



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

200
1822 - 2022

Business Skills:

Part 1: Getting Started
with Research and
Referencing

Part 2: Graphs and
Charts – How to!

Man Geni Addysg Uwch yng Nghymru
Where Higher Education Began in Wales

www.uwtsd.ac.uk



Week 2: How did it go?

Recap - Week 1 Learning Outcome:

Upon completion of the session, you will have developed an understanding of reflective practice and why it is important for personal and professional development.

UWTSD Careers Service

During today's session and over the coming weeks you will be provided with a link to a variety of short courses.

Let's take some time to sign in using your student email and password.

- Please ensure you have signed in otherwise you will not be able to complete the courses.
- You should only be required to sign in once. However, if you do need to sign in again, there is a UWTSD Careers Service user guide available within ***our Module Information Tab on our Business Skills Moodle page.***

Week 2: Learning Outcomes

Upon completion of this session, you should have developed an understanding of:

- the importance of research for academic writing

Non-Academic Misconduct

To report an incident, use the Formal Student Complaint Form

Covers:

- Actions which cause actual or potential distress or harm to others;
- Actions which cause actual or potential damage to property of others;
- Actions which may prevent or disrupt the normal functioning of the University;
- Actions which may cause reputational damage to the University as a result of the misconduct of the alleged perpetrator;
- Actions which impede or interfere with the pursuance of work/study of University members, or impact on normal operations of the University;
- Breaches of the University's Student Code of Conduct.

Harassment

Bullying

Victimisation

Hate Crimes

Sexual
Misconduct

Antisocial
Behaviour

Damage to
Property

<https://www.uwtsd.ac.uk/media/uwtsd-website/content-assets/documents/student-experience/UWTSD-Student-Code-of-conduct-2021.pdf>

UWTSD STUDENT CODE OF CONDUCT

This document sets out the standards of conduct that are expected of students at UWTSD.

UWTSD expects its students to conduct themselves in a manner that does not bring the reputation of the University into disrepute. Where a student's conduct does not meet the expectations outlined in the Student Code of Conduct, the University **Non-Academic Misconduct Policy** may be applied. Examples of conduct that may breach this code of conduct can be found in the Non-Academic Misconduct Policy.

The University seeks to provide a safe and inclusive environment for all students, and therefore it takes breaches of this code of conduct seriously. If you are experiencing behaviour that contradicts this code of conduct, (e.g. harassment, sexual misconduct, bullying through social media), please report the allegations to the University as outlined in the Non-Academic Misconduct Policy. The University will look to provide support to you as appropriate through its procedures (this may include offers of mental health support and/or referral to external support).

Professionalism

- It is expected that you act in an honest way and that you will abide by the law.
- You should familiarise yourself with and adhere to approved University policies and regulations.
- Attend and engage with your programme of study and proactively seek support when needed as outlined in the **Student Charter**.
- Where applicable, adhere to relevant professional standards relating to personal and professional conduct. See also the University **Fitness to Practise Policy**.
- Where applicable, adhere to relevant professional, statutory, regulatory body expectations and requirements to protect present and future patients, service users or clients at all time. See also the University **Fitness to Practise Policy**.

Caring for each other

- You should recognise everyone is an equal member of the community whether teacher, student, administrator, cleaner or security worker. Everyone should be extended the same respect and support.
- It is expected that you should not be judgemental about others – not blame or stigmatise groups or individuals, for example, if they should become unwell with Covid-19 or are not able to follow all protective behaviours due to reasons of disability or medical exemption.
- You are expected to help your fellow students whether on campus, online or in halls, without posing a risk to yourself, especially if they are in difficulties or don't understand procedures. For example, you can offer help by directing your fellow student to the appropriate support service (e.g. the **Hwb** or **Student Services**).

