

STIRLING GRADUATE RESEARCH SCHOOL

AUTUMN 2004 SEMINAR PROGRAMME

POST GRADUATE RESEARCH STUDENTS AND POST DOCTORAL RESEARCHERS ARE WELCOME TO ATTEND THESE SESSIONS

Information Services:

Bibliographies , Procite, Powerpoint, Working with Long Documents, and Contribute must be booked through the Computer Information Centre Ext (46) 7250/7270. If you are unable to book these sessions, the Computing Advisory team will be able to offer advice on alternative sessions. Details of these can be found on the Web at <http://www.is.stir.ac.uk/train/InfoSkills.htm>.

Bibliographies

Lisa Haddow; Information Services, Library Liaison & Training

Library - S21, 3pm – 4pm,
20th October 2004

This session serves as a very basic background and introduction, for Postgraduate research students, to the world of bibliographies. The problems of citation and reference will be discussed, and some of the solutions that do not use specialised software.

The session will also examine how specialised software, ProCite in particular, can help to produce references and citations that are consistent with common standards. **Note** the session does not look at how to use ProCite

ProCite 1

Alison Giles, Information Services

Session 1 (first years only)

Library - S21, 2pm – 4pm,
3rd November 2004

Session 2 (open Session)

Library - S21, 9.30am - 11.30am
4th November 2004

Session 3 (non-first years)

Library - S21, 2pm – 4pm,
4th November 2004

ProCite is the recommended IT package for organising your thesis bibliography. This session is Part 1 of two sessions, which builds upon the bibliography session held earlier this semester. It will provide an introduction to using ProCite

ProCite 2

Alison Giles, Information Services

Session 1 (first years only)

Library - S21, 2pm – 4pm,
10th November 2004

Session 2 (open Session)

Library - S21, 9.30am - 11.30am
11th November 2004

Session 3 (non-first years)

Library - S21, 2pm – 4pm,
11th November 2004

This session builds upon the introductory session held earlier in the semester and will allow you to develop your bibliography IT skills.

Powerpoint

Alison Giles, Information Services

Session 1 – (open session)

Library - S21, 9.30am – 11.30am

18th November 2004

Session 2 – (open session)

Library - S21, 2pm – 4pm

18th November 2004

The aim of the Course is to provide an introduction to the main features of PowerPoint by enabling participants to identify the skills needed to create simple and effective presentations.

By the end of the course participants will have opened and created a presentation, created new slides within a presentation, viewed the presentation using Slide View, Slide Sorter, Outline View and Notes Page View, used the slide master to bring a consistent look, formatted titles and main text on a slide, inserted images into a presentation, applied a variety of presentation designs, applied a colour scheme, set slide transitions, animated the slides, run the presentation as a slide-show

Working with Long Documents 1

Alison Giles, Information Services

Session 1 – (first years only)

Library - S21, 2pm – 4pm

24th November 2004

Session 2 – (open session)

Library - S21, 9.30am – 11.30am

25th November 2004

Session 3 – (Non First Years)

Library - S21, 2pm – 4pm

25th November 2004

This session is one of two which will allow you to build upon existing skills and develop new skills in manipulating your thesis. You should be familiar with PCs and MS Windows 95, 98

Working with Long Documents 2

Alison Giles, Information Services

Session 1 – (first years only)

Library - S21, 2pm – 4pm

1st December 2004

Session 2 – (open session)

Library - S21, 9.30am – 11.30am

2nd December 2004

Session 3 – (non first years)

Library - S21, 2pm – 4pm

2nd December 2004

Part two in developing skills in manipulating your thesis.

Contribute

Alison Giles, Information Services

Session 1 – (open session)

Library - S21, 9.30am – 11.30am

9th December 2004

Session 2 – (open session)

Library - S21, 2pm – 4pm

9th December 2004

The Aim of this course is to introduce participants to the main features of Contribute and enable participants to edit existing web pages and create new ones.

By the end of the course participants will have been introduced to the basic features of Macromedia Contribute, seen how to access an existing web site using a Contribute "Key", modified and uploaded an existing web page, created new web pages based on a template or existing page, uploaded new web pages, used a variety of formatting options: Headings, Tables, bulleted and numbered lists, inserted an image, inserted Hyperlinks to navigate between web pages, created and used named anchors

Training & Development Unit

These sessions must be booked through the Training and development Unit Ext (46) 7026 or email: staff.development@stir.ac.uk or apply on-line at <http://www.personnel.stir.ac.uk>. Please note that Teaching Assistants will be given priority over Postgraduates for places in these sessions.

