



**FACHHOCHSCHULE
WIENER NEUSTADT**

Austrian Network for Higher Education

University of Applied Sciences

Academic Skills II - SYLLABUS

B-BCI

Summersemester 2022

Group 1: Melanie Hense, BA, MA → melanie.hense@fhwn.ac.at

Group 2: Mag. Severin Maurer, BA → severin.maurer@fhwn.ac.at

Group 3: Mag. Dr. Karin Wegenstein → karin.wegenstein@fhwn.ac.at



SYLLABUS



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The following presentation contains information on the submissions to be completed as part of the course Academic Skills II. I recommend that you read the requirements carefully and note down the deadlines + times.
Late submissions will not be accepted and will result in a repeat assignment.

In case of questions regarding the assignments, organisation, lectures etc. please contact your group leader your respective group leader Melanie Hense (Group 1), Severin Maurer (Group 2) or Karin Wegenstein (Group 3) directly. In case of general issues regarding this course please contact the course leader Melanie Hense at melanie.hense@fhwn.ac.at.



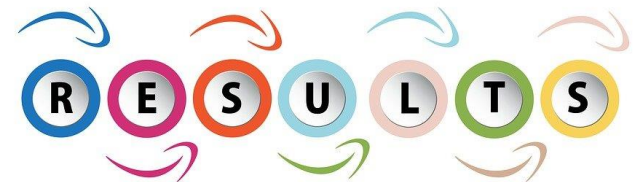
Course Content



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- Writing a Research Proposal
- Methods of empirical data collection (qualitative and quantitative) such as qualitative interviews, focus groups, quantitative questionnaire design, experimental methods, etc.
- Qualitativ and quantitative data analysis and presentation



Learning Outcomes



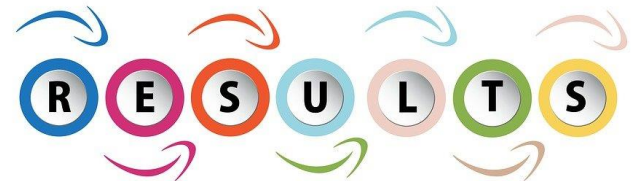
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After successful completion of the course, students are able to conduct basic empirical research projects as they are able to

- a) adopt **appropriate empirical research methods** for the **design and management of empirical research projects** and **justify the choice** of their research design.
- b) write a **transparent academic, empirical research proposal** for their bachelor thesis.
- c) differentiate between **qualitative and quantitative data collection** methods.
- d) independently **collect qualitative (mainly via interviews) and quantitative data (mainly via questionnaires)** according to scientific principles.
- e) **analyse qualitative and quantitative data**.
- f) **report, reflect and discuss** empirical (quantitative and qualitative) results.
- g) provide **constructive feedback** to peers.