Representing the University

- You are an ambassador for the University at all times. The University expects that you will act responsibly and respectfully both within the local community and when away from the local environment (for example, whilst on study abroad, field trips or placements, or when representing the University in sporting events).
- You should show good sportsmanship whilst representing the University in sporting events.
- When visiting off-campus locations for events, you should treat the facilities at the location you are visiting, as well as any transport that has been arranged to get you to your location, appropriately and with due consideration for others.
- You should behave in a manner which upholds the good reputation of the University, including whilst off-campus for sporting or social events associated with the University.

Respect for the University Environment

- You should treat University buildings, property and facilities with respect and refrain from conduct which may damage the University environment.
- You should ensure that any UWTSD equipment or facilities are used appropriately and with due consideration for others (e.g. shared computers or equipment, **IT Acceptable Use Policy**).
- You should show respect for the campus environment (for example by disposing of litter appropriately).
- You should make yourself aware of the health and safety arrangements at the University (for example, the **University Smoking Policy**).
- It is expected that you have your student ID card with while you are on campus and access University facilities.

Respect for Others

- It is expected that you act responsibly and courteously towards others.
- You should recognise the importance and value of equality and diversity in the University community by treating all members of the University with dignity and respect both in person and through alternative means (including but not limited to email, social media, instant messaging and texting) so that they do not feel as though they are being harassed or bullied.
- You should conduct yourself in a manner that does not harm or does not have the potential to harm others. This includes refraining from:
 - Abusive or unreasonable conduct e.g. acts of bullying or harassment; including harassment related to the protected characteristics
 - Physical misconduct e.g. punching, kicking, slapping, biting, pushing or shoving;
 - Sexual misconduct (see **Non-Academic Misconduct Policy**);
 - Threats of injury or violence upon others;
 - Activities which may constitute a hate crime;
 - Activities related to the incitement of, or participation in, acts of terrorism;
 - Activities that wilfully and deliberately spread misinformation;
 - Activities which foster blame narratives (i.e. apportioning blame without factual basis).
- Respecting the right of others to hold opinions that are different to your own. The University encourages respectful discourse and discussion. Where there are disagreements or debate, it is expected that students use appropriate language at all times including respecting protected characteristics.

Respect for the community

- It is expected that you consult and follow current government guidance and University advice, guidance and regulations relating to Covid-19 including the need to quarantine, self-isolate, social distancing requirements or reporting for contact tracing.
- It is expected that you will follow all health and safety practices required or recommended by health professionals such as frequent hand-washing and hand sanitisation.
- It is expected that you adhere to University policies relating to the wearing of face masks.
- It is expected that you behave responsibly within the wider community in which the University operates and follow any local guidelines.

Library Tour Feedback



Coming up:

- What is Referencing
- Graphs and Charts – How to!

Working your way through! Independent Learning

InfoSkills

1. Online modules – *Identifying Information*
2. Online modules – *Academic Integrity & Plagiarism*
3. *Online Module - Referencing: The Basics*

The links to Moodle are all hosted on the [Infoskills page](#) on the library webpage. From there just click on the following 2 sections:

[Finding & Using Information:](#)

[Referencing](#)

Overview: Referencing, Paraphrasing and Plagiarism

What is Referencing

When producing an academic assignment, you will be expected to acknowledge other people's work by referencing them in a recognised and consistent format. You will also need to provide details of the resources you have read for your assignment. There are a number of reasons why this is necessary:

- To demonstrate the breadth of research you have undertaken.
- To add academic credibility to your arguments.
- To enable readers to find the sources you have used in your work.
- To acknowledge the work of others and avoid accidental plagiarism.

Make Notes

Keep a record of the sources you read as you go along.
This will make it easier to collate your references when
writing your assignments.



It will get easier.

Referencing will get easier providing you practice, practice, practice!

Resources:

The Harvard Referencing Handbook

The [Cite Them Right](#) website provided free by the UWTSD *Library* (*login to library using your usual login first*) will now help you enormously - both now and all through your time at university.

If in doubt...ask! 😊

The Art of Paraphrasing!

- Paraphrasing is the art of putting something that you have read or learnt into your own words.
- Paraphrasing effectively and respectfully is an important part of good academic practice.
- The best way to paraphrase is to develop an understanding of what has been written first.

