

## **MODULE DESCRIPTOR**

### **Online Induction Module**

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## MODULE DESCRIPTOR

<b>MODULE TITLE</b>	Induction Module
<b>MODULE CODE</b>	UU-M-IND 100
<b>CREDIT VALUE</b>	0 CREDITS / 0 ECTS
<b>DEPARTMENT</b>	Academic

## TYPE OF MODULE UNIT

Compulsory

## PREREQUISITES

None

## DESCRIPTION

The Online Induction Module aims at helping students become familiar with academic literature and language so that they are able to respond critically to a variety of types of academic sources and produce high quality academic writing. In addition, the Module aims at introducing students to our Virtual Learning Environment (VLE) and its collection of integrated tools, which will support them during their studies as well as provide a space for them to communicate, reflect and collaborate with their tutors and peers.

## MODULE AIMS

- Introduce students to the university's Virtual Learning Environment (VLE) and its collection of integrated tools.
- Introduce students to academic writing skills and conventions.
- Enable students to structure and construct clear, coherent arguments in academic writing.
- Enable students to think, read and write critically.
- Increase learner independence as researchers.

## INTENDED LEARNING OUTCOMES

On successful completion of this module students will be able to:	
1	Navigate the Virtual Learning Environment (VLE) and use the different VLE tools effectively.
2	Correctly incorporate sources in their own writing, using citation and avoiding plagiarism.
3	Think, read and write critically in the context of using sources.
4	Plan, draft and write an effective academic essay based on a clear and precise understanding of the essay question.

5	Interpret and respond to an essay question effectively and critically, accounting for genre and academic conventions.
6	Demonstrate the ability to work independently, monitoring their progress toward the achievement of their learning goals.

## MODULE DURATION

The Online Induction Module is a self-paced module with a maximum duration of four weeks. It is compulsory that students progress through the four sections in order as the content builds upon the previous section. Upon completion of this module within four weeks, students can immediately progress to the first core module. If they do not complete the module within four weeks, they will be registered on a new Induction Module to support continued learning and preparation for the programme.

## TEACHING METHODS

The combination of independent learning hours and direct contact hours, via the live webinar and asynchronous discussion forum, ensures that students have access to a wide range of learning and teaching resources. Students are expected to work individually as well as in groups in order to enhance all the skills needed for writing within an academic context.

## ASSESSMENT METHODS

Assessment is based on three quizzes, Quiz 1, Quiz 2 and Quiz 3, in Sections 1, 2, and 3 respectively, as well as the written assignment in Section 4, which must be submitted in order for the module to be successfully completed. Students are also expected to participate in the Discussion Forum. This is a completion only module and is therefore not graded.

## ASSESSMENT

Successful completion of the course requires that students complete and pass the three quizzes. In order to progress from the one section to the next a minimum score of 65% must be achieved in each respective quiz. Each quiz can be attempted three times. If there is a need for further attempts, students must contact their Tutor for help.

Students must also submit the written assignment in the final section. Although there is no minimum score for this last assignment, students' essays will receive feedback and an indicative grade. The indicative grade will provide an idea of how well they would have done, if this had been a formal grading point (summative assessment).

### Assessment Breakdown

Assessment	Minimum requirement
Quiz 1	65%
Quiz 2	65%
Quiz 3	65%
WRITTEN ASSIGNMENT	submission*

\* For information about the specific requirements for the written assignment please refer to the guidelines included in Assessment Point 4.

### REQUIRED MATERIAL

All required material is provided in the VLE. It is important for students to read this material in the order that it appears as this will enable them to understand it better and complete tasks in the prescribed order.

### MODULE EVALUATION

At this end of the module students are invited to provide their feedback and recommendations through a feedback survey. The primary purpose of the survey is to assure the quality of learning, teaching and assessment and to enhance the student experience. The student feedback is reviewed and action is taken in response to it.

### STUDENT HELP CENTER (SHC)

Students are strongly encouraged to use the Student Help Center (SHC) not only during the induction module but also afterwards, until the completion of their academic studies. The SHC provides important help and guidance. It includes essential information about online learning and our VLE, our university support departments, the online library as well as the university rules and regulations. Useful material that is crucial for enhancing students' academic writing, study and job-search skills is also included.

