



澳 門 科 技 大 學

**MACAU UNIVERSITY OF SCIENCE  
AND TECHNOLOGY**

**PROGRAM FOR  
FEBRUARY – MAY, 2014**  
二零一三年二月至五月

**教育發展中心  
EDUCATIONAL DEVELOPMENT  
CENTRE (EDC)**

**2014**

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

The program for this semester is organized into four sections:

1. Sessions for academic and administrative staff:

- Teaching Excellence Awards
- Supervising doctoral students
- Cross-cultural awareness
- Making teaching sessions interesting
- Developing collaborative learning
- Dynamic presentations
- Writing a faculty self-study document

2. The Certificate in Teaching and Learning in Higher Education (a re-run of the Certificate course in semester one, for staff who were unable to attend in semester one and who need to follow this course in semester two, and for staff who want to follow this course.

3. Social science research methods (for M.U.S.T. staff and doctoral students and): training in the Statistical Package for Social Sciences (SPSS)

4. Being an effective doctoral student.

All the sessions are open to M.U.S.T. staff.

## ACADEMIC AND ADMINISTRATIVE STAFF

### 教學及學政人員均可參與

All sessions take place in **Room E303**, except for the sessions on **Saturday 22 February (Room N406) and Thursday 6 March (Room B305)**

The Teaching Excellence Awards: Introduction and Overview Keith Morrison Language: English	Tuesday 18 Feb. 5.00 – 6.00 pm
Saturday afternoon session for doctoral students on how to be an effective doctoral student (open to academic staff as well as doctorate students) Keith Morrison	Saturday 22 <sup>nd</sup> Feb. 2.30 – 5.30 pm <b>Room N406</b>
How good is your cross-cultural awareness? (1): Introduction and distribution of the Cross-Cultural Adaptability Inventory (to be completed before the next session). Keith Morrison	Thursday 6 March 6.30 – 7.30 pm <b>Room B305</b>
How good is your cross-cultural awareness? (2): Results of the Cross-Cultural Adaptability Inventory, and action planning from it. Keith Morrison	Tuesday 11 March 6.30 – 7.30 pm
Being a doctorate supervisor: A clinic for new supervisors	Tuesday 25 March 5.00 – 6.00 pm
Making your teaching sessions interesting Keith Morrison	Tuesday 1 April 5.00 – 6.00 pm
Developing collaborative learning Keith Morrison	Thursday 10 April 5.00 – 6.00 pm
Dynamic presentations Keith Morrison	Tuesday 15 April 6.30 – 7.30 pm
Writing a faculty self-study document Outside speaker/Keith Morrison	Tuesday 29 April 6.30 – 7.30 pm

# CERTIFICATE IN TEACHING AND LEARNING IN HIGHER EDUCATION

**All sessions take place in Room E303**

	<b>Date</b>	<b>Session</b>	<b>Instructor</b>	<b>Time</b>
1	Friday 21 Feb. 2014	Planning an effective teaching session	John Sager	3.00–4.45 pm
2	Friday 28 Feb. 2014	Active, interactive and collaborative learning	Barbara Tam	3.00–4.45 pm
3	Friday 7 March 2014	Effective tutor and student talk in classrooms	John Sager	3.00–4.45 pm
4	Thurs. 13 March 2014	Blended learning (1)	Sun Jianrong	4.00–5.45 pm
5	Thurs. 27 March 2014	Blended learning (2)	Sun Jianrong	4.00–5.45 pm
6	Thurs. 3 April 2014	Active learning	Sun Jianrong	4.00–5.45 pm
7	Friday 11 April 2014	Planning a typical classroom session: a practical introduction	Keith Morrison	3.00–4.45 pm
8	Monday 28 April 2014	Assessing students (1)	Keith Morrison	3.00–4.45 pm
9	Friday 9 May 2014	Assessing students (2)	Keith Morrison	3.00–4.45 pm
10	Friday 16 May 2014	Evaluation and self- evaluation	Keith Morrison	3.00–4.45 pm
	Friday 20 June	Submission deadline for portfolio	5.00 pm submission deadline	

(The EDC reserves the right to amend these details)  
(學習發展中心保留修改內容之權限)

**FOR M.U.S.T. STAFF AND POSTGRADUATE STUDENTS**

***INTRODUCTION TO THE STATISTICAL PACKAGE  
FOR SOCIAL SCIENCES (SPSS) FOR NON-  
SPECIALISTS \****

All sessions take place in **Room N406** (inside the library, on the 4<sup>th</sup> floor of the library)

