into the course Understand the audience, real & imagined, for the video proposal Create a video proposal that clearly articulates a need within a specific community and its solution 	<i>Assessing and brainstorming the focus, themes and resources</i>	<ul style="list-style-type: none"> Identify key themes from the proposal Articulate the main message Plan the audience's journey in the presentation Brainstorm benefits of making a change in the audience Brainstorm contrasting elements in the content for the presentation Assess and select tools
5.2	Planning the video	<ul style="list-style-type: none"> Appreciate the purpose of a storyboard when creating a video Appreciate the purpose of a script for the video proposal Use a variety of techniques to improve your script Use academic but not overly complex language to convey ideas Select appropriate sources of information and media for the video presentation, following copyright and academic referencing conventions Combine different media types to offer insight into the problem identified and its solution Create a well organised video with a clear purpose, focus and good pacing 	<i>Planning the structure of the video presentation</i>	<ul style="list-style-type: none"> Select a story to illustrate and exemplify ideas Map out the beginning, middle, and end of the story Adapt the story to illustrate the themes Integrate relevant evidence from the literature
			<i>Creating the storyboard</i>	<ul style="list-style-type: none"> Organise the information in a presentation structure Gather open-access images and videos Create new images and videos Source music and finalize graphics, if relevant
5.3	Producing the video	<ul style="list-style-type: none"> Review techniques for preparing a script Use resources to edit & refine video Produce a video with good production quality 	<i>Preparing & Recording the script</i>	<ul style="list-style-type: none"> Finalise the script Prepare the script for recording Record the narrative audio Practice 'chunking' a piece of text
			<i>Finalising the video</i>	<ul style="list-style-type: none"> Edit & refine the media in the selected software Produce the video