



## Module Details

<b>Short Title:</b>	Professional Skills <b>APPROVED</b>		
<b>Full Title:</b>	Professional Skills and Career Development		
<b>Module Code:</b>	EDUC9036	<b>NFQ Level:</b>	Expert
		<b>ECTS Credits:</b>	5.0
<b>Valid From:</b>	Semester 1 - 2014/15 ( September 2014 )		
<b>Module Coordinator:</b>	Niall Smith		
<b>Module Author:</b>	SIOBHAN O SULLIVAN		
<b>Description:</b>	Students will be prepared for the development, completion and defense of the graduate research thesis. Interview skills and writing the curriculum vitae will be developed and career strategy, dissemination of work and application for jobs (academic and non-academic) and fellowships will be examined.		
<b>Learning Outcomes:</b>			
<i>On successful completion of this module the learner will be able to</i>			
<ol style="list-style-type: none"> <li>1. Complete an outline of the dissertation in line with college requirements.</li> <li>2. Apply strategies to anticipate questions and comments that could arise in an oral examination or research position interview.</li> <li>3. Construct a curriculum vitae to reflect work and research experience.</li> <li>4. Assemble and manage an effective online presence.</li> <li>5. Prepare for an interview.</li> <li>6. Plan and clarify a career strategy and identify potential job markets.</li> </ol>			
<b>Pre-requisite learning</b>			
<b>Module Recommendations</b>			
<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 CIT 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			
<b>Incompatible Modules</b>			
<i>These are modules which have learning outcomes that are too similar to the learning outcomes of this module. You may not earn additional credit for the same learning and therefore you may not enrol in this module if you have successfully completed any modules in the incompatible list.</i>			
No incompatible modules listed			
<b>Requirements</b>			
<i>This is prior learning (or a practical skill) that is mandatory before enrolment in this module is allowed. You may not enrol on this module if you have not acquired the learning specified in this section.</i>			
No requirements listed			
<b>Co-requisites</b>			
No co-requisites listed			



## Module Content &amp; Assessment

## Indicative Content

- Preparing your Thesis -Coherence, Conclusions and Conceptual Level Work**  
 Review of individual partner requirements. Definitions and qualities of a good thesis. Developing the framework of different chapters, the shape of the thesis as it develops, models and elements of the thesis explained. Working with supervisor and other feedback. The proposal-revisited. Referencing software, and referencing systems. Technical production of the thesis and making corrections. Exploring the learning that takes place when preparing the thesis; the skill set developed. Manage references, abstracts, acknowledgements, tables and diagrams. Identify research areas for publication.
- Preparing for and Undertaking an Oral Examination of Research**  
 Aims and purpose of the oral examination, modes of advance preparation, responding effectively to questioning, dealing with critics and reviewers. Body language. Reflection on constructive comments and feedback from previous presentations and addressing comments as a means to self-improve. Dealing with corrections.
- Dissemination of dissertation-Presentations, Conferences and Publishing**  
 Locating projects in a wider field of scholarship and learning. Post-doctoral publications, Why publish, where to publish and what to publish? Submitting manuscripts or proposals to publishers and preparing articles for scholarly journals.
- Developing an online presence**  
 Exploring the use of social media sites such as LinkedIn, Research Gate. Adaptation of the eportfolio for use online.

Assessment Breakdown	%
Course Work	100.0%
End of Semester Formal Examination	0%

Coursework Breakdown				
Type	Description	Outcome addressed	% of total	Assessment Date
Practical/Skills Evaluation	Thesis preparation, Identifying the sections, preparing the table of contents, production of tables, contents and visual images. Producing the bibliography. Preparing for publication, identifying where and what to publish. Identifying the skills and the skill set achieved in preparing a thesis.	1	20.0	Week 3
Practical/Skills Evaluation	Preparation for an oral examination of research. Preparing your presentation. Presenting to peers. Preempting questions, answering questions and strategies for dealing with difficult questions.	1,2	25.0	Week 6
Practical/Skills Evaluation	Composing the cover letter in response to an advertised position. Production of a curriculum vitae for a particular position and understanding the dynamics of adapting a CV to match an advertised position. Managing ones online presence effectively.	3,4	35.0	Week 10
Practical/Skills Evaluation	Practice interviews being both the interviewer and the interviewee.	5	20.0	Sem End

## Reassessment Requirement

## Coursework Only

*This module is reassessed solely on the basis of re-submitted coursework. There is no repeat written examination.*

**The institute reserves the right to alter the nature and timings of assessment**



## Module Workload &amp; Resources

Workload		Full-time		
Type	Description	Hours	Frequency	Average Weekly Learner Workload
Lecturer-Supervised Learning (Contact)	Workshop	4.0	Every Second Week	2.00
Independent & Directed Learning (Non-contact)	Workshop preparation and self-directed learning	5.0	Every Week	5.00
Total Weekly Learner Workload				7.00
Total Weekly Contact Hours				2.00

Workload		Part-time mode		
Type	Description	Hours	Frequency	Average Weekly Learner Workload
Lecturer-Supervised Learning (Contact)	Workshop	4.0	Every Second Week	2.00
Independent & Directed Learning (Non-contact)	Workshop preparation and self-directed learning	5.0	Every Week	5.00
Part-Time Total Weekly Learner Workload				7.00
Part-Time Total Weekly Contact Hours				2.00

## Resources

## Recommended Book Resources

- Richard N. Bolles 2013, *What Color Is Your Parachute? 2014: A Manual for Job-Hunters and Career-Changers*, 41 Ed., Random House Inc
- Jeff Gill and Will Medd 2013, *Your PhD Coach-how to get the PhD experience you want*, 1st Ed., Open University Press [ISBN: 978-0335247677]
- Jim Bright, Joanne Earl, 2010, *Brilliant CV: What Employers Want to See & How to Write It*, Prentice Hall [ISBN: 9780273744016]
- Rowena Murray, 2009, *How to Survive Your Viva: Defending a thesis in an Oral Examination*, 2nd Ed. Ed., McGraw-Hill Education England [ISBN: 9780335233823]
- Gina Wisker 2007, *The postgraduate research handbook*, 2nd Ed. [ISBN: 978-0-230-52130-8]

## Other Resources

- Website: *CV Writing and CV Preparation Advice*  
<http://www.recruitireland.com/careercent re/CV/CV-Writing-and-CV-Preparation-/2616>
- Website: *How to write a personal statement for your CV*  
<http://careers.theguardian.com/careers-b log/how-to-write-a-personal-statement-fo r-your-cv>
- Website: *Qualifax is Ireland's National Learners' Database.*  
[www.qualifax.ie](http://www.qualifax.ie)
- Website: *CareerGuidance.ie - Creating Career Confidence*  
[www.careerguidance.ie](http://www.careerguidance.ie)
- Website: *Ireland's official graduate jobs and careers website*  
[www.gradireland.com](http://www.gradireland.com)
- Website: *Career exploration and job analysis*  
[www.onetonline.org](http://www.onetonline.org)
- Website: *Achieving career success*  
[www.careerkey.org](http://www.careerkey.org)