THURSDAY, 31 AUGUST 2017

TALKS

Introduction  Professor Philip Larkin
Student Support  Marie O’Flanagan
Writing Centre  Dr Zeljka Doljanin
Library  Diarmuid Stokes
Blackboard  Orla Daly
Former Student  Ciara Kirwan
Former Student  Rory Wilkinson
Welcome to UCD School of Nursing, Midwifery and Health Systems

Prof Philip Larkin
Associate Dean for Taught Graduate Studies
Who are we?

...to prepare nurses, midwives and other professionals to promote and protect health, wellbeing and dignity across the lifespan through skilled, ethical and careful practice based on best evidence and prudent judgement, and to develop and disseminate disciplinary knowledge through research and scholarship.
What today is about

- Introduction to UCD and its support systems
- Meeting the people who matter
- How we can help you succeed in your studies
- Some specific aspects of study expectations - check your schedule.
- Contact with your programme director, where possible!
- Meeting each other- you are not alone!
Graduate studies – why?
Why graduate studies are important

- You have the unique capacity to shape patient and family experience
- You have the right and responsibility to determine the construct of care
- Graduate study frames that

Diagram:

- Critical thinking
- Judgement
- Wisdom
Degrees Explained

Taught Degrees
The majority of Graduate Taught Programmes such as Graduate Certificates, Graduate Diplomas or taught MSc programmes will consist of taught modules often with the addition of a large thesis or dissertation for Master Level programmes.
Taught graduate programmes have associated levels assigned to them in accordance with the NFQ (National Framework of Qualifications). For further information please see www.nfq.ie.

Professional Certificate
Level 7 8 9 (5 - 15 Credits)
The Professional Certificate can be a Level 7, 8 or 9 Special Award. Programme Award credits can vary, please check programmes specific information.

Professional Diploma
Level 7 8 9 (20 -30 Credits)
The Professional Diploma can be a Level 7, 8 or 9 Special Award. Programme Award credits can vary, please check programmes specific information.

Graduate Certificate
Level 9 (30-40 Credits)
The Graduate Certificate is normally awarded following completion of a programme of 1 semester or 1 year duration, depending on the number of credits. Please note that entry requirements can vary.

Graduate Diploma
Level 9 (40-60 Credits)
The Graduate Diploma is normally awarded following completion of a programme of 1 year duration. Progression and transfer routes include exemptions from a programme leading to a Masters Degree or in certain instances it can be offered as a completely separate programme.

Masters
Level 9 (90-120 Credits)
The taught Masters Degree is awarded following completion of a programme of 1 to 2 years duration. Some of the progression and transfer routes include progression to Doctoral degrees.
Study at Level 9

+ A learning curve...a little at a time
+ Reading for your qualification
+ Referencing guidelines
+ The ‘P’ word....
+ If in doubt, ask!

PLAGIARISM
Avoid it at all costs!
Blended Learning

- Flexible mode of learning
- Use of technologies for high quality teaching
- Excellent support
- Adult learning approach – need to engage regularly
- Get to know your laptop
Planning your work

- Plan the year ahead including the downtime
- Deadlines are a boundary for your benefit
- What are your strengths and weaknesses in learning?
- Review feedback on your work
Feedback on course work

Critical thinking

Judgement

Wisdom

<table>
<thead>
<tr>
<th>UCD School of Nursing, Midwifery &amp; Health Systems</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Assignment Submission and Grading Scheme</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Module Title:</th>
<th>Module Code:</th>
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<tr>
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<table>
<thead>
<tr>
<th>Module Coordinator:</th>
<th>Student Name:</th>
<th>Student Number:</th>
</tr>
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</table>

**DECLARATION OF AUTHORSHIP** (to be signed by student)

I declare that all the material in this assessment is my own work except where there is clear acknowledgement and appropriate reference to the work of others.

Signed: ___________________________ Date: / / 

Unless otherwise indicated by your lecturer, the School’s procedures for the submission of assignments are as follows:

- Submit two copies via Graduate Assignment Box (outside office B1.06)
- Submit one copy via Safe Assignment in Blackboard
- Student should retain a copy of their own work

Please Note:

- There are penalties for late submission of assignments
- Ensure you have read the University’s Policy on Plagiarism and Academic Integrity
- For further information: [http://www.ucd.ie/registrar/academicconsequences/policy.html](http://www.ucd.ie/registrar/academicconsequences/policy.html)