An Introduction to Teaching and Learning

Ginnie Willis: Staff Development Unit

This programme of educational development events is specifically designed for teaching assistants and part-time tutors new to higher education. Each session is self-contained but participants are encouraged to register for as many as possible for greatest benefit

- **E-Learning and the use of WebCT**
Library, S21, 2pm – 5pm
22nd September 2004
17th November 2004
- **Understanding Student Learning**
Cottrell 4Z9, 2pm – 5pm
29th September 2004
17th November 2004
- **Running Tutorials & Seminars**
Cottrell 4Z9, 2pm – 5pm
6th October 2004
1st December 2004
- **Lecturing & Presenting**
Cottrell 4Z9, 2pm – 5pm
13th October 2004
8th December 2004
- **Fieldwork, Labs & Practicals**
Cottrell 4Z9, 2pm – 5pm
21st October 2004
- **Practical Marking and Assessment**
Cottrell 4Z9, 2pm – 5pm
26th October 2004
13th December 2004
- **Working with International Students**
Cottrell 4Z9, 2pm – 5pm
3rd November 2004
- **Students with Additional Needs**
Cottrell 4Z9, 2pm – 5pm
10th November 2004
16th December 2004

SGRS Seminars

These sessions must be booked through the Stirling Graduate Research School on (46) 7041 or by sending an e-mail to graduate-research@stir.ac.uk.

'Project Management'

Peter Flett, Management & Organisation

Location & Time TBA

Date TBA

Project management is essential both to the individual worker planning his own work and the multinational company developing new production facilities for the next century. The first stage is to examine the possible projects, estimating their costs, benefits and risks. The best options are then analysed in more detail: their costs, time schedules and resource implications are all assessed. Alternative project plans are considered and the best plan is implemented. Throughout the project the manager must keep control of the schedule, cost and technical quality to ensure successful completion on time and to budget.

'Contributing to Knowledge'

Sheila Dow, Economics

Cottrell 2A13, 2pm – 4pm

29th September 2004

A discussion of what we mean by knowledge, and contributions to knowledge, as well as the different ways (methodologies) of making such a contribution.

'Critical Thinking'

Duncan Pritchard, Philosophy

Cottrell 2A13, 2pm – 4pm

6th October 2004

A thought provoking session designed to challenge established perceptions and encourage reflection, to enhance your judgement of the credibility of sources, and help you to identify conclusions, reasons and assumptions.

'Working with your Supervisor'

Ian Simpson, School of Biological & Environmental Sciences

Cottrell 2A13, 2pm – 4pm

13th October 2004

Admire them or despair at them, every PhD student has a supervisor who's trying to help you along the path to your doctorate. How do you the student get the right information from them? Should you brow beat the poor overworked supervisor into a pulp to extract guidance or sit patiently by their door for the wisdom to ooze from underneath? This seminar tries to open the old can of worms about student-supervisor relationships in an attempt to identify some short cuts for the new and even more experienced supervisor.

This session will help you to manage your supervisor for success; highlight difficulties that you may experience; to identify methods of best practice and includes an introduction to the supervisors view on best management practices; who has responsibility for what; examine the relationship between student and supervisor; identify short cuts.

'Research Ethics'

Professor Sandra Marshall, Deputy Principal
Cottrell 2A17, 2pm – 4pm
14th October 2004

An introduction to ethics. A general discussion of the issues surrounding the ethical conduct of research, to include plagiarism. What is knowledge, what is an explanation? An overview of some important trends in philosophy of science is given, including the distinction between facts and values.

'Statistics'

Kate Howie, Computing Science & Mathematics

The ten sessions are aimed at all postgraduate students, although mainly covering quantitative research methods. The sessions build from basic exploratory analysis to fairly complex multivariate methods. Students should be able to appropriately present, analyse and interpret data from different types of study by the end of the series of lectures and practicals.

Each session provides a one-hour discussion of aspects of both the theory and practice of statistical techniques followed by a one-hour practical session allowing students to apply the techniques to some data. Data sets are provided but students should feel free to use data sets from their own studies. Students can use either Minitab or SPSS for the practical sessions. Students usually attend all sessions but may wish to attend only those necessary to extend their previous experience.

