h e g

**Haute école de gestion
Genève**

Descriptif de module 66-61

Domaine : Economie & Services
Filière : Informatique de gestion

1. Intitulé de module	Outils méthodologiques	2022-2023

Code :
66-61

Type de formation :
☒ Bachelor ☐ Master ☐ MAS ☐ DAS ☐ CAS ☐ Autres :

Niveau :
☐ Module de base
☐ Module d'approfondissement
☒ Module avancé
☐ Module spécialisé
☐ Autres :

Caractéristique :
☒ Module dont l'échec peut entrainer
l'exclusion définitive de la filière selon l'art.15, al.1
des directives cadres "statut des étudiants-e-s"

Type :
☒ Module principal
☐ Module lié au module principal
☐ Module facultatif ou complémentaire
☐ Autres :

Organisation temporelle :
☒ Module sur 1 semestre
☐ Module sur 2 semestres
☐ Semestre d'automne
☒ Semestre de printemps
☐ Autres :

2. Organisation

Crédits ECTS
3

Langue principale d'enseignement :
☒ Français
☐ Allemand
☐ Autres :

☐ Italien
☒ Anglais

3. Prérequis
☐ Avoir validé le module
☐ Avoir suivi le module
☐ Pas de prérequis
☒ Autres : avoir acquis 120 ECTS

4. Compétences visées / Objectifs généraux d'apprentissage

The objective of this course is to provide the students with skills and familiarize them with important academic concepts, such as:

- Introducing the concept of the scientific method.
- Familiarization with and training on formal, academic writing, in terms of structure, rigor, and ethos, discussing best practices.
- Emphasis on referencing the works of others, both methodologically and practically.
- Elaborate on plagiarism and discuss best and questionable practices.
- Familiarization with and training on efficiently communicating research work.
- Elaborate on the significance of formal writing for both academia and industry.
- Practical training on providing and receiving constructive feedback, over a volume of work.

The overarching goal is to provide the students with the necessary tools that will facilitate them to design, execute, write a report about, and defend a volume of work in a formal setting. The immediate use of this would be in their Bachelor work, but the aim is that these skills will accompany them in their future career.

5. Objectifs détaillés des enseignements

- Introduction to the scientific method.
- Introduction to academic writing.
- Elaboration and training regarding the concepts: Literature review, collection of relevant literature, referencing, plagiarism.
- Training on reference management software (Zotero). Practical use of the tool and the critical mind needed behind the tool.
- Review of academic works. Constructive feedback. Feedback integration. Defending an argument within the scope of academic ethos.
- The significance of formal writing for the academia and for the industry. Commonalities, differences, and relevant transferable skills.
- Efficient communication of a research work. Presenting to an audience, defending a thesis. Practical training on presentation preparation, supplementary material, attentiveness of a Q&A session.

6. Plan et chapitres des cours

1) Introduction to the scientific method.
2) Introduction to academic writing.
3) Introducing: Literature review, collection of relevant literature, referencing, plagiarism.
4) Workshop on reference management software (Zotero) and methodological background.
5) Practical work on writing a literature review.
6) Giving constructive feedback. Criticism within the academic ethos.
7) Practical work on reviewing the work of others (constructive feedback).
8) The significance of formal writing for the academia and for the industry. A case study
9) Efficient communication of research work. Presenting to an audience, defending a thesis
10) Practical work on presenting to an audience and defending a thesis.

7. Forme et méthodes pédagogiques

The course will be given for two hours a week, throughout the spring semester.

The sessions will contain: theoretical presentations, interactive workshops where groups of students discuss in the class the progress on their practical assignments by providing and receiving feedback, practical workshops and invited talks by relevant experts.

8. Modalités d'évaluation et de validation

Acquis : A-E
Remédiation : Fx
Répétition : F

L'évaluation du module se fera en principe de la manière suivante :

Contrôle continu : 100% One practical work on academic writing. One practical work on reviewing an academic work. One practical work on orally presenting an academic work to an audience.	**Examen : No exam**