Group 1 - Hense

	Date/Session-Type	Content
1	23.02.2022 – 16:30-18:00 LECTURE (Plenary Maurer)	<ul style="list-style-type: none"> Course Structure Structure of a Research Proposal Brief recap of the course topics (<i>Academic Skills I</i>)
2	28.02.2022 – 13:30 – 17:00 LECTURE (Plenary Hense)	<ul style="list-style-type: none"> Introduction to Qualitative Research Interactive Workshop
3	02.03.2022 – 13:30 – 15:00 GROUP SESSION 1 (in Groups – Hense)	<ul style="list-style-type: none"> Describing a qualitative research design Forming Student-Research Groups Assignment → Finding a qualitative research question + designing an interview guideline
4	10.03.2022 – 14:00 – 16:30 LECTURE (Plenary Hense)	<ul style="list-style-type: none"> In-depth Qualitative Research Qualitative Data Analysis
5	17.03.2022 – 09:00 – 12:30 LECTURE (Plenary Maurer)	<ul style="list-style-type: none"> Introduction to Quantitative Research Questionnaire Construction
6	17.03.2022 – 13:00 – 14:30 GROUP SESSION 2 (in Groups – Hense)	<ul style="list-style-type: none"> Describing a quantitative research design Assignment → Finding a quantitative research question + designing a questionnaire
7	28.03.2022 – 13:30 – 16:00 LECTURE (Plenary Maurer)	<ul style="list-style-type: none"> Analysing quantitative data
8	28.03.2022 - ZUB	<ul style="list-style-type: none"> Other forms of research – Introduction to the Science Lab
9	31.03.2022 09:00-11:00 LECTURE (Plenary Wegenstein)	<ul style="list-style-type: none"> Ethics in Research
10	05.04.2022 11:00 – 12:30 LECTURE (in Groups – Hense)	<ul style="list-style-type: none"> Last Tips: Writing a Good Research Proposal (incl. Q&A for your project)
11	07.04.2022 ZUB	<ul style="list-style-type: none"> Presenting empirical results
12	04.05.2022 – 13:30 – 17:30 GROUP SESSION 3 - PRESENTATIONS (in Groups - Hense)	<ul style="list-style-type: none"> Presentation of empirical results Getting to know the Science Lab
13	08.06.2022 – 13:00 – 14:30 GROUP SESSION 4 (in Groups – Hense)	<ul style="list-style-type: none"> Global Feedback incl. Q & A

Group 2 - Maurer

	Date/Session-Type	Content
1	23.02.2022 – 16:30-18:00 LECTURE (Plenary Maurer)	<ul style="list-style-type: none"> Course Structure Structure of a Research Proposal Brief recap of the course topics (Academic Skills I)
2	28.02.2022 – 13:30 – 17:00 LECTURE (Plenary Hense)	<ul style="list-style-type: none"> Introduction to Qualitative Research Interactive Workshop
3	01.03.2022 – 14:00 – 15:30 GROUP SESSION 1 (in Groups - Maurer)	<ul style="list-style-type: none"> Describing a qualitative research design Forming Student-Research Groups Assignment → Finding a qualitative research question + designing an interview guideline
4	10.03.2022 – 14:00 – 16:30 LECTURE (Plenary Hense)	<ul style="list-style-type: none"> In-depth Qualitative Research Qualitative Data Analysis
5	17.03.2022 – 09:00 – 12:30 LECTURE (Plenary Maurer)	<ul style="list-style-type: none"> Introduction to Quantitative Research Questionnaire Construction
6	17.03.2022 – 13:00 – 14:30 GROUP SESSION 2 (in Groups - Maurer)	<ul style="list-style-type: none"> Describing a quantitative research design Assignment → Finding a quantitative research question + designing a questionnaire
7	28.03.2022 – 13:30 – 16:00 LECTURE (Plenary Maurer)	<ul style="list-style-type: none"> Analysing quantitative data
8	28.03.2022 - ZUB	<ul style="list-style-type: none"> Other forms of research – Introduction to the Science Lab
9	31.03.2022 09:00-11:00 LECTURE (Plenary Wegenstein)	<ul style="list-style-type: none"> Ethics in Research
10	05.04.2022 11:00 – 12:30 LECTURE (in Groups – Maurer)	<ul style="list-style-type: none"> Last Tips: Writing a Good Research Proposal (incl. Q&A for your project)
11	07.04.2022 ZUB	<ul style="list-style-type: none"> Presenting empirical results
12	04.05.2022 – 13:30 – 17:30 GROUP SESSION 3 - PRESENTATIONS (in Groups – Maurer)	<ul style="list-style-type: none"> Presentation of empirical results Getting to know the Science Lab
13	08.06.2022 – 13:00 – 14:30 GROUP SESSION 4 (in Groups – Maurer)	<ul style="list-style-type: none"> Global Feedback incl. Q & A

