



Adventist University of Central Africa

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COURSE SYLLABUS

I. General Information		
1. Course Information		
a.	Faculty:	Education
b.	Department:	ALL
c.	Course Code:	EDRM 8113
d.	Course Name:	Study and Research Methods
e.	Number of credits:	2
f.	Prerequisite:	No prerequisite
g.	Academic Year	2024/2025
h.	Semester:	2
i.	Time:	
j.	Venue:	Masoro and Gishushu Campuses
k.	Technical Support:	Mukunzi Caleb 0782006672
2. Instructors Information		
a.	Name:	Ntirenganya Aimable
b.	Contact: (Tel &Email)	0786238048
c.	Consultation Time:	
d.	Location:	Gishushu Campus
a.	Name:	Dr. Charles Hategekimana
b.	Contact: (Tel &Email)	0788874044 charles.hategekimana@auca.ac.rw
c.	Consultation Time:	
d.	Location:	Gishushu Campus
a.	Name:	Mr. Nsabimana Aphrodise
b.	Contact: (Tel &Email)	0788668260 aphrodice.nsabimana@auca.ac.rw
c.	Consultation Time:	Thirty minutes after each class session
d.	Location:	Masoro Campus
a.	Name:	Mr. Nzaramyimana Charles
b.	Contact: (Tel &Email)	+250788456452
c.	Consultation Time:	
d.	Location:	Masoro Campus
a.	Name:	Dr. Jean-Pierre Mugiraneza
b.	Contact: (Tel &Email)	+250788619277/ mugiranezaus@gmail.com



c.	Consultation Time:	Wednesday from 5pm
d.	Location:	Masoro Campus

II. Course Description: Perspective and Focus of the Course

University life marks a significant phase filled with new experiences, challenges, and intellectual growth. The transition from high school or secondary school to university can be tough for many students, especially when it comes to adapting to new study and research methods. This course aims to provide students with study strategies to improve their learning and to introduce them to different academic research practices.

The course focuses on study methods, including active learning techniques such as class participation and note-taking. It also covers time management techniques such as creating study schedules, prioritizing tasks, and setting learning goals. Specific study techniques include spaced repetition, practice testing, and self-explanation. Collaborative learning through individual learning, study groups, and peer teaching is also discussed. Additionally, the course provides guidance on using available resources at AUCA, including library resources, academic support, online resources, and academic regulations.

The course explores academic research methods, focusing on Quantitative, Qualitative, and Mixed Methods approaches. Students practice various techniques such as interviews, focus groups, observations, case studies, surveys, experiments, data analysis, and interpretation. It also addresses ethical considerations and citation styles using Turabian and APA guidelines.

III. Learning Outcomes

a.	<p><u><i>Knowledge and Understanding (Cognitive)</i></u></p> <p>At the end of this module, the students should be able to demonstrate knowledge and understanding of:</p> <ol style="list-style-type: none"> 1. The personal and environmental factors affecting the studying/learning process 2. The organization and use of the notes in learning process 3. The use of the public libraries for complementing the notes given in classroom 4. The techniques of preparing and succeeding the examinations 5. The research as another studying process in university settings 6. The research problem and variables in hypothesis 7. The sampling techniques and data collection techniques
b.	<p><u><i>Cognitive /Intellectual skills/Application of Knowledge (Comprehension)</i></u></p> <p>At the end of the program students should be able to:</p> <ol style="list-style-type: none"> 1. Carry out informed discussions based on the principles and theories and demonstrate adequate mastery of the professional study and research techniques and practices. 2. Demonstrate understanding of study and research principles related to the above mentioned purpose. 3. Apply study principles in order to get good grades in their various courses
c.	<p><u><i>Communication/ICT/ Numeracy/Analytic Techniques/Practical Skills (Application and Analyzing)</i></u></p> <p>At the end of the module, students should be able to:</p> <ol style="list-style-type: none"> 1. Exhibit in groups (not more than 10 students) a term paper of at least 10 pages (A4 size paper, double space) of a research project and make reaction basic to the theory.



