

ECPS4022 Skills for Success in Psychology

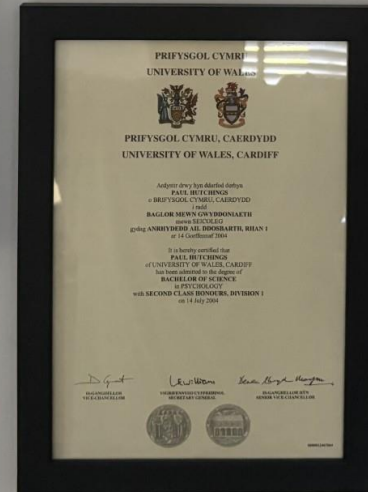
Week 2: The Psychology Student Toolkit

"Good psychologists do not simply consume information and communicate it effectively—they must also use technology responsibly, evaluate evidence critically, and understand how psychological knowledge is produced. Technology can support learning, but it cannot replace critical thinking."

Session 1 (2 Hours): Making Every Hour Count: Time Management

- **Session Aim**

- To help students identify their own time management abilities and to examine ways to maximise efficiency.





The Open
University

The Degree of

**BACHELOR OF ARTS (HONOURS)
IN POLITICS, PHILOSOPHY AND
ECONOMICS**

having been conferred

Paul B Hutchings

has been granted
Lower Second-class Honours

31st July 2014

Vice-Chancellor

Secretary



PRIFYSGOL CYMRU
UNIVERSITY OF WALES



PRIFYSGOL CAERDYDD
CARDIFF UNIVERSITY

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PAUL HUTCHINGS

o BRIFYSGOL CAERDYDD

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ATHRO MEWN GWYBODAETH

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gyda RHAGOR



CARDIFF UNIVERSITY
PRIFYSGOL CAERDYDD

It is hereby certified that

PAUL HUTCHINGS

has been awarded the degree of

Doctor of Philosophy

12 March 2015



"Beyoncé has the same 24 hours that we do, and I just think you're given one life, and it's up to you what you want to do with it, you can literally go in any direction."

— Molly-Mae Hague



**WE DON'T
ALL HAVE
THE SAME
24 HOURS**

**"WE ALL
HAVE THE SAME
24 HOURS.
ABOUT HOW
YOU USE IT."**



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University of Wales
Trinity Saint David

Trawsnewid Addysg, Trawsnewid Bywydau
Transforming Education, Transforming Lives

- HEPI survey of student academic experience:
- University Expectation = 35-40 hours per week combined study

Year of Study	Ave Contact Hours	Ave Independent Hours
Year 1/Level 4	10-13	15-20
Year 2/Level 5	8-10	20-25
Year 3/Level 6	4-8	25-35

- UK average = 26-31 hours per week

Activity 1 (MLA5): Time and Space Audit (30 mins)

- Using the Time Audit document, identify times across the days and weeks where you can, and can't, study.
 - Are there resources that you need to use that time? E.g., a quiet space
 - Are those resources available to you?
- Two important things to remember here:
 1. Don't panic! This is an exercise to identify issues so that we can consider ways to resolve them
 2. Adaptability is key – sometimes this is physical, sometimes it is psychological

Maximising Your Available Time

- There is no universal 'right way' to study
 - There is research on effectiveness of specific ways to learn
 - Finding the right ways for you and your environment is key
- E.g., Pomodoro technique

Pomodoro Core Steps

1. **Choose a task:** Pick a specific task or assignment you need to finish. Have a rough idea of how long it will take... <25 minutes have an additional small task to hand; >25 minutes consider how many pomodoros it will take
2. **Set a timer:** Set your countdown timer for exactly 25 minutes.
3. **Work with exclusive focus:** Dedicate yourself entirely to the task – do not check emails, social media, or phones until the buzzer sounds.
4. **Record your progress:** Mark one completed "Pomodoro" interval.
5. **Take a short break:** Rest, stretch, or grab a drink for 5 minutes. Do not do any work.
6. **Take a long break:** Repeat this cycle four times. After the fourth session, enjoy a longer, more restorative 15-to-30-minute break.

1hr 40 mins intensive work in a 2-hour cycle

Activity 2: Pomodoro Reading (1 hour)

