



澳 門 科 技 大 學

MACAU UNIVERSITY OF SCIENCE AND TECHNOLOGY

**PROGRAM FOR
JANUARY – MAY, 2015**

教育發展中心
EDUCATIONAL DEVELOPMENT CENTRE (EDC)

2015

<http://www.must.edu.mo/en/edc>

AN OVERVIEW

The Educational Development Centre (EDC) provides staff development for staff and research students. There are five main themes this semester:

1. *Implementing Senate documents in Faculties:* Each Faculty /Department /School /College /Centre/ Institute *must* send a minimum of one academic and one administrative member of staff to the sessions on this theme.

Thursday 5 March

Tuesday 14 April

Tuesday 28 April

2. *Moving forward with accreditation:* Each Faculty/School/Department/ College/Institute *must* send a minimum of one academic and one administrative member of staff to the sessions on this theme.

Tuesday 10 March

Tuesday 17 March

Saturday morning, 21 March (an International Forum)

Tuesday 24 March

Thursday 26 March

3. *Writing and publishing academic journal articles:* A selection of speakers from the university will present on aspects of publication.

Monday 13 April

Monday 20 April

Tuesday 21 April

Monday 27 April

Monday 4 May

4. *Social science research training:* This takes place each Wednesday evening, from 7.00 pm – 9.30 pm in Room N406, 21 January – 6 May

5. *Research Supervision:*

Tuesday 27 January

Tuesday 3 February

SESSIONS FOR DIFFERENT UNIVERSITY GROUPS

FOR ACADEMIC AND ADMINISTRATIVE STAFF:

- The Teaching Excellence Award; Tues. 20 Jan.
- How to be an effective Master's thesis supervisor; Tues. 3 Feb.
- Effective Faculty Boards: Implementing the Senate document; Thurs. 5 March
- Three sessions on Introduction to accreditation:
 - (1) The GAES Framework; Tues. 10 March
 - (2) Working with the GAES Framework; Tues. 17 March
 - (3) Initial preparations for accreditation at MUST; Tues. 24 March
- Two sessions on Outcomes Based Education:
 - (1) International Forum (morning only) Sat. 21 March
 - (2) Writing & mapping outcomes (Prof. Sun Jianrong) Thurs. 26 March
- Writing an article from your research (Assoc. Prof. Tian Qing) Mon. 13 April
- Effective Boards of Examiners: Implementing the Senate document Tues. 14 April
- How to write a research article for a journal; Mon. 20 April
- Netnography in Tourism Research (Assis. Prof. Zhang Yang) Tues. 21 April
- How to improve your citation rating (Prof. Jiang Zhi Hong) Mon. 27 April
- The MUST Teaching, Learning and Assessment Policy: Implementing the Senate document Tues. 28 April
- How to get your journal article published Mon 4 May

FOR STAFF AND RESEARCH STUDENTS: Social science research training:

11 sessions on social science research methods (dates given in this document)

- Writing an article from your research (Assoc. Prof. Tian Qing) Mon. 13 April
- How to write a research article for a journal; Mon. 20 April
- Netnography in Tourism Research (Assis. Prof. Zhang Yang) Tues. 21 April
- How to improve your citation rating (Prof. Jiang Zhi Hong) Mon. 27 April
- How to get your journal article published Mon 4 May

FOR RESEARCH STUDENTS ONLY:

- How to be an effective doctorate student Tues. 27 Jan

Rooms to be announced later.