Knowledge, understanding and application

Analysis, synthesis, critique and evaluation

Signed: ___________________________ Date: / / 

©UCD School of Nursing, Midwifery & Health Systems
<table>
<thead>
<tr>
<th>Grade</th>
<th>Mark</th>
<th>Knowledge, understanding and application</th>
<th>Analysis, synthesis, evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>94.44 - 100</td>
<td>Excellent: A comprehensive, highly structured, focused and concise response to the assessment task, consistently demonstrating knowledge of the subject matter</td>
<td>A deep and systematic engagement with the assessment task, with consistent and impressive demonstration of a comprehensive mastery of the subject matter, reflecting:</td>
</tr>
<tr>
<td>A</td>
<td>72.22 - 74.43</td>
<td>An extensive and detailed knowledge of the subject matter, demonstrating a high level of understanding of the task set</td>
<td>A deep and broad knowledge and critical insight as well as extensive reading</td>
</tr>
<tr>
<td>A-</td>
<td>70 - 72.21</td>
<td>A highly developed ability to apply this knowledge to the task set</td>
<td>Evidence of extensive reading which demonstrates a critical and comprehensive appreciation of the relevant literature or theoretical, technical or professional framework</td>
</tr>
<tr>
<td>B+</td>
<td>85.56 - 89.99</td>
<td>Excellent presentation with minimal or no presentation errors (spelling, grammar, structural and visual)</td>
<td>An exceptional ability to organise, analyse and present arguments fluently and lucidly with a high level of critical analysis supported by evidence, citation or quotation</td>
</tr>
<tr>
<td>B</td>
<td>69.44 - 89.99</td>
<td>Very Good: A thorough and well-organised response to the assessment task, demonstrating breadth and depth of understanding of the subject matter, considering knowledge of the task set</td>
<td>A high-level capacity for original, creative and logical thinking</td>
</tr>
<tr>
<td>B-</td>
<td>63.33 - 69.99</td>
<td>Considerable knowledge of the subject matter, demonstrating the ability to apply knowledge appropriately to the task set</td>
<td>Evidence of substantial reading which demonstrates a well-developed capacity to analyse issues, present material, present arguments clearly and cogently well supported by evidence, citation or quotation</td>
</tr>
<tr>
<td>C+</td>
<td>71.11 - 73.33</td>
<td>Good: An adequate and competent response to the assessment task, demonstrating good presentation with some presentation errors (spelling, grammar, structural and visual)</td>
<td>Some originality and capacity for creative and logical thinking</td>
</tr>
<tr>
<td>C</td>
<td>58.89 - 71.11</td>
<td>Adequate understanding of the subject matter, demonstration of knowledge of the task set</td>
<td>Evidence of substantial reading which demonstrates a well-developed capacity to analyse issues, present material, present arguments clearly and cogently well supported by evidence, citation or quotation</td>
</tr>
<tr>
<td>C-</td>
<td>55.56 - 58.88</td>
<td>Adequate but incomplete knowledge of the subject matter, or the appearance of several minor errors</td>
<td>Evidence of substantial reading which demonstrates a well-developed capacity to analyse issues, present material, present arguments clearly and cogently well supported by evidence, citation or quotation</td>
</tr>
<tr>
<td>D+</td>
<td>54.44 - 56.86</td>
<td>Satisfactory: An acceptable response to the assessment task with some errors</td>
<td>Some awareness of critical awareness and analytical qualities</td>
</tr>
<tr>
<td>D</td>
<td>52.22 - 54.43</td>
<td>Satisfactory presentation with an acceptable level of presentation errors (spelling, grammar, structural and visual)</td>
<td>Some awareness of critical awareness and analytical qualities</td>
</tr>
</tbody>
</table>

Please identify the above criteria in relation to the student's overall performance on written, visual and verbal elements of the assessment.

Please ensure that each section in the student feedback sheet is completed using the above descriptors to assist you.

Programmes in various forms of display in the University and students are requested to read the Student Guide in the Student Guide and Diary which outlines how the University will respond. Every time you submit a piece of work, you will be assessed work as a form. If the work is not submitted, and the work is not submitted, it is not assessed. Submission is an essential element and it is important that you understand this.
Keeping in contact...

Issues of registration - your student number

Access to your programme director/administrator

How we access you... xxx@ucdconnect.ie

Multiple layers of communication needed
When it all seems to be going wrong!