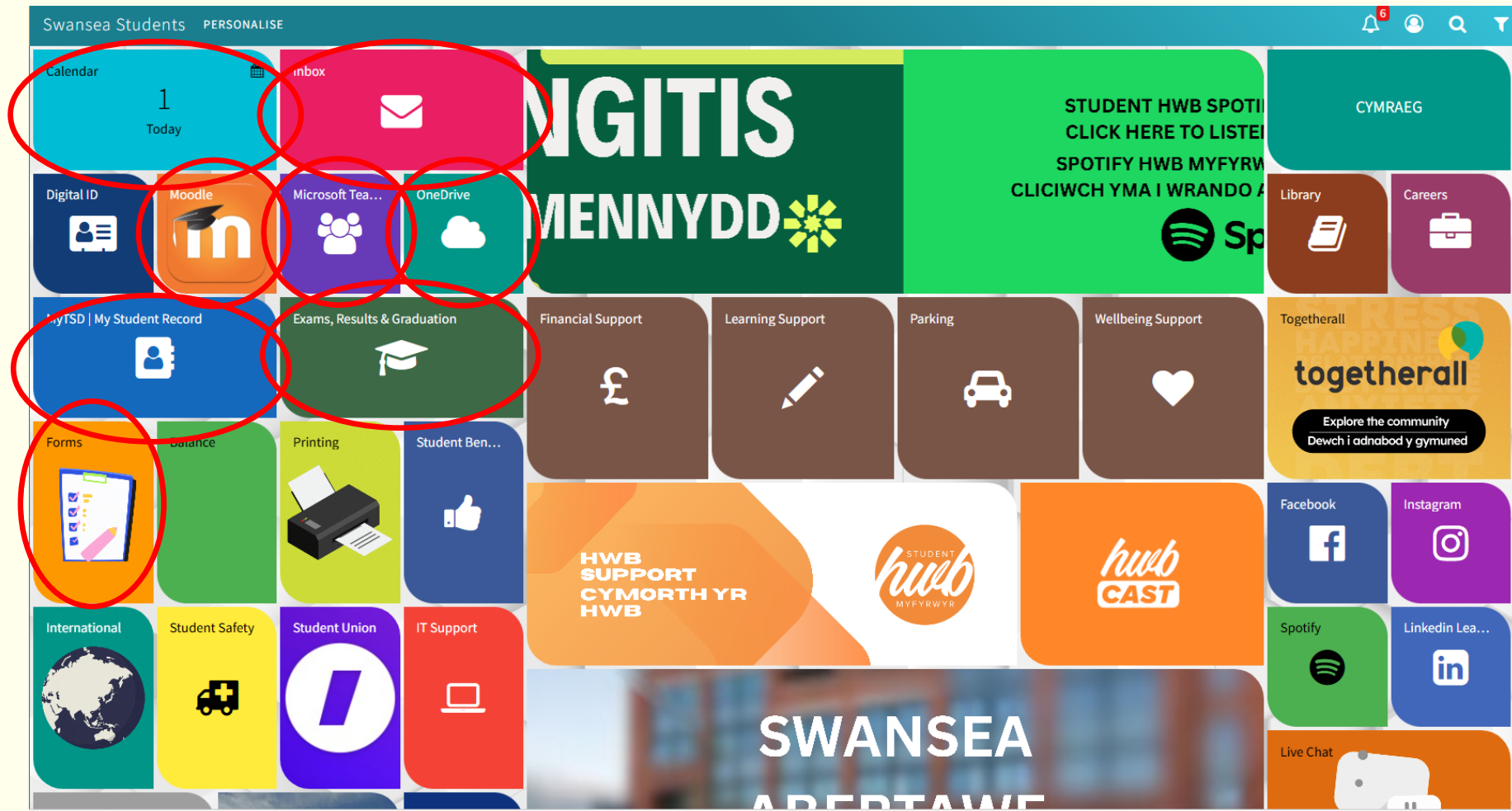
- We will do two pomodoros on the papers available on Moodle (2x25mins)
- Prepare yourself – you will be doing this on your own, with no phones or distractions
- Break after 25 minutes – when the break comes you must stop
- Read deeply, take notes, think about what you are reading

Session 2 (2 Hours): Digital Literacy for Psychology Students

Session Aim

- To develop students' understanding of how digital technologies can support academic success whilst encouraging critical and responsible technology use.

Technology Resources in the University



ACADEMIC SUPPORT GUIDANCE

ACADEMIC QUALITY HANDBOOK

STUDENT CHARTER

PROGRAMME OF STUDY HANDBOOKS

Commitment to Study

Make a positive contribution to their learning community and participate constructively in group work.

Engage fully with their studies:

- Attend scheduled classes and proactively seek support if needed
- Prepare for classes as required;
- Attempt every assessment component of each of their modules
- Engage proactively with feedback from tutors to improve academic work
- Follow local government and University guidance in relation to health and safety

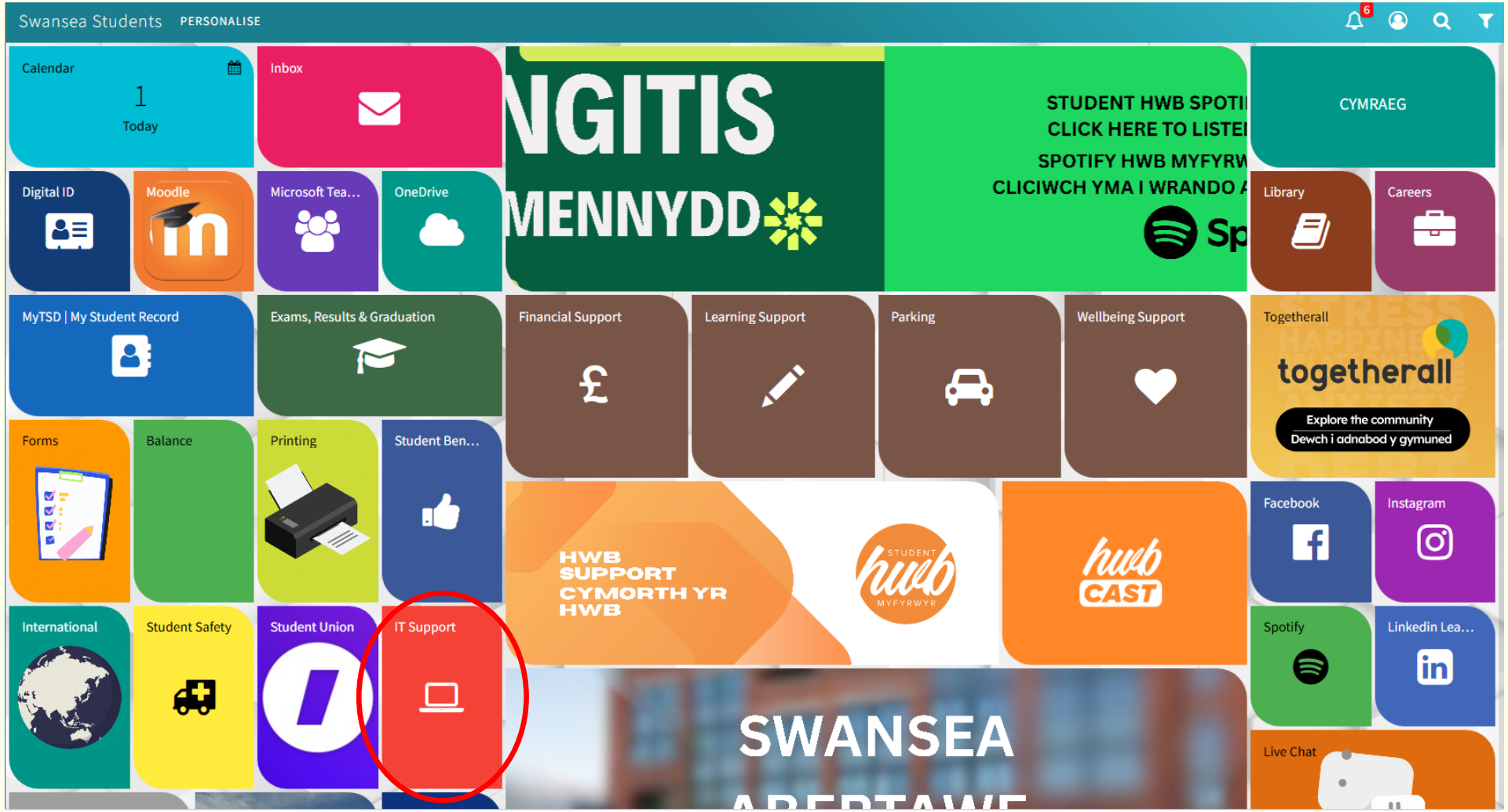
Use the facilities and resources of the University with respect and consideration.