What is the difference between paraphrasing and plagiarism?

- **Paraphrasing** means taking somebody's words or ideas and putting them into your own words. It is important to paraphrase any information you wish to include, rather than to insert it word for word into your own work.
- **Plagiarism** refers to using somebody else's work and passing it off as your own, whether intentionally or otherwise. It is a serious academic offence, which could ultimately lead to you being asked to leave university.

Knowledge Check!

What is Academic Misconduct?

More Information...

Please refer to the
Academic Misconduct
Policy handbook within
the assessment tab on
our Business Skills
Moodle page.



Evaluating Information...

Using a search engine like Google is very easy and will return a lot of hits but you need to be aware there is no quality control – anyone can publish content on the internet, so it's up to you to determine if the content you have found is accurate and reliable.

When you search for information, you are going to find a lot of it. What you must consider is whether it is trustworthy accurate and suitable for your assignment.

The CRAAP Test

Ask yourself the following. Is the information:

- **Currency:** is it up to date? Does it reflect any changes that might have occurred?
- **Relevancy:** who is the intended audience?
- **Authority:** what are the author's credentials?
- **Accuracy:** can the information be verified?
- **Purpose** - Is the information objective? Are they trying to persuade you to see a particular perspective?

Evaluation Information – The CRAAP Test

The use of information in our society is widespread, but how do we know what is good information?

Currently, misinformation and ‘fake news’ are frequently discussed in society, so being able to identify credible sources of information is becoming increasingly important.

The Library

- The library is full of credible resources and can be accessed via Moodle or Quick Links
- You will be provided with '**how to**' information during your Workshop week.



Academic Liaison Librarians

They are able to help you with more specialist enquiries, such as:

- Finding, using, and evaluating information sources
- Referencing
- Locating accessible resources.

They also provide a wider [Academic and InfoSkills](#) programme focusing on transferable employability skills and academic skills.

Support is available via email or Microsoft Teams.

Finding Help – General Enquiries

If you need further assistance, the library staff will be happy to help!

Email

You can contact the library via email at library@uwtsd.ac.uk

Social media

You can message the Library on Facebook, Twitter, or Instagram (@UWTSDLib).

Finding help – Academic Liaison

For in-depth research help, you should contact the Library's [Academic Liaison Librarians](#).

It's all about the Research!

During your time at university, you will be expected to evaluate and use information appropriately, which involves a significant amount of research!

However, it is important to note that research is a process of enquiry and investigation. It is not just about collecting interesting facts.

The Purpose of Research

Key Attributes:

- To review and synthesise existing knowledge
- To investigate an existing situation or problem
- To explore and analyse more general issues
- To provide solutions to a problem
- To generate new knowledge

(Saunders, Lewis and Thornhill, 2018)

Research and Academic Writing

- When writing an academic assignment for university, you need to show that you have read what other professionals in the field and established academics have found as a result of their reliable and unbiased research.
- This will allow you to develop a deeper understanding of the topic leading to effective paraphrasing - putting something that you have read or learnt into your own words.
- Paraphrasing effectively and respectfully is an important part of good academic practice. The best way to paraphrase is to develop an understanding of what has been written first.

Analytical Skills

- Analytical skills and research skills go hand in hand. As you work on collating relevant information into your assignments you also need to be able to evaluate, interpret and synthesise your findings.
- Analytical thinkers never assume, they will question the significance of the information by breaking the information down into smaller parts.

Examples of Analytical Skills:

- Critical Thinking
- Interpreting Qualitative and Quantitative Data

Critical Thinking

- Critical thinking gives you the tools to use scepticism and doubt constructively so that you can analyse what is before you. It helps you to make better and more informed decisions about whether something is likely to be true, effective or productive (Cottrell, 2023).
- Critical thinking skills involve trying to grasp a situation as objectively as possible: setting aside our own immediate feelings and preferences and trying to identify the relevant facts (Chatfield, 2018).