- Please let us know as early as possible
- Student support services
- If things change....
- When life intervenes....
- When I need the world to stop....
Success and achievement!
Welcome to your graduate studies programme
TAUGHT GRADUATE ORIENTATION
THURSDAY, 31 AUGUST 2017

TAUGHT GRADUATE TEAM
HOW WE SUPPORT YOU

Speaker
Marie O’Flanagan
Graduate Relations Manager

Back to contents  Skip to next presentation
• Taught Graduate Admin Team contacts
• Your questions answered
• UCD systems – UCD Connect, SISWeb and BlackBoard
• Registration and Fees
• UCARD
• Parking permits
• IT Services
• Regulations and policies
• Registration and fees queries
• Extenuating Circumstances, Leave of Absence, etc
• Contact us by email or phone or call to see us in B105

### Programme Administrators

<table>
<thead>
<tr>
<th>Name</th>
<th>Office</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anne Waters</td>
<td>B1.05</td>
<td>01 716 6491</td>
<td>An nef. <a href="mailto:waters@ucd.ie">waters@ucd.ie</a></td>
</tr>
<tr>
<td>Asmahan McCambridge</td>
<td>B1.05</td>
<td>01 716 6490</td>
<td><a href="mailto:Asmahan.mccambridge@ucd.ie">Asmahan.mccambridge@ucd.ie</a></td>
</tr>
<tr>
<td>Bernadette Manley</td>
<td>B2.13</td>
<td>01 716 6499</td>
<td><a href="mailto:Bernadette.manley@ucd.ie">Bernadette.manley@ucd.ie</a></td>
</tr>
<tr>
<td>Lucia Suchorova</td>
<td>B1.05</td>
<td>01 716 6448</td>
<td><a href="mailto:Lucia.suchorova@ucd.ie">Lucia.suchorova@ucd.ie</a></td>
</tr>
<tr>
<td>Nicola Berry</td>
<td>B1.05</td>
<td>01 716 6409</td>
<td><a href="mailto:Nicola.berry@ucd.ie">Nicola.berry@ucd.ie</a></td>
</tr>
</tbody>
</table>

### Graduate Relations Manager

<table>
<thead>
<tr>
<th>Name</th>
<th>Office</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marie O’Flanagan</td>
<td>B1.03</td>
<td>01 716 6432</td>
<td><a href="mailto:Marie.oflanagan@ucd.ie">Marie.oflanagan@ucd.ie</a></td>
</tr>
</tbody>
</table>
• Is parking available for part time students/can I get a parking permit? Yes, you can apply for a permit online [http://ucdestates.ie/commuting/](http://ucdestates.ie/commuting/)
• Is it possible to use the library in another institution? i.e. NUIG? Check the library website for more information [http://www.ucd.ie/library/use/visitlibs/](http://www.ucd.ie/library/use/visitlibs/)
• Where do I pick up my student card? UCARD Central Hub – covered later in this presentation
• How can I set up UCD SISWeb Mail? Covered later.  
• How do I find out what my student number is? You should have received an email from UCD Registry. If not please contact your Programme Administrator.
• Will I bring all hard copies of submitted documents to the registration office? Not unless you have been asked to do so.

• How will modules be assessed? This will be covered by your Programme Director/Module Coordinator.

• How do I choose a topic for research? Covered during the Masters Talk at 11.40am.

• When will we receive details of exams and assignments, timetable for the year, placement information? Info about assignments and timetables will be given to you by your Programme Director/Module Coordinator.
• What's involved with blackboard? How to access and use BlackBoard covered at 10.20am talk.

• At what stage of the prescribing module does the medical consultant become involved and for how long? Your Module Coordinator will cover that.

• When do fees need to be paid by? Are they broken up into semesters? Covered later in this presentation.

• Has the deposit been submitted by my NMPDU/course fee is being paid by the HSE? How will I know it has gone through? Covered later in this presentation.
Congratulations on achieving your place at University College Dublin
Access to Registration, Fees, Assessment, Parking, UCARD information
Enter your student number (Username) and the password you created when you made your application online.
When you click on this you will be confirming your registration to UCD.
Registration, Fees & Assessment

- UView - Your Student Record
  View your full academic record

- Programme Fees & Payments
  View your programme fees and make a payment using a credit/debit card

- Enter Registration Process
  Click to enter the UCD Online Registration System

- My Official Documents
  Online access to certificates of attendance, transcripts and others or purchase official printed copies

- My Examination Results
  View your examination results

- Past Examination Question Papers
  View the past examination question papers for your modules

- My Exam Supports
  Shows any examination supports which you receive

- My Indicative In-Semester Grades
  Lists marks/grades for assessment components that have been published during the semester by the module coordinator

- My Temporary Exam Support Application
  Submit details to Access and Lifelong Learning for Temporary Exam Support application
Programme Services

Listed below are services delivered by your Programme Office, your Student Adviser or the schools related to your programme.

- **Applications for Extenuating Circumstances**
  - view the status of previously submitted applications

- **UCD Surveys & Feedback**
  - Access any surveys to which you have been invited to respond

- **Erasmus Exchange Form**
  - Online form for completing Erasmus Exchange Information

- **Tasks to be Completed**
  - Items that require your attention

- **Welfare & Assistance**
  - Funds available to assist students in financial difficulty and how to apply for them

- **My Leave of Absence and Withdrawal Requests**
  - View and Manage (or Create) Leave of Absence or Withdrawal Requests

- **My Research Ethics Submissions**
  - Make a submission to the UCD Research Ethics Committees where ethical approval is required for your research project. Supported by the UCD Office of Research Ethics.