Familiarise themselves with and follow **University Regulations**.

Comply with all relevant policies, including:

- **IT Acceptable Use Policy**
- **Non-Academic Misconduct Policy**
- **a Student Code of Conduct**
- **Engagement Policy**
- As well as all student-facing policies from in Academic Quality Handbook **Chapter 12 Student Policies (Pages 146–148)**

For UWTSD students: respect and abide by the constitution and policies of the Students' Union.



[Digital Services](#) » IT Services

IT Services

Contact Us

The main IT support for staff and students is the IT Service Desk. All IT problems and requests should be reported to the IT Service Desk.

[Send a message](#)

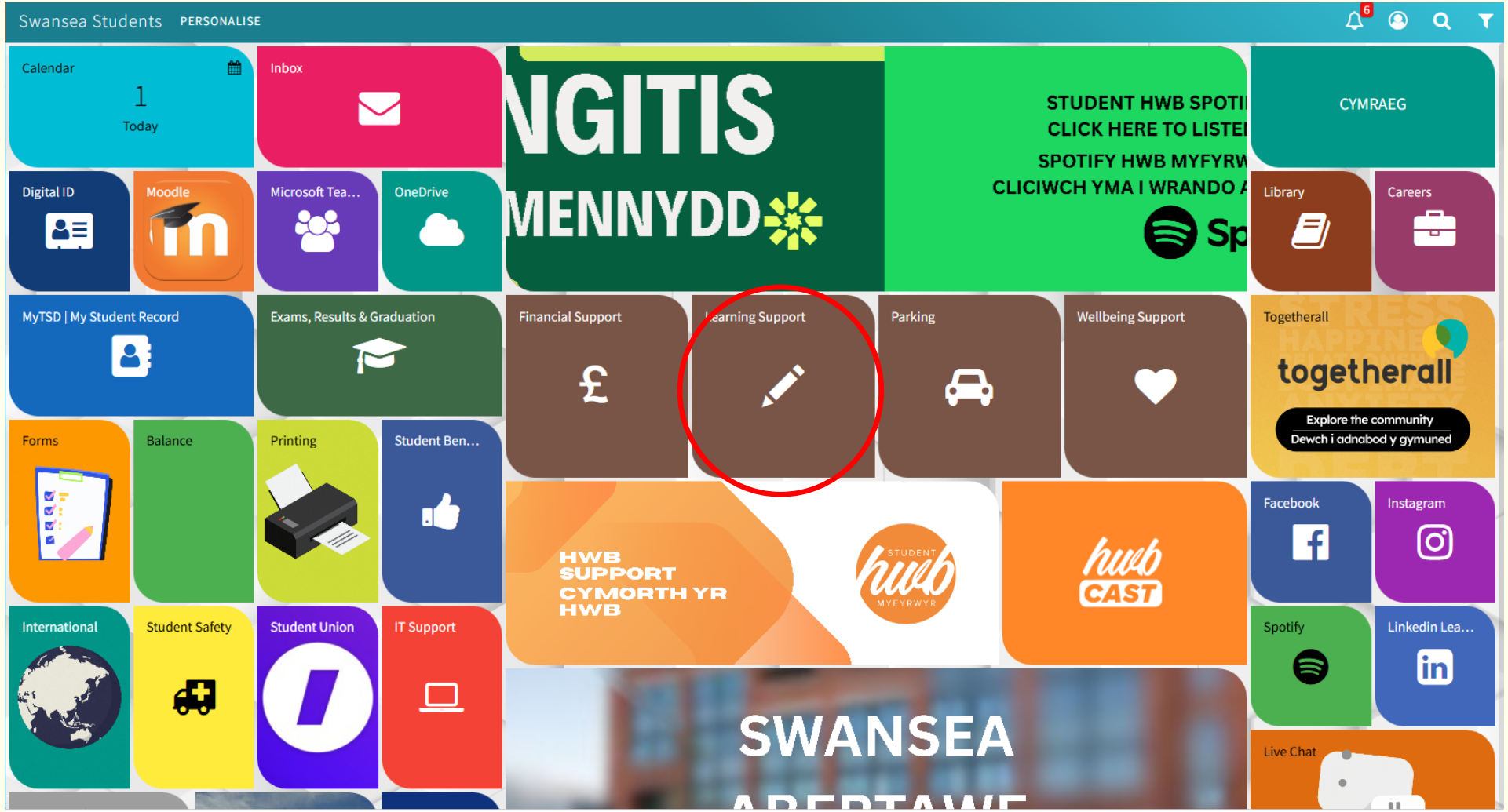
Phone us: 0300 500 5055

Our phone line is staffed around the clock, including weekends. You can phone us 24/7.