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	2. Make competent oral presentation of the term paper before colleagues and staff.
d.	<p><u>General transferable skills: (Synthesizing and Evaluating)</u></p> <p>At the end of the module, students should be able to:</p> <ol style="list-style-type: none">1. Demonstrate technically and systematically how to successfully plan and manage their resources in order to succeed various courses2. Identify socio-economic problems and make a study in order to find out practical solutions to them based on practical knowledge of research.



IV. Indicative Content

CLASS SESSION	DATE	INTENDED LEARNING UNIT	ACTIVITY WHERE STUDENTS ENGAGE WITH THIS UNIT OUTCOME AND LEARNING RESOURCES	WHERE AND HOW IS THIS UNIT OUTCOME ASSESSED?
CHAPTER ONE—INTRODUCTION AND LEARNING CONCEPTS				
1.	January 19-24, 2025	<p>The students should be able to demonstrate the mastery of the study methods and introduction to research concepts through a successful class discussions, quizzes, assignments, mid-semester exams and final exams related activities. This chapter includes full theoretical and practical understanding of learning related to:</p> <p>*Define in one's words Key concepts on study and study method</p> <p>*Calculate the GPA of a student's Grade Transcripts.</p> <p>*Interpret the GPA of a student based on the AUCA Academic Bulletin 2025</p>	<p>Introduction</p> <ul style="list-style-type: none"> - Concept of the course - Importance of the course in AUCA and beyond - Learning Theories - Physiological factors of learning and academic performance - Review book of Robert S. Feldman, Chapter 1 	<p><u>Activities:</u></p> <p>Through Lecturing Socratic/Discussion *Quiz, *Reading Assignment: Reading the book of Robert S. Feldman, Chapter 1 & 2 * Cooperative learning (jigsaw) *Journal *forum [in case of online learning] *Clarifying and Reflecting on the research paper—to be submitted 3 weeks before the end of the course AUDIOS</p>
CHAPTER TWO: FACTORS OF LEARNING				
2.	January 26-31, 2025	<p>*Identify factors of academic performance in Higher Learning Education</p> <p>*Explain factors of academic success in Higher Learning Education</p> <p>*Write educational goals towards academic</p>	<ul style="list-style-type: none"> - Psychological Factors of Learning - Environmental Factors of learning - Review book of Robert S. Feldman, Chapter 9 & 10 	<p><u>Activities:</u></p> <p>Through Lecturing Socratic/Discussion *Quiz, *Reading Assignment: Reading the book of Robert S. Feldman,</p>



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		success		Chapter 1 & 2 * Cooperative learning (jigsaw) *Journal *forum [in case of online learning] *Clarifying and Reflecting on the research paper—to be submitted 3 weeks before the end of the course
Chapter 3: Taking Notes and Writing Academic Assignments				
3.	February 2-7, 2025	*Adopt the best practice of note taking and note making *Do academic assignments without plagiarism	- Taking Notes and doing assignments—use of APA - Review book of Robert S. Feldman, Chapter 3	<u>Activities:</u> Through Lecturing Socratic/Discussion *Quiz, *Reading Assignment: (Fetsco, T. & McClure [Textbook], pp 3, 15: what is science, theory, qualitative & quantitative research) *forum [in case of online learning] *Reading the book of Robert S. Feldman, Chapter 1 & 2 *Journal *Clarifying and Reflecting on the research paper—to be submitted 3 weeks before the end of the course
CHAPTER 4: Use of Time, Place and Method for Learning				
4.	February 9-14, 2025	*Use library both digital Library and Physical Library and Internet and Identify different sources of information including librarians, teachers, books, scientific journal articles, video, audio, and online resources. *Comply with Academic Rules and Regulations of	- Time, place and method of independent study and study groups - Review the book of Robert S. Feldman, Chapter 2	<u>Activities:</u> Through Lecturing and Discussion *Quiz *Work in groups