- **Teaching and Learning Awards - My Nominees**
  - Nominate people for Teaching and Learning Awards and view people I have nominated
Make sure you have the following to hand:

- UCD ID number (on your UCARD)
- UCD Parking PIN
- Mobile phone
- Car registration number
- Credit/debit card
• Registration is now open for Taught Graduate students
• There are two stages to your registration
• Stage 1: where you enter your personal information and upload your photo for your UCARD now
• Stage 2: Module registration where you register to the modules for your programme
Congratulations on achieving your place at University College Dublin
REGISTRATION AND FEES

1. Go to UCD Connect

Go to www.ucd.ie/connect and click on the SISWEB icon.

Watch the video
Enter your student number (Username) and the password you created when you made your application online.
REGISTRATION AND FEES

When you enter the registration system for the first time, you will be required to agree to the Terms & Conditions of the University. This is the start of becoming a registered student so make sure you read them carefully.
REGISTRATION AND FEES

More information: www.ucd.ie/students/registration

4

Enter the registration process to confirm your registration.

On this page, click on the **ENTER REGISTRATION PROCESS** button.

This will confirm registration to your programme for 2017/18.

Watch the video
You are now in the **Welcome to UCD page** where you will see a brief explanation of what you need to do to complete your registration.

Click on the **CONTINUE** button to begin Step 1 of your registration.
REGISTRATION AND FEES

More information: www.ucd.ie/students/registration
REGISTRATION AND FEES

Upload your Photo

On the UCD ID Photo page click on Upload your Photo.

Click Browse to find your photo on your PC and then click Upload.

Preview the photo and if you are happy click Accept to upload it.

You need to upload a photo before your UCD Student Card (UCARD) can be printed.

It must be a jpg file, 50KB or less. If you need to resize your photo go to www.webresizer.com/resizer

If you need help uploading your photo, contact ucard@ucd.ie

! You must show your Passport or Birth Certificate with photo ID before you can collect your UCARD.
REGISTRATION AND FEES

PAY YOUR FEES

The Fees page shows your fee status and the details of the fees that you are being charged.

To pay online, go to the Fee Payment section. If you click on ‘How much do I need to pay now?’ you will see how much you need to pay per semester as well as the dates by when your fees are due. Enter the amount you need to pay in the box provided.

Complete the rest of the form and click Online Payment at the bottom of the screen.

❗ In order to be a fully registered student you need to pay your fees.
• Being sponsored by the HSE or NMPDU?
• Make sure that your funding manager has sent your details to the UCD Fee Payments team 
http://www.ucd.ie/students/fees/howtopay.html
• If you are being funded by your employer make sure you submit a fee statement to your employer
• If your fees balance has not changed by the first fees deadline of 10 September, talk to your funding body
• You can print your fees balance by logging into your SISWeb account
• If you are concerned talk to us
<table>
<thead>
<tr>
<th>Programmes of one semester’s duration</th>
<th>Programme fee</th>
<th>Full amount Sunday, 10th September 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Students on programmes of 2 semesters</td>
<td>Programme fee</td>
<td>First instalment Sunday, 10th September 2017 Remaining balance due Wednesday, 31st January 2018</td>
</tr>
<tr>
<td>Graduate Students on programmes of 3 semesters e.g. research, taught masters etc.</td>
<td>Programme fee</td>
<td>First instalment Sunday, 10th September 2017 Second instalment Wednesday, 31st January 2018 Third instalment Saturday, 19th May 2018</td>
</tr>
</tbody>
</table>
If your fee status is non-EU but should be EU you need to submit the following:

- P21 tax certificates and/or Social Welfare documentation for a minimum of three of the five years prior to entry or other proof of residence

**Non-EU citizens:**
- work or residence visa for three of the five years prior to commencement
- **GNIB** card with appropriate stamp (excluding Stamp 2 and 3)

**EU citizens:**
- a copy of your current EU passport
REGISTRATION AND FEES

• Submit the documentation to the **Student Desk** in the Tierney Building or submit them electronically to **student.records@ucd.ie**.
• Or post your documents to Student Records – UCD Registry, Belfield, Dublin 4
• They will let you know if the documentation you have provided is adequate or if further documents are required
• Once received, your documentation will be reviewed to see if you meet the requirements
• You will be notified of the decision regarding your application within 10 days of your **complete** application being received
Stage 2: module registration - UCD Registry will email you with a start time