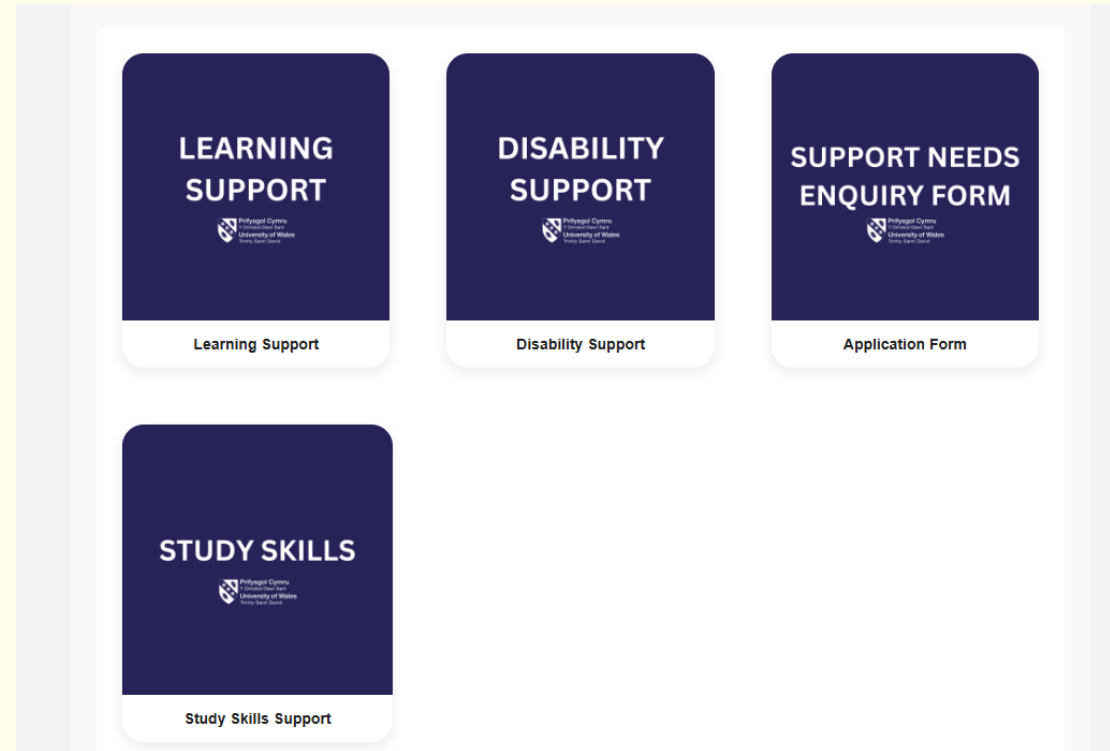
[Check IT Service Status](#)[Subscribe for Updates](#)

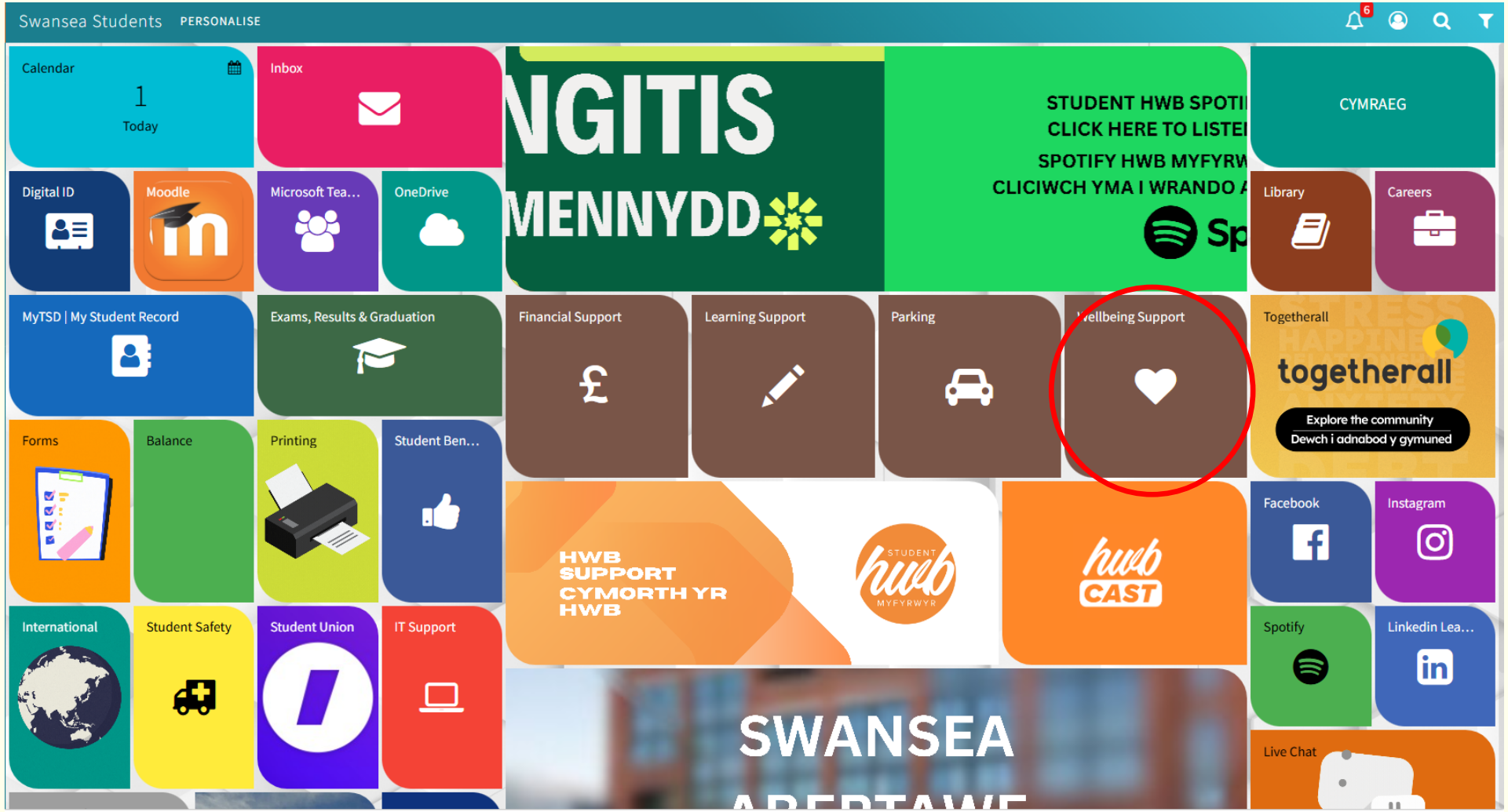
- Bring Your Own Device (BYOD)
- Print, Copy And Scan
- Teaching And Learning Spaces
- Network Storage
- ServiceNow
- Computer Rooms
- Password Reset
- Multi-Factor Authentication (MFA)
- Home Internet Help
- Connecting To Wi-Fi

