

UNIVERSITY OF THESSALY

MSc Course “PSYCHOLOGY OF EXERCISE”

INFORMATION ABOUT THE MODULE

1. **TITLE OF MODULE:** Training academic skills
2. **CODE OF MODULE:** -
3. **LECTURERS:** Marina Papastergiou / Zisi Vassiliki / Asterios Patsiaouras
e-mail: mpapas@uth.gr / vzisi@pe.uth.gr / spats@pe.uth.gr
5. **MODE OF TEACHING/CONDUCT:** Seven 2-3 hours meetings
6. **IDENTIFICATION OF MODULE:** Introductory seminars

Key-words:

Presentation skills, Writing skills, Online bibliographic databases, Scholarly search engines, Data analysis, Referencing, Plagiarism

7. AIM OF THE MODULE

This module aims to develop / advance students' academic skills with regard to bibliographic searches, writing and presenting research and analyzing data.

8. LEARNING OUTCOMES

At the end of this module students should be able to:

- create presentations using MS PowerPoint
- to create charts using MS Excel
- search for bibliography online
- efficiently citing and referencing
- skilfully read review papers
- identify and avoid plagiarism
- create, screen and manipulate statistical databases

9. TEACHING METHODS

Seminars

10. TIMETABLE & PLANNING

/	Lecturer	Topic
1	Marina Papastergiou	Creating presentations using MS PowerPoint
2	Marina Papastergiou	Creating charts using MS Excel
3	Marina Papastergiou	Performing online bibliographic searches
4	Vassiliki Zisi	Writing research: Preparing a manuscript
5	Vassiliki Zisi	Writing research: reference citations according to APA6
6	Asterios Patsiaouras	Academic writing – Avoiding plagiarism
7	Nikos Zourbanos	Getting started with SPSS

11. EVALUATION:

- Mini-projects (100%)

12. SUGGESTED HANDBOOKS

- Cox, J., Lambert, J., & Frye, C. (2010). Microsoft Office Professional 2010 Step by Step. Microsoft Corporation.
- Habraken, J. (2010). Microsoft Office 2010 in depth. Que Publishing.

- American Psychological Association (2010). *Mastering APA style: Student's workbook and training guide*. Washington, DC: American Psychological Association.
- American Psychological Association (2010). *Publication manual of the American Psychological Association*, 6th ed. Washington, DC: American Psychological Association.

OUTLINE

Seminar 1

Title	Content	Key-words
Creating presentations using MS PowerPoint	Creating a new presentation. Slide layout and themes. Formatting slide text. Managing slides. Adding animation effects, audio and video.	presentation, multimedia
Readings	<ul style="list-style-type: none"> • Cox, J., Lambert, J., & Frye, C. (2010). <i>Microsoft Office Professional 2010 Step by Step</i>. Microsoft Corporation. • Habraken, J. (2010). <i>Microsoft Office 2010 in depth</i>. Que Publishing. 	

Seminar 2

Title	Content	Key-words
Creating charts using MS Excel	Entering data into a worksheet. Creating a chart (e.g. pie chart, histogram). Formatting a chart.	spreadsheet, chart
Readings	<ul style="list-style-type: none"> • Cox, J., Lambert, J., & Frye, C. (2010). <i>Microsoft Office Professional 2010 Step by Step</i>. Microsoft Corporation. • Habraken, J. (2010). <i>Microsoft Office 2010 in depth</i>. Que Publishing. 	

Seminar 3

Title	Content	Key-words
Performing online bibliographic searches	Utilizing: a) University of Thessaly Library (UTH-Lib) online catalogue (OPAC), b) EBSCO's A-to-Z journal list, c) online bibliographic databases (EBSCOhost, Scopus, Citation Indexes) accessible through UTH-Lib, d) PubMed, e) Google Scholar, and f) Directory of Open Access Journals (DOAJ).	online library catalogues, journal lists, online bibliographic databases, scholarly search engines, open access journals
Readings	<ul style="list-style-type: none"> • EBSCOhost Help: http://web.ebscohost.com/ • SCOPUS Tutorials: http://help.scopus.com/flare/Content/tutorials/sc_menu.html • Web of Science Tutorial: http://scientific.thomson.com/tutorials/wos7/ • PubMed QuickStart Guide: http://www.ncbi.nlm.nih.gov/ • Google Scholar Help: http://scholar.google.com/intl/en/scholar/help.html • DOAJ Frequently Asked Questions: http://www.doaj.org/ 	

Seminar 4

Title	Content	Key-words
Writing research: Preparing a manuscript	Parts of a manuscript. Reducing bias in language. Technical aspects on writing	Writing research, APA 6, manuscript preparation, editing.
Readings	<ul style="list-style-type: none"> • Troyka, L.Q. (2002). <i>Simon & Schuster handbook for writers</i>, 6th ed. Upper Saddle River, NJ: Prentice Hall. pp. 481-498. • American Psychological Association (2010). <i>Mastering APA style: Student's workbook and training guide</i>. Washington, DC: American Psychological Association. 	

Seminar 5

Title		Content	Key-words
Writing research: reference citations according to APA6		Reference citations in text. Reference List	Reference, citation, literature, APA.
Readings	<ul style="list-style-type: none"> American Psychological Association (2010). <i>Publication manual of the American Psychological Association</i>, 6th ed. Washington, DC: American Psychological Association. Houghton, P.M. & Houghton, T.J. (2009). <i>APA: The easy way</i>, 2nd ed. Flint, MI: Baker College. 		

Seminar 6

Title		Content	Key-words
Guidelines for Avoiding Plagiarism		Definition of plagiarism Writing guidelines to prevent plagiarism Educational tips on plagiarism prevention Checking documents for plagiarism using software programs	research paper, review paper, guidelines, plagiarism, avoiding plagiarism
Readings	<ul style="list-style-type: none"> University of Thessaly <i>Ethics Code</i> (2009). http://www.uth.gr/en/static/miscdocs/ethics_code.pdf. http://www.plagiarism.org/plag_article_what_is_plagiarism.html http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml http://www.syros.aegean.gr/users/kgp/plagiarism.html 		

Seminar 7

Title		Content	Key-words
Getting started with SPSS		Creating SPSS data file; Screening Data; Compute and Recode variables	Data entry; data screening; data manipulation
Readings	<ul style="list-style-type: none"> Ntoumanis, N. (2001). <i>A Step-by-Step Guide for SPSS and Exercise Studies</i>. London: Routledge 		