- If you are pre-registered you don’t have to do anything further
- If you are not registered, you need to select your modules and click continue
- If you have any problem with your registration please talk to the Programme Administrator
You may find that you are already registered to your Core Modules (Pre-selected will appear beside them).
If you click on View Calendar on the right-hand side of the screen, you will see all Core and Option lecture times and any associated lab/tutorial times that you have selected.
REGISTRATION AND FEES

For example:
A Full-time Graduate Diploma student should be registered to 60 credits.
• Identification for exams
• Library, printing, payment in shops and cafes
• UCD Sport & Fitness centre
• Student discounts
• Collect your card from the UCARD Bureau/Central Hub
• Make sure you upload your photo beforehand
Visit www.ucd.ie/ucard
YOU ARE HERE

UCARD

UCARD BUREAU NORMALLY IN JK AREA IN THE NEWMAN BUILDING FROM 2PM ON 1 SEPT MOVING TO CENTRAL HUB BUILDING 71 UNITL 11 SEPT
From Monday, 11 Sept parking charges apply
All students can apply for a parking permit
Apply for a permit online at ucedestates.ie/commuting
€50 for academic year or €25 per semester
**Parking charges:** 8am - 5pm, Monday - Friday during term
Semester 1: 11 September - 1 December 2017
Semester 2: 22 January - 27 April 2018
Visitor parking €1 per hour - capped at €3 per day
OFFICE 365, GOOGLE DRIVE & SPECIAL DEALS

Google Drive gives you unlimited storage space for all your files and the ability to share files and folders easily. Google Drive also gives you mobile access as you can sync files from your computer to My Drive which can be downloaded to your Mac, PC, iPhone, iPad or Android device.

Read more.

www.ucd.ie/itservices/startoftermguide/
Document Library

The Document Library contains the official version of Statutes, Regulations, Policies and other key documents applicable to the University.
THANKS FOR LISTENING

TAUGHT GRADUATE ORIENTATION: THURSDAY, 31 AUGUST 2017
The Writing Centre...

• provides free one-to one sessions and seminars/workshops to all UCD students

• aims to help the students to communicate their knowledge in the written format

• aims to help students to become more confident, independent writers
Students who attended only one session:
Is there a need for the Writing Centre?

- Students are assessed on the basis of written work
- Gap between research/knowledge/effort and finished assignment
- Academic writing is a skill that can be learned
Seminars/workshops

- Advertised on our website, Facebook and by direct email
  - Writing in College – What’s Different?
  - Essay Structure
  - Writing Analytically
  - Academic Phrasing
  - How to Write a Literature Review
  - Exam Prep for Essay Type Questions
Feedback

“I’m a mature student who has not written an essay in 30 years and was anxious about the idea of doing one now. After the workshop I now feel I have the skills to take on the task and might even enjoy it!”
Main service: one-to-one writing sessions

• 30-minute or 50-minute
• Start on the hour or half hour
• Pre-booked or drop-in (50-minute have to be pre-booked)
• (See website for other information)

• Opening times: Mon-Thur: 10-1 and 2-4   ///   Friday: 10-1
We can talk to you about...

• Understanding essay questions; planning your assignment and getting started
• Structuring your essay
• Building your argument; writing analytically
• Editing/revising; identifying grammar problems
• Understanding feedback
We cannot...

• Help with the content of your assignment
• ‘Correct’ your assignment
• Proofread your assignment
• Help you with English as a foreign language
The tutors:

• Post-doctoral or PhD students
• Different disciplines
• Experienced tutors and graders
• Active writers, interested in writing
• Approachable, friendly and non-judgemental
Feedback after one-to-one sessions:

![Pie chart showing confidence in writing assignment]

- 90.8% feel more confident
- 8.4% are not sure
- No data provided
All other info...

Website: www.ucd.ie/writingcentre

Facebook: www.facebook.com/ucdwritingcentre

Email: writing.centre@ucd.ie

Date commences: 25 September 2017
What we will cover

After this session you should know how to:
• Access the library website and services
• Search OneSearch
• Search for information on a topic
• EndNote
Subject Guides

- Agriculture & Food Science
- Archaeology
- Architecture and Landscape Architecture
- Art History, Cultural Policy & Classics
- Biology & Environmental Science
- Biomolecular and Biomedical Science
- Biosystems Engineering and Food Engineering
- Business
- Chemical and Bioprocess Engineering
- Chemistry
- Civil Engineering
- Computer Science
- Economics
- Education
- Electrical and Electronic Engineering
- English, Drama & Film
- Languages, Literatures & Linguistics
- Law
- Mathematics and Statistics
- Mechanical and Materials Engineering
- Medicine
- Music
- Nursing, Midwifery and Health Systems
- Occupational Safety Health and Environment
- Philosophy
- Physics
- Physiotherapy
- Planning & Environmental Policy
- Politics & International Relations
- Psychology
- Public Health
- Social Justice
Our Catalogues and Portals