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<b>All sessions are in English</b>	<b>DATE</b>
<b>Session 1</b> Introducing SPSS: (a) Describing and entering data; (b) Kinds of variables; (c) Kinds of data: parametric/non-parametric; levels/ scales of data; (d) Processing data in SPSS; (e) Analyzing and reporting descriptive data: central tendency: frequencies, percentages, mean, mode, median, distributions, skewness and kurtosis; standard deviation; the curve of distribution; (f) Exporting tables, graphs and charts; (g) Editing data and output.	Wed. 19 Feb.  7.00 pm – 9.30 pm.

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\* No prior knowledge of SPSS is needed. These sessions are designed to be suitable for people who are unfamiliar with statistics and who may be 'scared' of statistics. Everyday language is used, and mathematics is avoided wherever possible.

	<b>DATE</b>
<b>Session 2</b> Using SPSS: (a) Presenting graphs, charts and tables; (b) The 'Explore' function and boxplots; (c) Crosstabulations and the chi-square statistic; (d) Statistical significance; (e) Bivariate and trivariate analysis; analyzing data with controls; (f) Choosing and analyzing graphs and charts.	Wed. 26 Feb.  7.00 pm – 9.30 pm.
<b>Session 3</b> Using SPSS: (a) Selecting cases; (b) Hypothesis testing: null hypotheses and alternative hypotheses, directional and non-directional hypotheses; (c) One-tailed and two-tailed tests; (d) The debate on statistical significance and effect size; (e) Type I and Type II errors and how to avoid them.	Wed 5 Mar.  7.00 pm – 9.30 pm.
<b>Session 4</b> Using SPSS: (a) Correlations: direction and strength; parametric and non-parametric data; (b) Effect size from correlational data; (c) Partial correlations and controls; (d) Reliability testing: the Cronbach alpha.	Wed. 12 Mar.  7.00 pm – 9.30 pm.

	DATE
<b>Session 5</b> Using SPSS: (a) Difference testing for parametric and non-parametric data; (b) The t-test and the Levene test for paired and independent samples; (c) Confidence levels; (d) Mann-Whitney and Wilcoxon tests: distribution-free tests. (e) Working with the 'select cases' function. (f) Effect size (Cohen's <i>d</i> and partial eta squared)	Wed. 19 Mar.  7.00 pm – 9.30 pm.
<b>Session 6</b> Using SPSS: (a) Kruskal-Wallis and Friedman tests; (b) Analysis of Variance (ANOVA) (one-way and two-way); (c) Multiple analysis of variance (MANOVA); (d) <i>Post hoc</i> tests; (e) Effect size (Cohen's <i>d</i> and partial eta squared)	Wed. 2 Apr.  7.00 pm – 9.30 pm.
<b>Session 7</b> Using SPSS: (a) Regression; (b) Multiple regression; (c) The R-square and Adjusted R-square (d) Logistic regression	Wed. 9 Apr.  7.00 pm – 9.30 pm.

	<b>DATE</b>
<b>Session 8</b>	Wed. 16 Apr.
Using SPSS:	
(a) Suitability for factorization	7.00 pm – 9.30
(b) Principal Components Analysis;	pm.
(c) Eigenvalues;	
(d) Scree plots;	
(e) Varimax and Direct Oblimin rotations;	
(f) Interpreting output.	
<b>Session 9</b>	Wed. 23 Apr.
Using SPSS:	
(a) Recoding data;	7.00 pm – 9.30
(c) Transforming data;	pm.
(d) Standardized (z-)scores.	
<b>Session 10</b>	Wed. 30 Apr.
(a) Revision and organization of statistical tests	
(b) Choosing a statistical test	7.00 pm – 9.30
	pm.

**Note:** The Educational Development Centre has published a manual 'Starting with SPSS'; it is available in the Library and on the EDC intranet. It includes very many screen shots, so that you can check your own screen with those in the manual.



## FOR DOCTORAL STUDENTS

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Saturday afternoon session for doctoral students on how to  
be an effective doctoral student  
Keith Morrison

Saturday 22<sup>nd</sup> Feb.  
2.30 – 5.30 pm  
**Room N406**

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## **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://mustmoodle.must.edu.mo/>).