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		different learning canter (Labs, Library, independent study, group discussion, Offices...)		*forum [in case of online learning] *Reading the book of Robert S. Feldman, Chapter 3 & 4 * Cooperative learning (jigsaw) *Journal *Clarifying and Reflecting on the research paper—to be submitted 3 weeks before the end of the course
Chapter 5: Preparing for Examination				
5.	February 16-21, 2025	*Comply with test instructions, and examination rules and regulations. * Adopt best practices in sitting standards test and examinations (Exam papers, TOEFL, IELTS, GRE, SAT...).	<ul style="list-style-type: none"> - Tests and Examination - Review book of Robert S. Feldman, Chapter 4 	<u>Activities:</u> Through Lecturing and Discussion *Designing Mind Map Group homework *Reading Assignment: Reading the book of Robert S. Feldman, Chapter 5 & 6 * Cooperative learning (jigsaw) *Journal *forum [in case of online learning] *Reflecting on the research paper—to be submitted one week before the end of the course * Quiz
Chapter 6: Academic Policies				
6.	February 23-28, 2025	*Internalize the Students' conduct and academic policies	<ul style="list-style-type: none"> - Students conduct and compliance with academic policies - Academic reading and writing process - Review book of Robert S. Feldman, Chapter 5 - Academic reading and writing process - Review book of Robert S. Feldman, Chapter 7 - 	<u>Activities:</u> Through Lecturing and Discussion *Quiz, *Group homework *Reading Assignment:



Adventist University of Central Africa

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				Reading the book of Robert S. Feldman, Chapter 5 & 6 * Cooperative learning (jigsaw) *Journal *forum [in case of online learning] *Reflecting on the research paper—to be submitted one week before the end of the course
7	March 2-7, 2025	April 1-2: Mid-Semester Exams		
Chapter 6: Academic Policies				
8.	March 9-14, 2025		Academic Rules and Regulations. Analyzing the grade transcripts (AUCA Academic Bulletin, 2028; student handbook, 2024).	Activity: Drill and practice Exercises on methods used by Adventist University of Central Africa to calculate GPA and evaluate whether students are on probation or are regular students.
Chapter 7: Research Process				
9.	March 16-21, 2025	*Explain the research concepts *Explain the research process *Choose a research topic	- A Step-by-Step Guidelines of How to Write a Research Project/Thesis at AUCA Chapter 1 Background of the Study Statement of the Problem Research Questions Hypothesis Significance of the Study Justification (Rationale) of the Study Theoretical/Conceptual Framework Delimitation (Scope) of the Study Limitations of the Study Definition of Terms - Review book of Robert S. Feldman, Chapter 7	<u>Activities:</u> Through Lecturing and Discussion *Quiz, *Group homework *Reading Assignment: *Reading the book of Robert S. Feldman, Chapter 5 & 6 * Cooperative learning (jigsaw) *Journal *forum [in case of online learning] *Reflecting on the research paper—to be submitted one week before the end of the course
Chapter 7: Research Process				
10	March 23-28, 2025	* use appropriate research design	Chapter 2 Review of Related Literature and Studies	<u>Activities:</u> Through Lecturing and