› OneSearch
› Catalogue
› eJournals
› Databases

› UCD Digital Library
› Research Repository UCD
› Duchas
› Irish Social Science Data Archive
<table>
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<tr>
<th></th>
<th>Title</th>
<th>Library Link</th>
<th>Record Link</th>
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<tbody>
<tr>
<td>1</td>
<td>Academic Search Complete (EBSCO)</td>
<td>Connect to Academic Search Complete</td>
<td>View Resource Record</td>
</tr>
<tr>
<td>2</td>
<td>Allen Press Miscellaneous</td>
<td>View Resource Record</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>American College of Physicians-ASIM</td>
<td>View Resource Record</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>American Medical Association Journals</td>
<td>Connect to American Medical Association Journals</td>
<td>View Resource Record</td>
</tr>
<tr>
<td>5</td>
<td>Annual Reviews Journals</td>
<td>Connect to Annual Reviews Journals</td>
<td>View Resource Record</td>
</tr>
<tr>
<td>6</td>
<td>ANTE: Abstracts in New Technologies and Engineering (Proquest)</td>
<td>View Resource Record</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Biological Sciences Abstracts (Proquest)</td>
<td>View Resource Record</td>
<td></td>
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<tr>
<td>8</td>
<td>BioMed Central Journals</td>
<td>View Resource Record</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>BIOSIS Citation Index (Web of Science)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
How to Filter

Book/eBook

+ Full Text Online

Scholarly & Peer-Review
Library Catalogue

CONTENT TYPE

Any

Journal Article

Trade Publication...
Newspaper Article
Newsletter
Book / eBook
More...

DISCIPLINE

Any

medicine
engineering

= eBooks
DISCIPLINE

- Any
- medicine
- engineering
- physics
- biology
- anatomy & physio...
- More...

PUBLICATION DATE

LANGUAGE

GENRE

REGION

SUBJECT TERMS

TIME PERIOD

Other Filters
Effectively Searching for Information
Where do you currently look for information?
Searching Effectively

• Take time to think about what you are looking for before beginning.

• Successful Search
  • Removes irrelevant references
  • Manageable number of highly relevant references
  • Keep a research diary
**Keep track with a Research Diary**

**Use it to:**
- note your searches,
- what you have a copy of
- what you have read
- what you can’t get

<table>
<thead>
<tr>
<th>Search String (terms)</th>
<th>Database searched</th>
<th>Limits Applied</th>
<th>Date searched</th>
<th>No. of Hits</th>
<th>Articles you reviewed</th>
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<td>Nurs* and competence and care</td>
<td>Cinahl Plus</td>
<td>Peer reviewed journals only</td>
<td>12.10.2010</td>
<td>421</td>
<td>10</td>
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<tr>
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<td>PubMed</td>
<td>Published in the last 5 years</td>
<td>13.10.2010</td>
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<td>Science Direct</td>
<td>Nursing and health profession s records only</td>
<td>14.10.2010</td>
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</tr>
</tbody>
</table>
How to approach your topic

• Start with a scoping search to get feel of the topic & then develop a more specific search

• If you have identified a key article make the most of it
  – Use the bibliography
  – Cited reference search
  – Look for it in a database and see what keyword are used to describe it

• Choose the most appropriate source for your topic

• Search techniques are transferable
  – Google Scholar
  – Databases like PubMed
  – OneSearch
Steps in the Literature Searching process

1. Define the question or problem
2. Choose the appropriate database or resource for your topic
3. Formulate Search strategy
4. Perform the search
5. Evaluate the results
6. Good results= use the data
   Bad = revise search

Defining Your Topic
know exactly what you are looking for!

• Get your question
• Break the question down into the key concepts you need to search for
• Identify Keywords to describe these concepts
  • Think of alternative words and phrases
Checklist for defining keywords

- What alternative vocabulary is used in discussion of my topic?
- Are there Irish and American variations in spelling or vocabulary?
- Can I identify a word-stem for truncation? E.g., child$ to find child, children, or childish.
- Are common abbreviations, acronyms or formulae used?
- What specific cases or examples am I interested in?
- What more general terms might include my topic?
- Are there categories I'd like to exclude?
Example: Implications of Asbestos in the Workplace

<table>
<thead>
<tr>
<th>Asbestos</th>
<th>AND</th>
<th>Workplace</th>
<th>AND</th>
<th>Implications</th>
</tr>
</thead>
<tbody>
<tr>
<td>OR</td>
<td>OR</td>
<td></td>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>AND</td>
<td>factory</td>
<td>AND</td>
<td></td>
<td>lung cancer,</td>
</tr>
<tr>
<td>OR</td>
<td>OR</td>
<td></td>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>AND</td>
<td>Office</td>
<td>AND</td>
<td></td>
<td>mesothelioma</td>
</tr>
<tr>
<td>OR</td>
<td>OR</td>
<td></td>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>AND</td>
<td>AND</td>
<td>asbestosis</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Determine your resources
Where are you going to look?