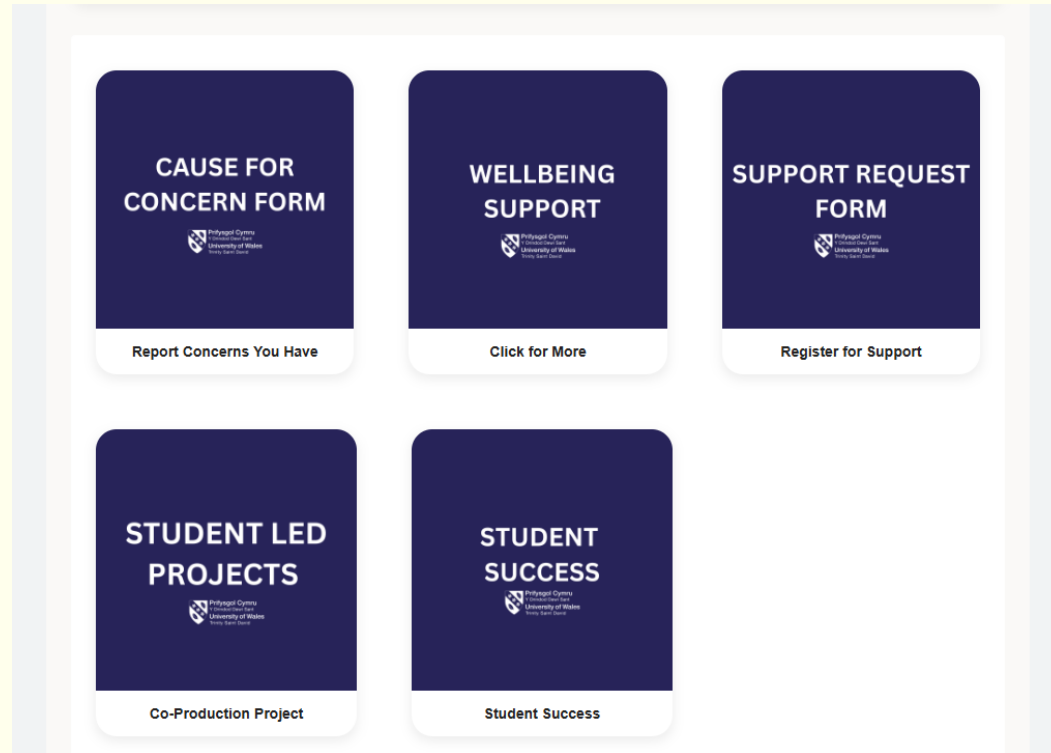


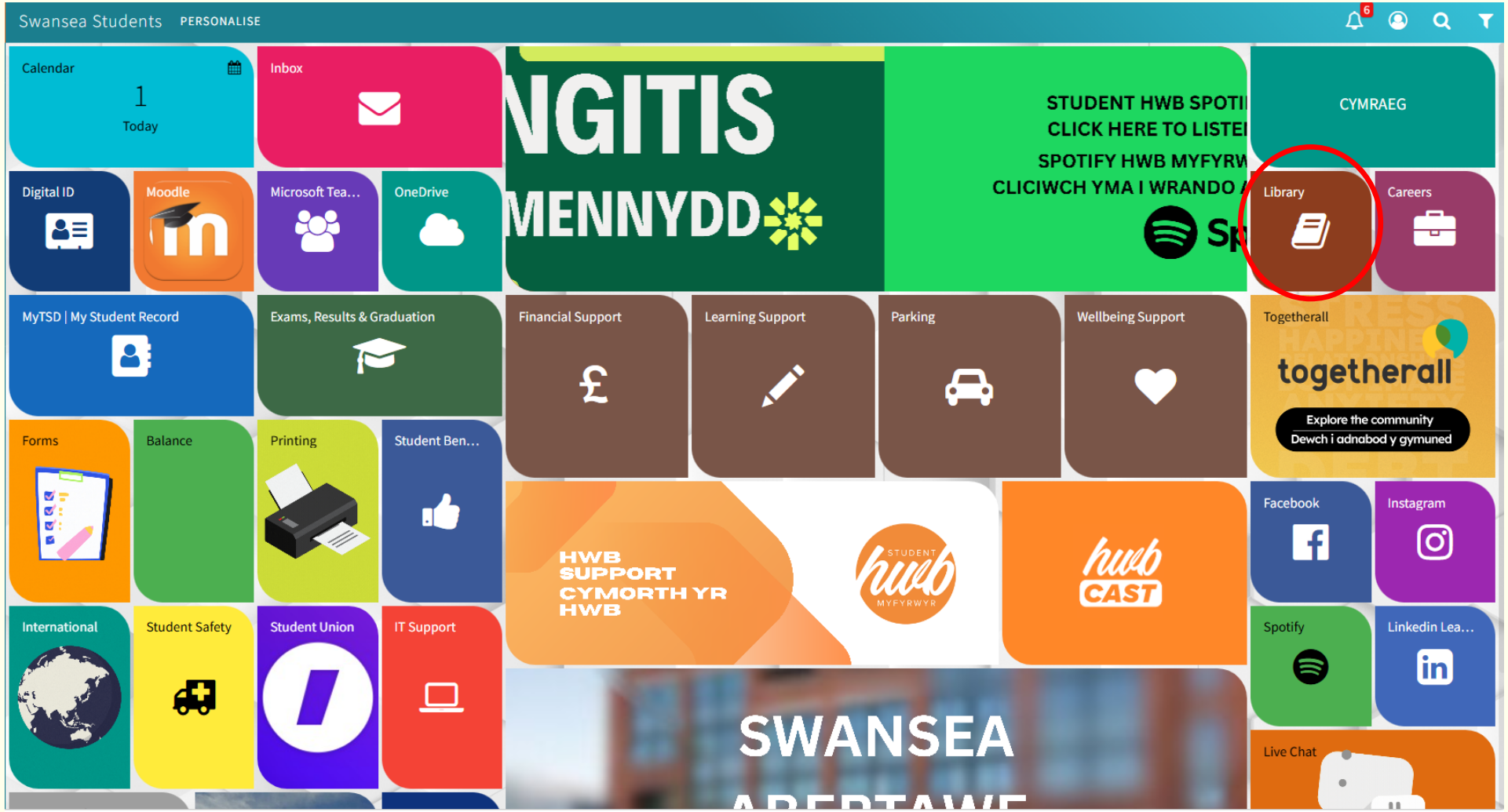


Learning Support









Library and Learning Resources

The screenshot shows the homepage of the University of Wales Digital Learning & Library Services. The header includes the university's name in Welsh and English, and navigation links for 'Support for Staff' and 'Cymraeg'. A main menu on the right lists various services under the heading 'Using our Libraries'. The central area features a search bar, a list of services, and a photograph of a smiling woman in a library. The footer contains a brief description of the library's offerings.

Digital Learning & Library Services

Support for Staff Cymraeg

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University of Wales