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			<p>(here, you discuss the variables)</p> <p>Chapter 3</p> <p>Research Methodology Research Designs Population and Sampling Techniques [Explain Sampling Tech). Research Instruments Data Gathering Procedures Statistical Treatment of Data Ethical Considerations</p>	<p>Discussion</p> <p>* Quiz</p> <p>Reading Assignment: Reading the book of Robert S. Feldman, Chapter 7</p> <p>*Journal</p> <p>*forum [in case of online learning]</p> <p>*Reflecting on the research paper—to be submitted one week before the end of the course</p>
Chapter 7: Research Process				
11.	March 30-April 4, 2025	<p>*Explain data collection and data analysis techniques</p> <p>*Analyze Articles related to student's Academic Performance</p>	<p>Chapter 4</p> <p>Presentation of Findings, Analysis and Interpretation</p> <p>Chapter 5</p> <p>Summary, Conclusion and Recommendations</p> <p>References (APA)</p> <p>Appendices</p> <p>Timetable and Budget for Your Research</p> <p>Project</p> <p>Curriculum Vitae</p> <p>Review with the teacher the book of Robert S. Feldman, Chapter 3 & 4</p>	<p><u>Activities:</u></p> <p>Through Lecturing and Discussion</p> <p>MID-SEMESTER EXAMS</p> <p>*Reading Assignment: pp 111-121 [George Knight, Educating for Eternity]</p> <p>*forum [in case of online learning]</p> <p>*Reading AUCA Research Manual at the indicated pages</p> <p>*Reading the book of Robert S. Feldman, Chapter 8</p> <p>* Cooperative learning (jigsaw)</p> <p>*Journal</p> <p>*forum [in case of online learning]</p> <p>*Reflecting on the research paper—to be submitted one week before the end of the course</p>
	7-13 April 2025	Memorial week of Genocide against Tutsi in 1994		
Chapter 7: Research Process				



Adventist University of Central Africa

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12.	April 14-17, 2025	<p>*write a research proposal</p> <p>*Design a research instruments (Questionnaire, Test, Observation Checklist, and Interview Guide).</p>	<p>Synthesis of the research process at AUCA: A Step-by-Step Guidelines of How to Write a Research Project/Thesis at AUCA.....</p> <p>Chapter 1 Introduction Background of the Study Statement of the Problem Research Questions Hypothesis Significance of the Study Justification (Rationale) of the Study Theoretical/Conceptual Framework Delimitation (Scope) of the Study Limitations of the Study Definition of Terms</p> <p>Chapter 2 Review of Related Literature and Studies (here, you discuss the variables)</p> <p>Chapter 3 Research Methodology Research Designs Population and Sampling Techniques [Explain Sampling Tech). Research Instruments Data Gathering Procedures Statistical Treatment of Data Ethical Considerations</p> <p>Chapter 4 Presentation of Findings, Analysis and Interpretation</p> <p>Chapter 5 Summary, Conclusion and Recommendations</p> <p>References Appendices Other Requirements for Research Projects Timetable and Budget for Your Research Project</p>	<p><u>Activities:</u></p> <p>Through Lecturing and Discussion</p> <p>*Quiz, *Reading Assignment: pp 111-121 [George Knight, Educating for Eternity] *Reading AUCA Research Manual at the indicated pages *forum [in case of online learning] *Reading the book of Robert S. Feldman, Chapter 8 * Cooperative learning (jigsaw) *Journal **Reflecting on the research paper—to be submitted one week before the end of the course</p>
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			Curriculum Vitae	
Chapter 7: Research Process				
13.	April 20-25, 2025	<p>*Write career goals and life goals related to self-management and taking responsible actions in life</p>	<p>Career Guidance: What you study must be in line with what you will do at workplace. Take time to review job requirements and get prepared accordingly to acquire knowledge, skills and attitudes needed at workplace. The course of study and research methods will equip knowledge, skills and attitudes on how to study effectively and sit for standardized tests. This course initiates new students to research methods while studying in higher education.</p> <p>Review of the Book of Robert Feldman, Chapter 6</p>	<p><u>Activities:</u></p> <p>Through Lecturing and Discussion</p> <p>*Quiz, *Reading Assignment: pp 111-121 [George Knight, Educating for Eternity] *forum [in case of online learning] *Reading AUCA Research Manual at the indicated pages *Reading the book of Robert S. Feldman, Chapter 8 * Cooperative learning (Jigsaw) *Journal **Reflecting on the research paper—to be submitted one week before the end of the course</p>
REVISION WEEK				
14	April 27-May 2, 2025	<p>*Practice independent study for exam preparation</p> <p>* Learn means of communications used by the examination office for effective exam preparation (picking on time Examination Permits, avoiding cheating of any kind, and arriving on the site on time).</p>	<p>Preparations of exam start on class session one. You are requested to take note in your notebook and update what the teacher teaches with the information from other sources. You can use AUCA libraries or Internet. Remember to reference the source used. You are encouraged to organize study groups with you fellows.</p> <p>Use efficiently the tools provided including daily to-do-list of activities, weekly timetable, academic calendar, online.auca.ac.rw (Moodle used to do quizzes online). When a help is needed remember to consult the teacher.</p>	<p><u>Activities:</u></p> <p>Through Lecturing, Discussion Work in groups *Reading Assignment: forum [in case of online learning] *Reading the book of Robert S. Feldman, Chapter 10 *forum [in case of online learning] *Cooperative learning (Jigsaw) *Reflecting on the research paper—to be submitted one week before the end of the course</p>