Primary
These sources are records of events or evidence as they are first described or actually happened without any interpretation or commentary. **Examples of primary sources:** Theses, dissertations, scholarly journal articles

Secondary
These sources offer an analysis or restatement of primary sources. **Examples of Secondary Sources:** Textbooks, edited works, books and articles that interpret or review research works

Tertiary
These are sources that index, abstract, organize, compile, or digest other sources. **Examples of Tertiary Sources:** Dictionaries/encyclopedias, almanacs, fact books,
Determine your resources
What the library can offer....

• Reference Material i.e dictionaries and encyclopedias. Good for definitions, keywords and broad overviews keywords)
• Search OneSearch for books/ebooks for more focused overviews
• Articles – OneSearch, Databases, E-journals, Print Journals for original research
• Theses, online newspapers, reports and grey literature
• Web - good for overview but
Search Tools for a Literature Search
Search Toolkit

- Boolean Operators
- Phrase Searching
- Proximity Searching
- Truncation
- Wildcard
- Field Searching
- Thesaurus/ Controlled vocabulary
Boolean Logic

AND
- Children
- Nursing
- Both terms
- Narrow

OR
- Child
- Infant
- Either term
- Broaden

NOT
- Children
- Asthma
- Just one term
- Exclude
Phrase Search

Searches for terms as a concept where they appear adjacent to each other

“open fractures”
“cystic fibrosis”
Truncation

Retrieve all words that include a common stem

Search for nurs*

– Results will include
  » Nurse
  » nursing
But be careful...
Alternative Spellings

colour or color
centre or center
licence or license
Labour or Labor

Try Colo?r
Field Searching

Limit your search to a specific part of a bibliographic record

- Abstract field
- Title field
- Keyword field
- Bibliography
- Full text
Thesaurus /Controlled vocabulary

Controlled vocabularies reduce ambiguity inherent in normal human languages where the same concept can be given different names and ensure consistency.” -Wikipedia

Term disabled = disabled persons

The thesauri change from database to database and need to be remapped each time. Keywords will remain constant from database to database.

Not all databases will have a thesaurus!

"Alexa: The English Major (Thesaurus Skill)" by Paul Langdon is licensed under CC BY-NC-SA
Alternative Terms

use Thesaurii will help you retrieve more results.

Think of other words you could use for ultrasound & then use these in searching...
Limits

Limits helps you to exclude articles from appearing in your results. Defining your topic can help you identify some limits. Types of limits include Language, Date, Type of material,
Setting up Google Scholar for Off campus access

• Go to [Google Scholar](https://scholar.google.com) and click Scholar Preferences.
• In the Library Links search box search for University College Dublin
• Tick the checkbox for any option that says University College Dublin
• Click Save Preferences
How to access article if the link doesn’t work

1. Search OneSearch by title of article and if that doesn’t work by title of journal.

2. Search Google Scholar. There are often free versions of articles available.

3. Check to see if another library has it. If you know somebody there ask them to send it on or go visit it.

4. Email the author/s. Maybe they’ll share it

5. Use our inter library loan scheme. It’ll cost you €6

6. Buy it from the publisher. It will cost you a lot more than €6
Evaluating information critically

First look at the author, title, publisher, and date of publication. This information can be found in the bibliographic citation and can be determined even before you have the physical item in hand.

Next, look at the content, e.g. intended audience, objectiveness of the writing, coverage, writing style, and, if available, evaluative reviews.
CARP

• **Currency** - How old is the information? When was it last updated?

• **Authority** - Who is the author/site creator? What is their background? Is the article published in a scholarly/peer reviewed journal?

• **Relevance** - Is this what I need? Will it answer my question? Is it at the right level?