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Using our Libraries ▾ Academic & InfoSkills ▾ Strategies & Policies ▾ Special Collections & Archives Open Access & Research ▾

- Introduction
- Borrowing, Requesting And Renewing
- Introduction To Library Services
- Book An Appointment
- Click & Sit Service
- Services For Distance Learners
- Accessing Libraries Outside Of UWTS
- Locating Physical Resources
- Downloading Ebooks
- Audio-Visual Resources
- Troubleshooting
- Partnership Students And External Borrowers
- Contact The Library

LLYFRAUaRHAGOR
BOOKS&BEYOND
Llyfrgell a Adnoddau Dysgu | Library & Learning Resources

Digital Learning & Library Services

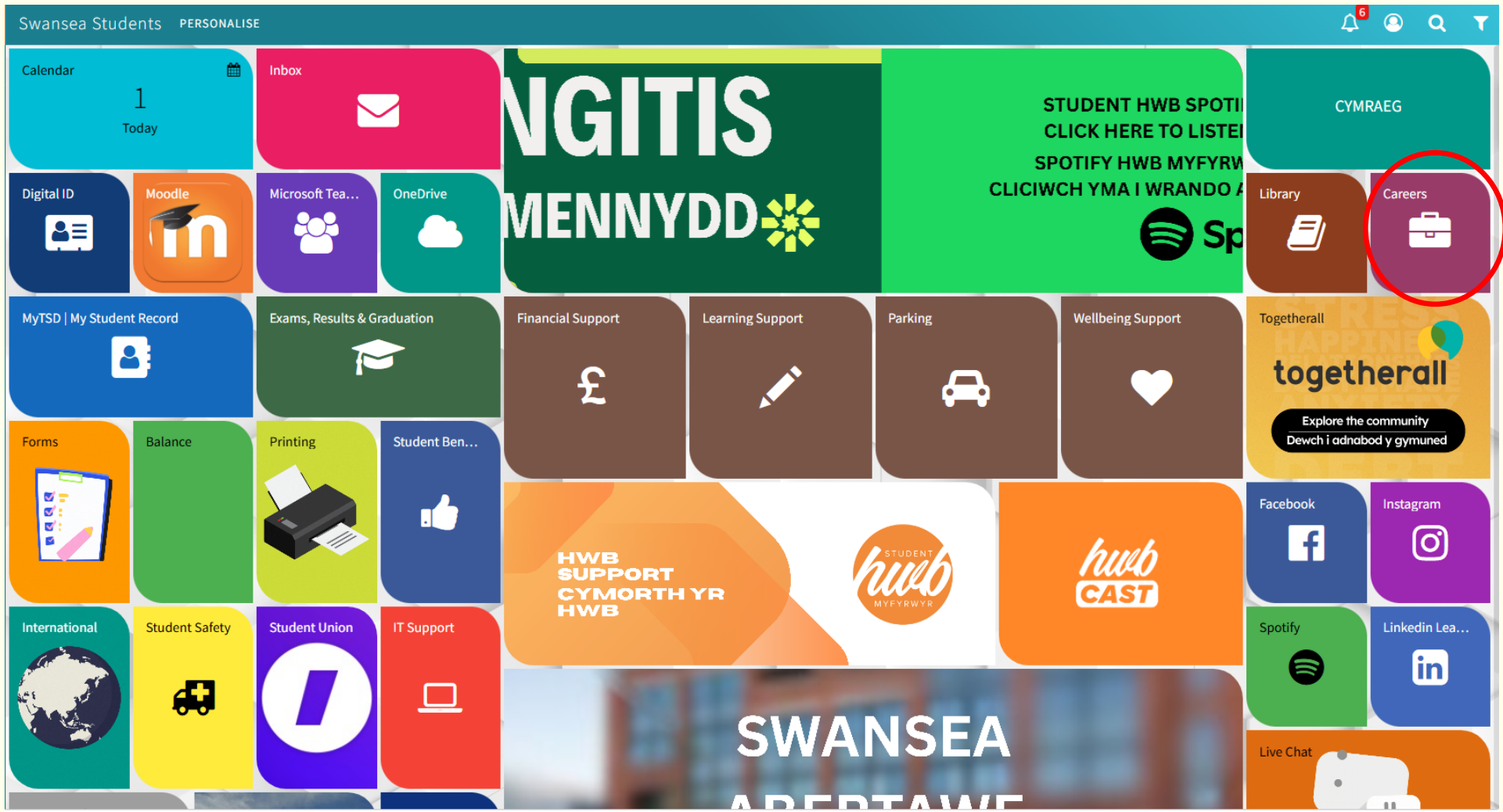
Search our collections

Find books, articles and more...