Definition - Objectively

Trying to understand something from a more neutral perspective, rather than relying on a single opinion or first piece of information that has come to hand (Chatfield, 2018).

Definition – Scepticism

- Refusing to take things at face value:
- Why should I trust this claim?
- Why does the person making this claim believe it – or want me to believe it?
- What else has been said, written or reported about this?
- Do I know enough to answer all of the above questions confidently?

(Chatfield, 2018)

Interpreting Qualitative and Quantitative Data

We can use data analysis to categorise and summarise information to enable us to make more informed decisions or conclusions. There are two types of data:

Qualitative and Quantitative Data

Qualitative data uses words or images to describe something.

Not in numerical form – For example:

- Open-ended questionnaires ‘What did you think of our service?’

Quantitative data uses numbers, or categories, that can be labelled with a number.

- This type of data can be used to construct graphs and tables of raw data.

Any Questions?

Graphs and Charts – How to!

- Let's complete the following 40-minute course developed by the UWTSD Careers Centre
- <https://uwtsd.careercentre.me/elearning/scorm.aspx?CourseId=VzKVVHrQg/VKR+W15GsiOg==>



Creating charts and graphs 

Communication, Presentation skills

Activity: Introduction to Excel

Let's practice inserting
graphs and charts on Excel



Before we go...

Turnitin – a brief overview!

- You will submit your assessments electronically via Turnitin.
- This is an online service that enables universities and lecturers to compare their students' assignments with a range of electronic sources, including other students' work.
- The service is a valuable tool to help institutions, staff and students prevent and detect plagiarism (the taking of someone else's work or ideas and passing it off as one's own).

Turnitin

Assignments submitted to Turnitin are matched against a database of more than 15 billion documents worldwide including websites, journals, books, periodicals, as well as work created by other students.

Your Business Skills Turnitin similarity check link and final submission link can be found under the April 23 Starters Assessment tab on our Business Skills Moodle Page. Let's take a look as a group.

Also, within the assessment tab you will find some useful 'how to' guides.

Features

- Each module has its own links to Turnitin within the assessment tab on Moodle.
- You will receive a receipt via your ***student email*** when you submit work online.
- Lecturers enter student grades through Turnitin, and use the system to provide feedback on their work.

Similarity Scores

Please ensure you submit to similarity check before final submission. This will allow you to check your score and make the necessary changes. This resource is unlimited although after the third check it can take up to 24 hours for the check to be completed.

- Always check to see where the similarities are.

Asking your lecturer what score is acceptable is not best practice.

- It is your responsibility to ensure you have checked your score and submitted correctly – not your lecturers!

Final Submission

- Lecturers are not permitted to mark your work from the similarity check submission. After you have checked all is well with your document, please ensure you submit to the final submission, or you risk zero marks.
- Please be aware that final submission means final submission.
“Requests by students to resubmit to the final section before the submission deadline are only allowed in exceptional cases, based on the individual circumstances.” (UWTSD, 2022 p. 20)

To excel on this course, you must continue to develop your academic writing, research, and referencing skills.

Please ask your lecturer if you need support/guidance with this.

You can do this! 😊



References

- Chatfield, T. (2018) *Critical Thinking: Your guide to effective argument successful analysis and independent study*. London: Sage Publications Ltd.
- Cottrell, S. (2023) *Critical Thinking Skills. Developing effective analysis, argument and reflection* London: Bloomsbury Publishing.
- Cottrell, S. (2019) *The Study Skills Handbook. Fifth edition*. London: Macmillan International Higher Education/Red Globe Press.
- McMillan, K, & Weyers, J (2021) *The Study Skills Book*. Harlow: Pearson Education Limited.
- Saunders, M.N.K., Lewis, P. and Thornhill, A. (2019) *Research methods for business students*. Eighth Edition. New York: Pearson.
- UWTSD (2023) *Student Careers Service*. Available at: <https://www.uwtsd.ac.uk/careers/> (Accessed: 3 August 2023)