**Descriptions of Core Courses available from the Institute for Academic Development (IAD) Academic Year 2013/14**

**College of Science and Engineering (CSE)**

The following is a list of all CORE IAD courses with information on descriptions and tutors. Please be advised that this information is subject to amendment and course information should always be checked online. Dates and venues are given online. Additional courses and workshops will be added through the academic year depending on demand. All courses must be booked online through MyEd. The stage of PhD is given as a guide only and it is advised to choose courses carefully based on personal needs and requirements.

For more information on courses for the COMPASS programme of courses and events for international PhD researchers / courses for tutors and demonstrators and Business and Enterprise training please see: [IAD Doctoral Researchers](http://www.ed.ac.uk/schools-departments/institute-academic-development/postgraduate/doctoral/courses)

For more information on PGEssentials (online courses for new PhD researchers) please see: [PGEssentials](http://www.ed.ac.uk/schools-departments/institute-academic-development/postgraduate/doctoral/courses/online-courses)

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| **Course Title** | **Short Description** | **Stage of PhD** | **Tutor** |
| **Creative Problem Solving in Research** | The core business of a PhD or early career researcher is to have new ideas and then explore them. Originality is our shared currency regardless of academic discipline. And yet many researchers report finding themselves stuck in a rut, having the same thoughts again and again, when what they really need are fresh insights, new concepts and original ideas. | Mid-Stage PhD | Steven Hutchinson |
| **Effective Presentations** | An interactive and informal course to improve presentation skills. It covers the knowledge and skills you need to prepare and deliver a well-structured, engaging presentation with confidence to a variety of different audiences. | CSE all stages PhD | Anna Tinline and Pat Reid |
| **Effective Writing: Grammar** | The aim of the course is to give participants confidence in their knowledge of English grammar. At the end of the day, they should have the vocabulary and understanding necessary to discuss practical everyday aspects of grammar in academic and general writing; have a deeper understanding of the role grammar plays in clear, unambiguous writing; have the necessary grounding for further self-directed study. | Early stage PhD | Christine Robinson |
| **Effective Writing: The Writing Process** | This course provides a comprehensive overview of different aspects of the writing process, from planning to drafting and editing. We will start by looking at common writing habits and writing problems. What makes writing so daunting or frustrating that most of us postpone it to the very last minute? Is there a way of making writing less stressful, or even enjoyable? What is the most effective way of articulating ideas or research results on paper? Working with putting together a draft and editing it, we will identify ways in which core academic objectives for high-quality writing can be achieved. | CSE all stages PhD | Mimo Caenepeel |
| **Facilitation Workshop: Supporting Learning in Others** | This course is aimed at doctoral researchers and early career researchers who have responsibility for supporting the learning of others though demonstrating, tutorials, seminars and supervision. We all learn in different ways, but we don't always appreciate the impact of these differences on our ability to retain and use information.  | Mid-Stage PhD | Sara Shinton |
| **Finish Up, Move On** |  | Mid/ Final Stages PhD  | Sara Shinton |
| **Finding Academic Literature** | One of the first tasks a research student has to undertake is producing a literature review. This can seem like a daunting prospect, especially for students who are new to this University and its library facilities. The course will help by providing a brief introduction to library resources and services. However, as the course concentrates on the use of online bibliographic databases, its main purpose is to help you find relevant research literature efficiently.There will be an opportunity for hands-on practise. If you would like to bring your laptop with you, please do. | CSE Early stage PhD | Rowena Stewart |
| **Getting Started with your PhD** | This interactive, informal and practical session will provide you with an opportunity to:* get to know other postgraduate research students
* look at the process of doing research in academia
* discuss PhD targets, goal setting and consider the challenges you will face
* consider both practical day-to-day advice and larger issues of good research practice
 | Early Stage PhD | Sara Shinton |