Advanced Search

Your University Library offers digital and print collections, Online Resource Lists, InfoSkills and Digital Skills training, learning spaces, and online and face-to-face support from our knowledgeable and friendly staff. Choose an option below to find out more.

library/#



Careers

Ready to hit the ground running with your goals firmly in sight? Whether you've got your heart set on further study, a high-flying career or even starting your own business we'll support you as you chase your dreams!

CAREERS

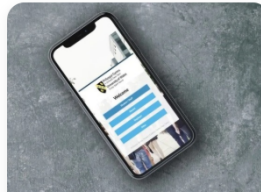


Careers Service

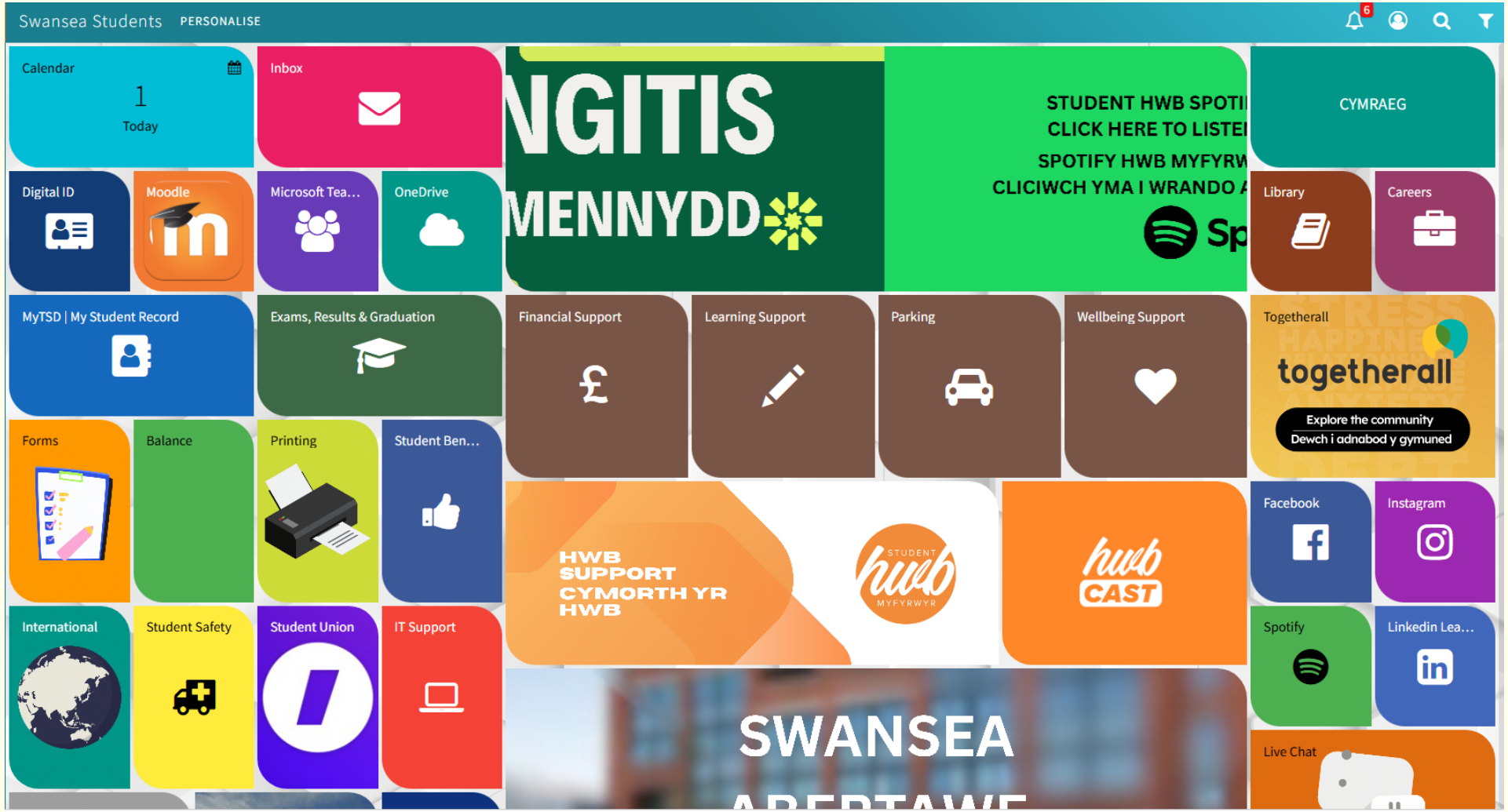
MyCareer



MyCareer



Book an
Appointment



Apps



Outlook

Email, schedule, and set tasks.



Word



Excel



PowerPoint



OneNote



OneDrive



Teams



SharePoint



Clipchamp

[All apps](#) →

Use across Teams, Outlook, and Microsoft 365 Copilot



Bookings



Org Explorer



Places



Power BI



Trello for Teams



Zoom for...



Activity 3: Discovering Resources (45 mins)

- As individuals or small groups, explore the resources available to you
 - If you want to visit the library building at the same time feel free to do so – the physical and virtual systems are integrated
- Know what is available to you and where to find it
 - Even if you don't need it right now, knowing where to find it in the future if you do need it is important

What Does Digital Literacy Mean?

