

ECPS3001: Academic and Digital Skills

Assessment 1: Portfolio (100%)

Throughout this module you will complete a task every week that can contribute to the portfolio assessment. There are 10 tasks in total and you must submit **seven** of the 10 tasks as a portfolio of evidence. There are five mandatory tasks that you must submit, and you must choose two more from the remaining five tasks. The mandatory tasks are highlighted in the list below. Your portfolio must be submitted as one single document and uploaded to the relevant Turnitin submission portal. This guidance document contains further and specific information on what is required for each weekly task, ready to be included in your final portfolio for submission.

Task 1: Digital learning environment: Moodle and Teams

Maximum of 300 words outlining:

- Three features within Moodle or Teams that you find useful
- One challenge encountered whilst navigating Moodle / Teams
- How you feel digital tools can support you at university
- One academic or digital skill you wish to improve on throughout this module

Evidence to be included:

1. Digital scavenger hunt document
2. Screenshot of Teams introduction post
3. Screenshot of Turnitin upload confirmation from test submission

Task 2: Searching for academic information

Maximum of 300 words outlining:

1. How did you utilise the library database
 - a. What library resource or database did you choose
 - b. What keywords did you use
2. Identify one academic source that you have chosen to read, indicating:
 - a. The title of the source / article

- b. Author(s)
- c. Year of publication

3. An explanation of why this source appears credible

- a. How do you believe this source differs from information that could be found through a general internet search?
- b. Were there any challenges that you experienced when searching the library database?

Evidence to be included:

- 1. Screenshot of library search results showing keywords and sources generated
- 2. Screenshot of the article chosen

Task 3: Reading, summarising and evaluating information

Maximum of 300 words in total across parts A and B

Part A: Summarising (approximately 200 words)

Summarise one psychology focused article, identifying:

- a. The main topic
- b. The main argument
- c. Key evidence
- d. Conclusions

You must also engage with the CRAAP framework and outline the currency, relevancy, authorship, accuracy, and purpose of the article you have chosen.

Part B: Evaluating (approximately 100 words)

Compare the article you have summarised with the second provided source on a similar topic and consider:

- a. Which source appears to be more reliable?
- b. What are the similarities and differences between the sources?
- c. Which source would you use in your academic work?

Evidence to be included:

1. Annotated copy of Source A showing your highlighting
2. Completed CRAAP framework worksheet
3. Any notes pages used to construct your summary
4. Screenshot of the location of Source B (library website)

Task 4: Referencing fundamentals

Maximum of 200 words explaining why referencing is important and how referencing appropriately supports academic integrity.

Evidence to be included:

1. Referencing exercise provided in class
2. Academic integrity exercise (TBC – one psych source, one popular non-academic source – two in-text citations, one paraphrased section, ref list for both sources)
3. Screenshot of APA referencing guide or resource used

Task 5: Digital literacy and online information

Maximum of 300 words evaluating information in the digital world

Create a one-page infographic outlining the following:

- What source have you selected based on the provided topic this week?
- Would you deem this source to be reliable or unreliable?
- What evidence supports your judgement?
- Are there any examples of misinformation, disinformation, or bias?
- How would you check the accuracy of the information before using it in your academic work?

Evidence to be included:

1. Screenshot of the selected website / article

2. Completed source evaluation checklist
3. Activity sheet from the fake news/misinformation exercise
4. Digital literacy self-audit (JISC-related activity)

Task 6: Presentations and digital communication

Create and deliver a five minute presentation on the topic of Social Learning Theory (covered in Psychology and You).

Your presentation must be created using Microsoft PowerPoint and slides will need to be submitted as part of the evidence for this task. Additionally, you should record yourself delivering the presentation and this can be done using either PowerPoint or Microsoft Teams. The link to your saved recording must be included within your portfolio to be viewed and assessed.

Evidence to be included:

1. Screenshot of presentation slides
2. Teams or PowerPoint recording link

Task 7: Using AI responsibly

Maximum of 400 words

You will be provided with a case study involving the use of AI in university work and are required to respond to this case study. In your response, you should discuss:

- How the student in the scenario has used AI
- Which use(s) of AI were appropriate
- Which use(s) of AI were inappropriate
- What the potential academic integrity concerns are
- How AI could be used more ethically in the situation
- What you would do in a similar situation

Evidence to be included:

1. Completed AI case-study worksheet

2. Any notes made during the ethical dilemma discussions during class time
3. AI use decision-making framework

Task 8: Planning academic writing

Maximum of 400 words

For this task you will be expected to produce a detailed essay plan for the following question:

Discuss two parts of the brain involved in the processing of memory.

Your essay plan should include:

- Essay title / question to be answered
- An outline of information to be included in the introduction
- A section on main arguments
- Supporting evidence and references
- Planned conclusion
- Preliminary reference list in APA style

To accompany your essay plan, you must explain how you selected your sources, why you have organised your essay plan in the way that you have, and which aspect of planning you have found most challenging.

Evidence to be included:

1. Complete essay plan – note that you can choose the most appropriate way to present this and this can take the form of a 'standard' essay planning template, a table of information, a mind map of information, etc.
2. A preliminary reference list in APA style must be included

Task 9: Academic writing and proofreading

Maximum of 400 words

For this task, you should write a **short** academic response to your planned essay question from week 8. In this response, you should:

- Use evidence from at least three sources
- Incorporate in-text citations
- Demonstrate logical paragraph structure
- Apply any proofreading corrections

Following proofreading your response, you should then make any amendments and provide this final edited version with your corrections (this is not included in your word count).

Evidence to be included:

1. First draft of response
2. Proofreading checklist
3. Final edited version with corrections

Task 10: Critical thinking

Maximum of 400 words

For this task, you need to consider the question below and provide a written narrative of no more than 400 words to respond to the question:

How important is critical thinking when evaluating psychological information?

Students are recommended to:

1. Discuss the meaning of critical thinking
2. Consider examples of reliable and unreliable information
3. Consider how we evaluate evidence rather than simply describe it
4. Explain why critical thinking is important in university study and everyday life
5. Reach a supported conclusion

Evidence to include:

No additional evidence for this task.