All sessions take place in Cottrell, Lecture Theatre LTA1, 4pm – 5pm, and Computer Lab C1A13, 5pm – 6pm

Session	Date	Subject	
1	13/10/04	Exploring Data Analysis I	Part 1 of a two-part workshop. This session on Exploring Data Analysis will examine graphical summaries
2	20/10/04	Exploring Data Analysis II	Part II builds upon the earlier session and focuses on numerical summaries
3	27/10/04	Hypothesis Tests and Confidence Intervals	This session will address concepts, assumptions and interpretation
4	03/11/04	Analysing Differences I	Part 1 of a two-part session. Analysing Differences I examines one and two sample cases.
5	10/11/04	Analysing Differences II	Part II will examine more than two samples
6	17/11/04	Analysing Relationships I	Part 1 of a two-part session dealing with the relationship between continuous variables
7	24/11/04	Analysing Relationships II	Part II of Analysing Relationships between categorical variables
8	01/12/04	Complex Analytical Techniques I	Part I of a two-part session examining the complex ANOVA
9	08/12/04	Complex Analytical Techniques II	Part II of Complex Analytical Techniques. This session will examine multiple linear regression
10	15/12/04	Multivariate Techniques	This session will deal with concepts and applications of some Multivariate techniques.

'Qualitative Research'

Alison Worth, Nursing & Midwifery

Cottrell 2A17, 2pm – 4pm
27th October 2004

A broad introduction to qualitative methods (interviews, observation, focus groups etc), and including an overview of qualitative theories i.e. ethnography, phenomenology.

'Time Management'

Professor John Field, Deputy Principal, (Research) & Director of SGRS

Cottrell 2A17, 10am – 12 noon
3rd November 2004

Professor Field will lead an introductory session in which participants will explore factors which may contribute to difficulties in meeting goals or achieving deadlines on time, and suggest methods which may help people organise their time more effectively.

The session is aimed at research students or junior research staff at any stage in their career, who have not previously attended a session on this topic.

'Starting a Business'

Alasdair Gammack, SURE

Cottrell 2B121, 2pm – 4pm
8th December 2004

If you have even an inkling of a business idea, SURE (Stirling University Research & Enterprise), can help you work out what you want from your business and consider various methods of attracting investment. This session offers advice on how to formulate your product, identify your market and observe the strengths and weaknesses of your competition.

Coming in Spring 2005...

From **Information Services** - further sessions of 'Procite' and 'Working with Long Documents'

From **Training & Development Unit** –Sessions in the 'Introduction to Learning & Teaching' Series will be repeated.

From **SGRS**

'Surviving the Viva'

Angus Erskine, Applied Social Science

The PhD viva is surrounded by mystique, but this shouldn't affect your preparation or your performance. This session will, using both the experiences of supervisor & students alike, provide you with information that clarifies the viva process. You will be able to identify what questions and strategies that you should discuss in further depth with your supervisor. This seminar will:

- remove the mystique surrounding the viva process;
- define what the viva involves;
- help you structure and prepare for your viva.

'Career Planning'

June Kay, Careers Advisory Service

(1) Knowing yourself and your options

This session examines what you have to offer employers and what you want from a job. It looks at what you have gained from events in life so far, and what you have gained specifically from doing research - in terms of skills, knowledge and achievements.

Self-awareness exercises also look at your values, interests and temperament and how these could impact on your career choice. The session will also cover ideas for career development, job hunting strategies and sources of information.

(2) Marketing yourself on paper and at interviews

This session will cover:

- good application technique
- what should go in to a CV and different styles of CV
- completing application forms.
- preparation for interviews, including how to deal with difficult questions
- good interview technique.

The session will also give the opportunity for individual interview practice.

'Applying for Research Funding'

Jen Shearer /Claire Maclean: Planning & Research Office

This session will introduce students to the business of acquiring external funding to support research activity. Guidance will be provided on identifying appropriate sources of funding (using the SPIN database); tips on drafting proposals and submitting applications; and discussion of associated issues such as costing and pricing, intellectual property and the relationship between funding body and researcher. A case study will be included.

'Planning the Final Stages of your Doctorate'

Prof Donald Davidson; School of Biological & Environmental Sciences

This seminar will suggest strategies to help students work out a timescale for the end of their PhD and alert them to some of the common problems. It will include real life examples of good practice as well as what not to do, Questions will be taken at the end of the session.

'Statistics'

Sessions will be repeated

'Making your Research Pay'

Alasdair Gammack, SURE

This session will introduce the basic steps required to begin the process of commercialisation. Some of the issues covered will include: -

- It's my idea and therefore I'm entitled to the profit.
- Is there a market for this research/product/service?
- Who owns the IP (Intellectual Property)?
- To patent or not to patent?
- In what way(s) can the University help me?
- Banks – who needs them?
- I'm a scientist – not a businessperson!
- What is a business plan anyway?
- This product will market itself!
- The importance of the right team!

Join members of the University's commercialisation arm, SURE, to find out the answers to these questions, explore these statements and take your first steps towards making your research pay!

Plus others to be announced – see web for details

http://www.research.stir.ac.uk/sgrs/sgrs_seminar.htm