THE SESSIONS AT A GLANCE

JAN.	Tues. 20th	The Teaching Excellence Award: Introduction & overview	5.00 pm – 6.00 pm
	Wed. 21st	Social science research methods training (1)	7.00 pm – 9.30 pm
	Tues. 27th	How to be an effective doctorate student	5.00 pm – 6.30 pm
	Wed. 28th	Social science research methods training (2)	7.00 pm – 9.30 pm
FEB.	Tues. 3rd	How to be an effective Master’s thesis supervisor	5.00 pm – 6.30 pm
	Wed. 4th	Social science research methods training (3)	7.00 pm – 9.30 pm
MARCH	Wed. 4th	Social science research methods training (4)	7.00 pm – 9.30 pm
	Thurs. 5th	Effective Faculty Boards: Implementing the Senate document	5.00 pm – 6.00 pm
	Tues. 10th	Introduction to accreditation (1): The GAES Framework	5.00 pm – 6.30 pm
	Wed. 11th	Social science research methods training (5)	7.00 pm – 9.30 pm
	Tues. 17th	Introduction to accreditation (2): Working with the GAES Framework	5.00 pm – 6.30 pm
	Wed. 18th	Social science research methods training (6)	7.00 pm – 9.30 pm
	Sat. 21st	Outcomes based education (1): International Forum	9.00 pm – 1.00 pm
	Tues. 24th	Introduction to accreditation (3): Initial preparations for accreditation at MUST	5.00 pm – 6.30 pm
	Wed. 25th	Social science research methods training (7)	7.00 pm – 9.30 pm
	Thurs 26th	Outcomes based education (2): writing & mapping outcomes (Prof. Sun Jianrong)	5.00 pm – 6.00 pm
APRIL	Mon. 13th	Writing an article from your own research (Assoc. Prof. Tian Qing)	5.00 pm – 6.00 pm
	Tues. 14th	Effective Boards of Examiners: Implementing the Senate document	5.00 pm – 6.00 pm
	Wed. 15th	Social science research methods training (8)	7.00 pm – 9.30 pm
	Mon. 20th	How to write a research article for a journal	5.00 pm – 6.00 pm
	Tues. 21st	Netnography in Tourism Research (Assis. Prof. Zhang Yang)	5.00 pm – 6.00 pm
	Wed. 22nd	Social science research methods training (9)	7.00 pm – 9.30 pm
	Mon. 27th	How to improve your citation rating (Prof. Jiang Zhi Hong)	5.00 pm – 6.00 pm
	Tues 28th	The MUST Teaching, Learning and Assessment Policy: Implementing the Senate document	5.00 pm – 6.00 pm
Wed. 29th	Social science research methods training (10)	7.00 pm – 9.30 pm	
MAY	Mon. 4th	How to get your journal article published	5.00 pm – 6.00 pm
	Wed. 6th	Social science research methods training (11)	7.00 pm – 9.30 pm

SOCIAL SCIENCE RESEARCH TRAINING (For staff and research students)

Methods Training

Wednesday evenings, 7.00 pm. – 9.30 pm. Room N406

	Date	Session	Time
1	Wed. 21 Jan.	Presenting qualitative data	7.00 pm – 9.30 pm
2	Wed. 28 Jan.	Analyzing visual data	7.00 pm – 9.30 pm
3	Wed. 4. Feb.	Causation in social science research	7.00 pm – 9.30 pm
4	Wed. 4 Mar.	Using N-Vivo (1)	7.00 pm – 9.30 pm
5	Wed. 11 Mar.	Using N-Vivo (2)	7.00 pm – 9.30 pm
6	Wed. 18 Mar.	Using N-Vivo (3)	7.00 pm – 9.30 pm
7	Wed. 25 Mar.	Using N-Vivo (4)	7.00 pm – 9.30 pm
8	Wed. 15 April	Theory building in social science research	7.00 pm – 9.30 pm
9	Wed. 22 April	Meta-analysis and research syntheses	7.00 pm – 9.30 pm
10	Wed. 29 April	Effect size, statistical significance and statistical power	7.00 pm – 9.30 pm
11	Wed. 6 May	Evidence-based policy making in social research	7.00 pm – 9.30 pm

Additional sessions on aspects of research (for staff and research students)