• **Purpose** - What is the purpose of the information e.g. financial gain, propaganda, academic, etc.
Referencing and Citing
Why it's important

• It’s part of academic writing – academic research builds on existing knowledge.
• Shows that you’ve read, understood, and can use other researchers’ observations.
• Supports your discussion and arguments
• Gets you better marks!
• Enables others to find your references
• Avoids plagiarism:
  • passing off someone else’s writing, ideas or research as your own.
EndNote

• EndNote is a reference management tool which allows you to:
  • Gather, store and manage and share references
  • Add references manually, from databases and other sources
  • Insert citations and create bibliographies using *Cite While You Write* in Microsoft Word
EndNote

EndNote: Introduction
Introduction to Library support for EndNote x7 and EndNote Online

Subject Guide
Diarmuid Stokes

Email Me

Contact:
(01) 716 5572

Subjects
Biochemistry, Biomedical Science, Biomolecular

About EndNote

What is EndNote?
EndNote is a software program that helps you organise your research. EndNote allows you to:
• Record, store and manage references
• Add references manually or search and download directly from online databases and library catalogues
• Use a feature called Cite While You Write which allows you to insert references and automatically create bibliographies for your papers

Where to get EndNote

Caution: Currently EndNote is not supported by Microsoft 2016, so do not install Office 2016 if you intend on using EndNote.

UCD has access to two versions of EndNote: EndNote X7 and EndNote Online.

http://libguides.ucd.ie/endnote
Endnote training for Graduate Nursing students

Mon Sep 11, 2017  12:00pm – 1:00pm
Mon Sep 18, 2017  2:00pm – 3:00pm
Mon Sep 25, 2017  12:00pm – 1:00pm
Mon Oct 16, 2017  2:00pm – 3:00pm
Mon Feb 12, 2018  2:00pm – 3:00pm

All sessions in Room D111 In the health Sciences Library.

Book online here

LIFE’S GREAT QUESTIONS

Who?  
How?  
Which?  
Why?  
When?  
What’s for dinner?

Any Questions?
Contact Details

**College Liaison Librarian**

Diarmaid Stokes

+353 (0)1 716 7690

Email

Send a Query

**Useful Links**

- Nursing, Midwifery and Health Systems Databases
- Nursing Midwifery and Health Systems Journals
- SNMH Referencing Guidelines (doc)
Get Organised

• Get onto blackboard as soon as possible
• Go onto the library website
• Get an academic diary
• Ideas notebook
• Get a USB or external hard drive
• Plan ahead
  • Class schedule – attend every class!
  • Assignment due dates
  • Meetings with supervisor
  • Schedule-in study time
• Set yourself achievable goals
Learning Outcomes

• Module descriptor
• Learning outcomes
• Reading list
• Assessment strategy
  • What type of assessment?
  • When is it due?
Start reading and writing – today!

• Write as you read
  • Post-it notes
  • Highlighters
  • Open a blank word document
  • End-note
  • Learn to touch type

• Take articles with you and read
  • Bus
  • Nightshifts

• Type up your reference list as you go
  • Print off guidelines and keep them beside your laptop

• Leave yourself enough time for editing

• Get someone to proof read
Back up your work!

• USB keys break!!
• Laptops break!
• It’s possible to save an old version on top of the work you have just done
• Save in multiple locations
  • Google drive
  • USB/external harddrive
  • Laptop/computer
  • Print out at regular intervals
  • Email it to yourself
• Save in versions
  • Leadership assignment_12\textsuperscript{th} September
  • Leadership assignment_30\textsuperscript{th} September
  • Leadership assignment_finalversion
Dealing with Supervisors

• They are there to guide you through the process
• You have to sit down and do the work
• Agree the schedule with your supervisor
• Stick to the plan as much as possible
• Do as much as you can to prepare for the meetings
  • Write chapters as if it is the final version
  • Bring a list of specific questions
• Respect your supervisors own workload
Slump Days

- There will be hard days
- Procrastination
- Do something productive-anything!
  - Tidy your reference list
  - Organise your articles
  - Stick to the realistic goals that you’ve set for yourself
- Readjust your study schedule to account for time missed
Take note of student support services

• Programme Office
• Programme Director
• Module Co-ordinator
• University support systems
• Librarians
• Writing workshops
• Extenuating circumstances
• Extensions
Enjoy being a student again!

- Take advantage of the facilities
- Get to know your colleagues
- Remember why you are doing this
- Get the most out of it that you can
- Stay positive
Rory Wilkinson
Candidate Advanced Nurse Practitioner (Palliative Care)

R.P.N., R.G.N., Dip/Onc, B.N.S., H/Dip-PallCare, R.N.P., MSc Nursing Science
(Advanced Practice)

Back to contents Back to UCD School of Nursing, Midwifery and Health Systems website
Don’t panic

This is doable

You haven’t got this far.....
Self care

Folk are different

Be self aware and self manage yourself around people who find negative
Massive opportunity

• Immersed in literature and learning.
• Access to tutors and supervisors: be open to feedback.
• New learning methods.
• Knowledge to bring back to the bedside.
Networking

Tap into it
Use it
Black Board
WhatsApp
Get organised

It is time consuming
Start reading and writing this week
Use UCD Resources

Work life balance
Get organised
Get organised
Good luck