| **How to be an Effective Researcher** | What can you do to make yourself a more effective PhD researcher and get the most out of your PhD? This interactive and intensive 2-day course has been designed for first and second year PhD students and will look at practical ways to increase your effectiveness and meet the challenges of your PhD | Early Stage PhD | Dave Filipovic-Carter |
| **Introduction to SPSS** | This workshop is suitable for postgraduate students with little or no experience in SPSS and who are required to analyse quantitative data. An overview of SPSS will be given, and students will have the opportunity to analyse example data using various basic statistical tests. The following will be covered in this 2 hour interactive computer-based workshop:* Using SPSS to enter data
* Working with data and output
* Descriptive statistics
* Calculating basic statistics*: t*-tests, ANOVA, frequencies, correlations
* Creating graphs
 | Early Stage PhD | Marion Blumenstein |
| **Is my Writing Academic Enough** | Does academic writing have to be dull or obscure, or can it be engaging and direct? This workshop explores the standards and expectations associated with academic writing. We will look at relevant linguistic and stylistic choices (active or passive? first or third person? plain English or jargon?) and consider academic conventions in terms of organisation and writing style. This is very much a 'hands-on' workshop with plenty of room for discussion. | CSE all Stages PhD | Mimo Caenepeel |
| **Managing a Bibliography in Endnote** | EndNote is used for managing bibliographic references and is available for Windows and Macintosh. This is an introductory course aimed at getting you started in using EndNote. The course topics include adding records to your EndNote database, using EndNote to insert citations in word documents and generate bibliographies, and tips for efficient management of bibliographic sources. | All Stages PhD | Marshall Dozier |
| **Managing Your Time, Yourself and Your Goals** | This new two-part course, delivered in one day, is a highly interactive exploration of how important and personal our daily management and goal setting can be to help us achieve our life and career goals. | Early Stage PhD | Iain Davidson |
| **Managing Your Research Project** | Project management is a core skill for most jobs and being a researcher is no different.   This workshop is designed to help you take control of your research and support you in the successful completion of your PhD and future research projects. This course, which is aimed at all postgraduate researchers, explores how you can apply project management principles to research projects.   | Mid-Stage PhD | Robin Henderson |
| **Mapping Your Mind** | This course will provide you with a small toolkit of techniques that you can apply to help you to manage the piles of information, papers, letters and articles that clutter your desk and mind. It will help you to make notes quickly and in a way that your mind may process more readily. After the course, if you practice and use the techniques, you may improve your recall of information, improve your note-m/taking and enhance your creativity. | Early/ Mid-Stage PhD | Steve Hutchinson |
| **Poster Production** | As a postgraduate or early stage researcher, this course will help you with the initial layout and design of an academic poster and provide you with simple guidelines to avoid creating a ""missed opportunity"" poster. The course will show that creating an effective poster improves your ability to engage with others and succinctly and clearly communicate your research with a wide audience. | Mid-Stage PhD  | Brian Sellar |
| **Practical Project Management for Research Students** | This one day course will introduce you to project management, with a focus on the development of practical skills. You will learn how to:* Set clear and realistic objectives
* Plan, organise, and document your research project
* Identify your stakeholders, and to understand their needs
* Manage stakeholder expectations
 | Mid-Stage PhD | Rhian Davies and Dawn Nicholls |
| **Producing a Thesis in Word 2010** | This course is primarily aimed at postgraduate students intending to produce a thesis using Word 2010, and looks at how to get the most out of Word to produce a quality document. The course introduces you to the concepts involved in planning a large document, and the features and functions you can use in Word that will save you time and effort. The session includes practical exercises that will take you through the process of creating your thesis from start to finish. | All Stages PhD |  |
| **Proof Reading** | The course will include the following topics:* Practical Advice on spelling, grammar and punctuation
* Language myths and your audience
* House styles
* Learning to be your own best critic
* How to identify your own writing habits (good and bad)
* How to proof-read your own work effectively
* Proof-correction marks (and how to devise your own)
* Practical proof-reading exercise (your text, or a text provided)
* Revising texts and presenting them to different audiences
* Bibliographic & Reference Styles
 | Early/ Mid-Stage PhD | Chris Robinson |