Writing an article from your own research (Assoc. Prof. Tian Qing)	Mon. 13 April	5.00 pm – 6.00 pm
How to write a research article for a journal	Mon. 20 April	5.00 pm – 6.00 pm
Netnography in Tourism Research (Assis. Prof. Zhang Yang)	Tues. 21 April	5.00 pm – 6.00 pm
How to improve your citation rating (Prof. Jiang Zhi Hong)	Mon. 27 April	5.00 pm – 6.00 pm
How to get your journal article published	Mon. 4 May	5.00 pm – 6.00 pm

CURRENT PUBLICATIONS FROM THE EDC

The Educational Development Centre (EDC) produces a range of Teaching Guides, Handbooks, manuals and materials on research methods. These are available on the intranet in soft copy (<http://www.must.edu.mo/en/edc/public>) and the Guidance Documents and handbooks are also available in hard copy from the Educational Development Centre.

TEACHING GUIDES FROM THE EDC

1. Effective Questions and Questioning (Teaching Guide 1)
2. Effective Expositions, Explanations and Summarizing (Teaching Guide 2)
3. Effective Classroom Discussions (Teaching Guide 3)
4. Effective Lecturing (Teaching Guide 4)
5. Effective Teaching with Large Groups: The Jigsaw Technique (Teaching Guide 5)
6. Using a Panel of Experts in Your Classroom Teaching (Teaching Guide 6)
7. Teaching Critical Thinking (Teaching Guide 7)
8. Evaluating your Own Teaching (Teaching Guide 8)
9. Motivating Your Students (Teaching Guide 9)
10. Model Courses (Teaching Guide 10)
11. Effective Communication for Management and Administration (Teaching Guide 11)
12. Experiential Learning (Teaching Guide 12)
13. Classroom Simulations (Teaching Guide 13)
14. How to Plan an Effective Classroom Teaching Session (Teaching Guide 14)
15. Assessing Students (Teaching Guide 15)

HANDBOOKS FROM THE EDC

1. Teaching and Learning Handbook (English version: second edition, January 2014)
2. Teaching and Learning Handbook (Chinese version) (second edition, January 2014)
3. English Medium Teaching Handbook
4. Starting with MUST Moodle
5. Outcomes Based Education: An Introduction
6. Effective Communication for Management and Administration
7. Teaching Portfolios
8. Example of a Teaching Statement for a Teaching Portfolio
9. An Introduction to Accreditation
10. How to Be an Effective Doctoral Supervisor
11. The Teaching Excellence Award

RESEARCH METHODS MANUALS FROM THE EDC

1. Starting with SPSS
2. NVivo 10-Guide (published by QSR and uploaded onto the EDC web site)
3. Starting with NVivo 10

RESEARCH METHODS POWERPOINT SLIDES FROM THE EDC

1. Coding and Content Analysis
2. Discourses and Conversations
3. Narrative Analysis
4. What Is Narrative Analysis?
5. Grounded Theory
6. Organizing and Presenting Qualitative Data

IMPROVING YOUR PUBLICATIONS: POWERPOINT SLIDES FROM THE EDC

1. How to Write a Research Article in the Social Sciences
2. How to Get an Article Published in Social Sciences
3. How to Improve Your Journal Citation rating
4. How to Write a Book Proposal
5. How to Make and Effective Conference Presentation
6. How to Write a Funding Research Proposal

PEDAGOGY-RELATED POWERPOINT SLIDES FROM THE EDC

1. Outcomes Based Education
2. Evaluating Your Teaching
3. Website material on Motivating Students
4. E-learning and Blended Learning
5. Experiential Learning in *Physiology* Teaching
6. Teaching Portfolios (1)
7. Teaching Portfolios (2)
8. How to Improve Your Work Effectiveness in Performance

VIDEOS

The EDC videos some of its sessions, edits these, and interlaces them with PowerPoint slides and other documentation used in the session. These are available by intranet access to the EDC's website to watch/re-watch the session(s). Staff may have been unable to go to a session and they might be interested in viewing it. These videos are also available on the MUST Moodle pages for those with access clearance (<http://moodle.must.edu.mo/>).