## MODULE CONTENT

<b>SECTION 1</b>	Studying Online: Welcome to our VLE
<b>SECTION 2</b>	Engaging with Scholarly Sources
<b>SECTION 3</b>	Critical Thinking and Writing
<b>SECTION 4</b>	Writing the Academic Essay
<b>TELL US WHAT YOU THINK</b>	Feedback survey to be completed based on students' learning experience.
<b>THE NEXT STEP</b>	Additional resources facilitating students' transition from the Online Induction Module to studying for their core modules.

## MODULE SECTION CONTENT

<b>SECTION 1: Studying Online: Welcome to our VLE</b>
Accessing the Module Content
Using the VLE Calendar
Sending a VLE Message
Submitting an Assignment
Participating in Discussion Forums
Using the Moodle App
<b>Quiz 1</b>
<b>SECTION 2: Engaging with Scholarly Sources</b>
Finding and Evaluating Sources
Incorporating Sources in your Writing
Avoiding Plagiarism
Referencing Guides
Scholarly Sources and References – Practice Quiz
<b>Quiz 2</b>
<b>SECTION 3: Critical Thinking and Writing</b>
Developing your Critical Thinking
Structuring the Line of Argument: Signal Words and Phrases
Critical Review: An Example
How to Think Critically (video)
Reflective Writing
Writing a Reflection (video)
<b>Quiz 3</b>
<b>SECTION 4: Writing the Academic Essay</b>
The Pre-writing Phase
The Writing Phase
The Post-writing Phase
The Essay Writing Process
Revising, Editing and Proofreading
<b>Written Assignment</b>
<b>TELL US WHAT YOU THINK</b>
Feedback Survey
<b>THE NEXT STEP</b>
Frequently Asked Questions
Video Tutorial: The Module Registration Process
University Rules and Regulations

## **STUDY GUIDE**

The Study Guide includes information regarding the focal topics in each section and the time necessary for studying the material covered in the course of this module.



## STUDY GUIDE

SECTION	LEARNING OUTCOMES	EDUCATIONAL ACTIVITIES	ESTIMATED STUDY TIME (HOURS)
1	<p>→ Navigate the Virtual Learning Environment (VLE) and use the different VLE tools effectively.</p> <p>→ Work independently, monitoring own progress toward the achievement of learning goals.</p>	<p>Studying Online: Welcome to our VLE [Study material: reading material and videos, provided in the VLE]</p> <p>Live Webinar</p> <p>Quiz 1</p> <p>Discussion Forum</p>	<p><b>3 hours:</b> Independent Studying <b>20 min:</b> Discussion Forum <b>45 min:</b> Live Webinar <b>1 hour:</b> Quiz 1 *</p> <p><b>Total: 5 hours and 5 min</b></p>
2	<p>→ Correctly incorporate sources in own writing, using citation and avoiding plagiarism.</p> <p>→ Work independently, monitoring own progress toward the achievement of learning goals.</p>	<p>Engaging with Scholarly Sources [Study material: reading material, videos, and practice quiz provided in the VLE]</p> <p>Quiz 2</p> <p>Discussion Forum</p>	<p><b>3 hours:</b> Independent Studying <b>20 min:</b> Discussion Forum <b>1 hour:</b> Quiz 2 *</p> <p><b>Total: 4 hours and 20 min</b></p>
3	<p>→ Think, read and write critically in the context of incorporating sources in an academic essay.</p> <p>→ Work independently, monitoring own progress toward the achievement of learning goals.</p>	<p>Critical Thinking and Writing [Study material: reading material and videos provided in the VLE]</p> <p>Quiz 3</p> <p>Discussion Forum</p>	<p><b>6 hours:</b> Independent Studying <b>20 min:</b> Discussion Forum <b>45 min:</b> Live Webinar <b>1 hour:</b> Quiz 3 *</p> <p><b>Total: 8 hours and 5 min</b></p>

4	<p>→ Plan, draft and write an effective academic essay based on a clear and precise understanding of the essay question.</p> <p>→ Interpret and respond to an essay question effectively and critically, accounting for genre and academic conventions.</p> <p>→ Respond critically to scholarly sources.</p>	<p>Writing the Academic Essay [Study material: reading material provided in the VLE]</p> <p>Discussion Forum</p>	<p><b>6 hours:</b> Independent Studying</p> <p><b>20 min:</b> Discussion Forum</p> <p><b>4 hours:</b> Written Assignment (Writing the Academic Essay)</p> <p><b>Total: 10 hours and 20 min</b></p>
5	Tell us What you Think		
6	The Next Step		
	<b>TOTAL: 27 hours and 50 min</b>		