- Finding information effectively
- Organising academic materials
- Evaluating digital content
- Using productivity tools
- Managing digital workloads
- Communicating professionally

Technology Throughout a Psychology Degree

- Literature searching
- Data collection
- Data analysis
- Presentations
- Group collaboration
- Reflective learning
- Portfolio development

Activity 4 (MLA6): Digital Habits (20 mins)

- Critically evaluate the following about yourself:
 - Screen time
 - Multitasking habits
 - Procrastination behaviours
 - Technology-related distractions
- Ultimately you are being asked to reflect upon the following:
 - "Does my technology use support learning or undermine it? If the latter, what can I do to change this?"

Session 3 (2 Hours): Referencing for Psychology Students

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Using our Libraries ▾ **Academic & InfoSkills** ▾ Strategies & Policies ▾

- Introduction
- Finding And Using Information
- Referencing And Plagiarism
- Researchers
- What's So Special About Special Collections?
- Referencing Handbooks**
- RefWorks
- Resources For Research
- Copyright Hub

When it comes to referencing, there is plenty of conflicting or have created the Referencing Handbooks in collaboration with across the University to give you consistent guidance and support.

The handbooks provide you with the basic principles of referencing what additional resources you can make use of for more specific you're using.

There are four recognised referencing styles at UWTSD and the study. To find out which one you should be using, look in your copy by clicking on the button below.

If in doubt, contact your [Academic Liaison Librarian](#).

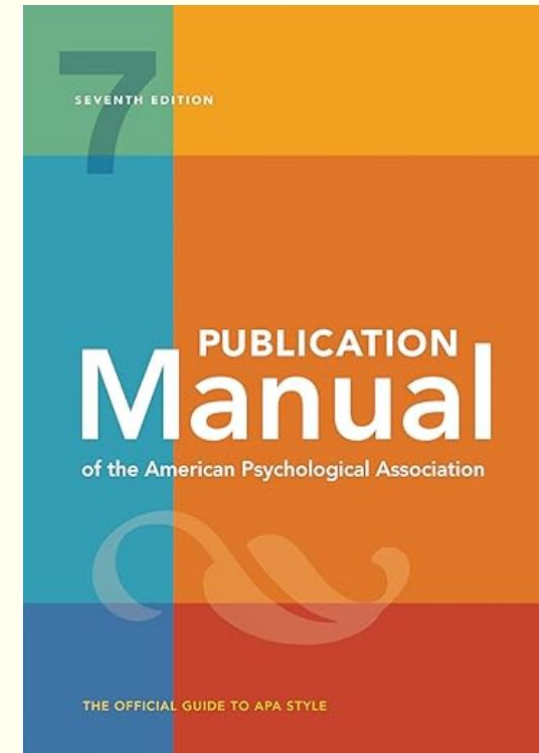
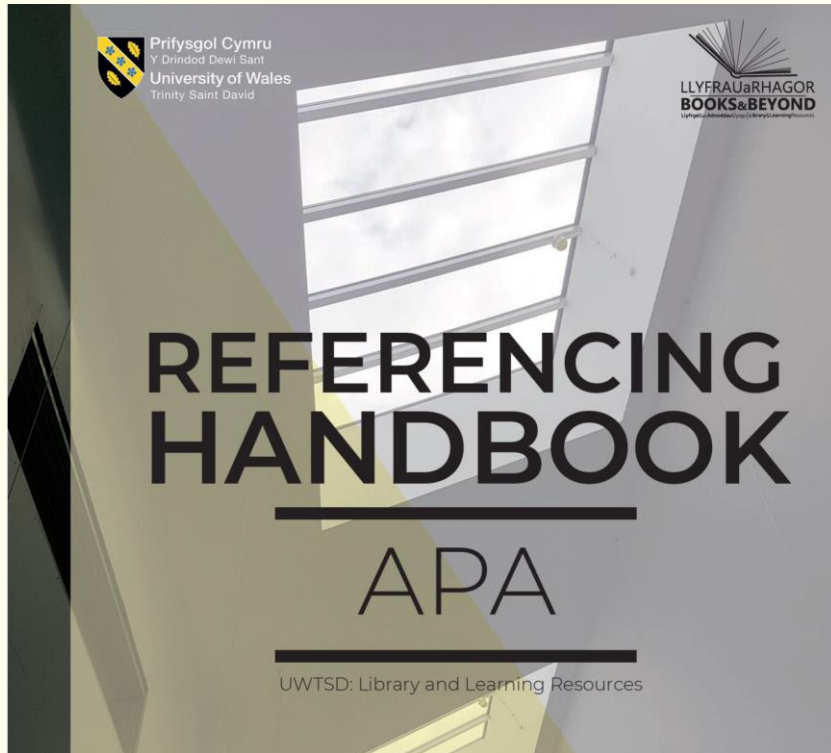
 **APA Referencing Manual (PDF)**

 **IEEE-Referencing Manual (PDF)**

 **Harvard Referencing Handbook (PDF)**

 **MHRA Referencing Handbook (PDF)**

Referencing: Publication Manual of the APA 7th Edition



Activity 5 (MLA7): Create your RefWorks Account (30 mins)

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[Sign in to RefWorks](#) [Create a new RefWorks account](#)

Create a RefWorks Account

To create your account, please enter your UWTSD email address and create a password. (Using your university email address will let RefWorks know that you are entitled to set up a free account.)

[RefWorks Accessibility Guide](#)

Activity 6 (MLA8): The Jumbled Reference List (1 hour)

- Put the reference list on Moodle into an APA style reference list
- Just because you can put it into AI doesn't mean you should!

Week 2 Portfolio Evidence

- Possible portfolio artefacts:
 1. Time audit (Activity 1).
 2. Digital Habits audit (Activity 4).
 3. RefWorks account (Activity 5).
 4. Jumbled Reference List solution (Activity 6).

- The overarching Week 2 question that can continue throughout the entire module is:

"How do I use the tools that are available to me to maximise my learning and achievement, on this course and in other areas of my life, now and into the future?"

"Good psychologists do not simply consume information and communicate it effectively—they must also use technology responsibly, evaluate evidence critically, and understand how psychological knowledge is produced. Technology can support learning, but it cannot replace critical thinking. "