| **Publishing using Latex** | This course is a two-day course. This course provides an introduction to the widely available LaTeX document preparation system, covering document structure, typesetting text, tables, mathematical material and figures.  It consists of a series of presentations each followed by a practical session in which participants use their new knowledge for working with a text. | Early Stage PhD | Neil Hamilton-Smith |
| **Research, Researchers and the Media** | The red light comes on and you’re live on air to millions of listeners. That’s the experience we replicate on this immersive three-day course in broadcast production. For that added touch of reality, we install you in one of the state of the art studios at the BBC’s Pacific Quay Glasgow headquarters. | All Stages PhD | Gareth Mitchell |
| **Simply Assertive** | Assertiveness is not what you do, it's who you are."  Shakti Gawain The aim of this brief course is to enable delegates to have a greater self confidence in difficult situations and feel able to express their opinion by:* Understanding differences between assertive, passive and aggressive behaviours
* Feel confident to ask for what they want and express their opinion
* Expressing their opinion clearly and with confidence
 | All Stages PhD | Steve Hutchinson |
| **Social Media: The Magic 4** | This workshop will provide an introduction to social media for staff and researchers. It will particularly focus on the ‘Magic 4’: audience, purpose, choice of media, and evaluation. The magic 4 outlines four areas to consider when using social media. In doing so, you will understand what social media is and why it can be beneficial. The workshop will provide an introduction to social media and an initial outline of how to use social media effectively for research and impact. | All Stages PhD | Louise Connelly |
| **Speed Reading** | In order for academic reading to be effective, it needs to be a combination of efficient (in terms of speed and retention), strategic (in terms of appropriately targeted) and critical.  This short workshop will give you a number of tools to help you to read more quickly, more strategically and more critically. | Early Stage PhD | Steve Hutchinson |
| **Text, Coherence and Argumentation** | We all want our writing to be coherent and well-structured – but what does that mean in practice? This workshop focuses on what makes a text ‘hang together’ in a way that makes sense to your reader. Course topics include ordering sentences and paragraphs; organisation, argumentation and linkage; clarity of reference; and the use of tense in academic writing. You will need to bring a piece of your own writing to work with. | Early Stage PhD | Mimi Caenepeel |
| **Writing Abstracts, Introductions and Conclusions** | Abstracts are an important academic 'micro-genre': they serve to attract the interest of an article's potential readership, and to engage and focus its actual readers. In this workshop we will be scrutinising abstracts, taking abstracts apart and putting abstracts together. We will consider the function of abstracts; their typical components and structure; abstract-related conventions in different disciplines; and the stylistic conventions associated with abstracts. We will also compare the function of abstracts with that of introductions and conclusions. | Mid-Stage PhD | Mimo Caenepeel  |
| **Writing Clinic** | Sign up for a writing clinic if you would like individual feedback on your writing or if you struggle with particular writing issues. You will be assigned a half-hour slot for a one-to-one session. Places are limited, so it’s important that you let IAD know if you can’t make it. If you submit a piece of writing in advance, you will get constructive comments and suggestions for improvement. If you decide not to submit work in advance, you can use your slot to discuss problems you are encountering in writing a thesis, report or article. | All Stages PhD  | Mimo Caenepeel |
| **Writing a Literature Review** | Your literature review will be one of your first writing milestones, and it will play a central role in motivating, contextualising and refining your research issue. Developing the review is a complex task, which involves selecting, organising and evaluating source material; reading actively while taking effective notes; and shaping relevant information into a coherent piece of writing. This workshop offers practical ways of making this process manageable and beginning to develop a review. | CSE All Stages PhD | Mimo Caenepeel |
| **Writing Well: Language and Style** | This course focuses on stylistic aspects of writing and the way these may contribute to making a piece of writing more engaging or more effective. Students will become familiar with the general issue of style as a manageable aspect of written text, and the idea of style as varying with language, context, and purpose. The emphasis will be on the analysis and discussion of linguistic patterns and constructions in written extracts. | Early Stage PhD  | Mimo Caenepeel |