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15&16	May 4-16, 2025	Do the Final Exams	You have to arrive on the site of examinations one hour before taking exam to avoid exam anxiety. Cellphones and other material related to the course are strictly prohibited to use them. They are left outside of examination room. Remember to read instructions and manage well your time. Remember to bring your students cards, registration form or examination permit.	Final Exam
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V. Methodological Strategies

1. Cognitive

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| a. | This course will be taught face to face within one semester (fifteen weeks, two hours per week). |
| b. | A variety of teaching learning strategies (lecturer presentation, class discussions, oral presentation, group assignment, oral presentation of assignments, structured exercise, set readings, CATs and final exam) will be applied in order to complete this course successfully. |
| c. | Results from CAT should be known by students not later than two weeks after the CAT |
| d. | Students will be recommended to additional readings with specific orientations in order for student to open up their minds for different view on how to succeed university studies and research. |

2. Application

- | | |
|----|--|
| a. | Exhibit individually a term paper of at least 10 pages (A4 size paper, double space) of a research project done by following all the rules of APA writing style and through all the five chapters on how to write a research thesis. |
| b. | Make competent oral presentation of the term paper before classmates and the instructor. |
| c. | Demonstrate technically and systematically how to successfully plan and manage available resources in order to succeed in various AUCA courses. |
| d. | Through oral discussion, identify socio-economic problems and make a study about them in order to find out practical solutions to solve them based on practical knowledge of research—using oral research knowledge. |

3. Integration of faith and learning

- | | |
|----|---|
| a. | The course will put emphasis on Christian attitude in learning. |
| b. | Some Biblical references that indicated that all knowledge/understanding and wisdom come from God will be highlighted. |
| c. | The Bible references will be for example: Colossians 2 & 3; Luck 2:52; Job 28:1-28 and the like. |
| d. | The reading of the Book of Ellen G. White on Education will be of utmost importance regarding the search for one's personal ideas rather than being a mere reflectors of other people's thoughts. |



VI. Students Requirements

1. Introduction of Class and University Policies

In reference to the introduction of the course regarding all what the course is about, the following will be required of students:

- Attendance (at least attending 75%) and Class Participation (both are mandatory)
- Journal (summarized thoughts that were learned during class)
- Research (as indicated by the teacher)
- Written assignments (as directed by the teacher)
- Assigned Readings and Critical Review of Journal Articles (mainly books and journals)
- Portfolio (electronically gathered learning materials that help the student even after the class is over)
- Quizzes and Examination (critically important for the success of the student—regular course revisions)
- Academic integrity: Individual work is highly recommended. Group discussion is permitted but each student should master his/her personal knowledge. ***“Do not be mere reflectors of other peoples’ thoughts”!*** (says Ellen G. White).
- Student’s conduct during class: During this course, students are expected to behave according to AUCA academic policy. Lack of this could make the student fail the class.
- Personal Computer/Laptop: In order to succeed in this class, the student is advised to have his/her personal laptop or desk top whenever possible

2. Class Management

a.	Attendance:	Attendance of at least 75% is mandatory to every student
b.	Discipline:	During this course, students are expected to behave according to All AUCA discipline policies—as defined. Of all these, no cheating/plagiarism is tolerated. In sum, formative attitude: that is, the observable behavior: responsibility, participation, honesty etc are expected from students.
c.	Code of Conduct:	Academic code of conduct and policy should be respected by AUCA students—as defined. Of all these, no cheating/plagiarism is tolerated. In sum, formative attitude: that is, the observable behavior: responsibility, participation, honesty etc are expected from students.
d.	Financial Clearance:	Is only authorized to attend the class, the student whose financial status is reported by the Finance office to the Instructor of no debt.

VII. Inclusive Education

As indicated by Seifert and Sutton (2009) “including students with disabilities in regular classrooms is valuable for everyone concerned. The students with disabilities themselves tend to experience a richer educational environment, both socially and academically” (103). Seifert and Sutton continued by saying that teachers and the ‘normal’ students experience a richer educational environment as well. In fact, this could be said as a ‘three way gaining’ when we include students with special needs in regular classrooms. Therefore,



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where and whenever necessary, students with special needs will definitely be included in the normal classrooms where other 'normal' students generally learn.

VIII. Assessment Strategies

Assignment, Quizzes, Participation, Projects :	30%
Mid Semester:	30%
Final Exam:	40%
Total	100%

IX. Strategy for Feedback and Student Support

- Results from CAT should be known by students not later than two weeks after the CAT
- Students will be recommended to additional readings with specific orientations in order for student to open up their minds for different view on how to succeed university studies and research.
- Every help will be given to every student without any hesitation from the instructor. All will be done for students to feel free with the instructor.

X. References

1. Text Books

AUCA Research Manual. (2012). *AUCA research Manual*. Unpublished

Bible. *New International Version*. [Use any Bible version that might be easy for you to read]

Feldman, R. S. (2011). *P O W E R: Learning and your life, Essentials of student success*. New York, NW: MacGraw-Hill Companies.

Fetsco, T. & McClure, J. (2005). *Educational psychology: An integrated approach to classroom decisions*. Boston, MA: Allyn & Bacon.

Knight, G. (1980). *Philosophy & Education: An Introduction in Christian perspective*. Berrien Springs, MI: Andrews University Press

Knight, G. (1980). *Educating for eternity. A Seventh-day Adventist philosophy of education*. Berrien Springs, MI: Andrews University Press.

Weiten, W. (2017). *Psychology: themes and variations* (10th ed.). Boston: Cengage Learning.

White, E. G. (1903). *Education: Learning from the Master Teacher*. Coldwater, MI: Remnant Publications, Inc

2. Journals

As students and the Instructor dive into the course, the search for appropriate Journals will be core to the class reading assignments and research.

3. Online Resources

Students will check the following websites:

http://successinhighered.com/powermath/files/2014/07/Research_basis_POWER.pdf

<https://www.mheducation.com/highered/product/p-o-w-e-r-learning-strategies-success-college-life-feldman/M9780077842154.html>

4. Computer Requirements

Students will be encouraged to bring their laptops in class to use them during class or for research projects. AUCA computer labs will also be available for students to use them.



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XI. Module Team [A team that sat to design the modules of the module]

1. Dr Charles Hategekimana, Lecturer
2. Dr. Mugiraneza Jean Pierre, Lecturer
3. Mr. Nsabimana Aphrodise, Lecturer
4. Mr. Ntirenganya Aimable, Assistant Lecturer
5. Mr. Charles Nzaramyimana, Assistant Lecturer

XII. Unit Approval

FACULTY	HOD/DEAN	DATE
1	Print Name: Dr Aurelie Mukabalisa Dean	
	Signature:	
2	Print Name: Mr. Nibishaka Enock HOD	
	Signature:	

RESOURCES	RESPONSABLE	DATE
Library	Print Name: Mrs. Umuhoza Chantal	
	Librarian Signature:	
ICT	Print Name: Mr. Rugwiza Eric	
	Dean, IT Signature:	
Quality office	Print Name: Prof. Dr. Emmanuel Cyeze Munyamasoko	
	Director of Quality Signature:	