Group 3 - Wegenstein

	Date/Session-Type	Content
1	23.02.2022 – 16:30-18:00 LECTURE (Plenary Maurer)	<ul style="list-style-type: none"> Course Structure Structure of a Research Proposal Brief recap of the course topics (Academic Skills I)
2	28.02.2022 – 13:30 – 17:00 LECTURE (Plenary Hense)	<ul style="list-style-type: none"> Introduction to Qualitative Research Interactive Workshop
3	02.03.2022 – 09:00 – 10:30 GROUP SESSION 1 (in Groups – Hense as representative of Wegenstein; please join the group session of Ms. Hense)	<ul style="list-style-type: none"> Describing a qualitative research design Forming Student-Research Groups Assignment → Finding a qualitative research question + designing an interview guideline
4	10.03.2022 – 14:00 – 16:30 LECTURE (Plenary Hense)	<ul style="list-style-type: none"> In-depth Qualitative Research Qualitative Data Analysis
5	17.03.2022 – 09:00 – 12:30 LECTURE (Plenary Maurer)	<ul style="list-style-type: none"> Introduction to Quantitative Research Questionnaire Construction
6	21.03.2022 – 09:00 – 10:30 GROUP SESSION 2 (in Groups - Wegenstein)	<ul style="list-style-type: none"> Describing a quantitative research design Assignment → Finding a quantitative research question + designing a questionnaire
7	28.03.2022 – 13:30 – 16:00 LECTURE (Plenary Maurer)	<ul style="list-style-type: none"> Analysing quantitative data
8	28.03.2022 - ZUB	<ul style="list-style-type: none"> Other forms of research – Introduction to the Science Lab
9	31.03.2022 09:00-11:00 LECTURE (Plenary Wegenstein)	<ul style="list-style-type: none"> Ethics in Research
10	07.04.2022 ZUB	<ul style="list-style-type: none"> Presenting empirical results
11	07.04.2022 09:00-10:30 LECTURE (in Groups - Hense, Maurer, Wegenstein)	<ul style="list-style-type: none"> Last Tips: Writing a Good Research Proposal (incl. Q&A for your project)
12	04.05.2022 – 13:30 – 17:30 GROUP SESSION 3 - PRESENTATIONS (in Groups - Wegenstein)	<ul style="list-style-type: none"> Presentation of empirical results Getting to know the Science Lab
13	09.06.2022 – 11:00– 12:30 GROUP SESSION 4 (in Groups - Wegenstein)	<ul style="list-style-type: none"> Global Feedback incl. Q & A

Required Student Performance & Grading

Group Assignments (worth 45% of the total course grade):

- (1) Survey instrument/guideline for qualitative research (interview or focus group) incl. peer review of another group's survey instrument 15%
- (2) Quantitative questionnaire 10 %
- (3) Empirical data collection and results presentation - attendance of each group member is required, Session Nr. 12, 04.05.2022 20%

Individual Assignments (worth 55% of the total course grade):

- (4) Research topic first draft of the research context & objective 10%
- (5) 1st draft of finished research proposal (binary)
- (6) Peer review of a colleague's research proposal 10%
- (7) 2nd draft of research proposal (optional - in case personal feedback is required/demanded)
- (8) Final research proposal (at bachelor thesis level, incl. scientific sources = peer-reviewed journals) 35%

Attendance is generally recommended.

Each assignment, apart from assignments (5 & 7), is graded 1-5 on the Austrian grading scale according to the criteria stated in this presentation. A final negative grade (graded 5 – Nicht Genügend) on a single assignment or non-submission results in a negative course grade. If all assignments have been submitted and positively graded by the end of the course, the final grade is determined by calculating the weighted average of all assignments according to the weights stated above.

In case of a negative course assessment, the student shall be granted a reasonable extension period for the completion of the required coursework (1st repetition). Requirements for the 1st repetition will be specified by the lecturer analogous to the assignments listed above. After a second negative assessment, the examination shall be held before a committee (2nd repetition).

Submission Deadlines



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GROUP ASSIGNMENTS (=Group Research Topic)

1.1. Qualitative Survey Instrument - Version 1 (binary)	Thursday, 17.03.2022 Submission in PDF on Edunet + E-Mail to Peer-Group (with lecturer in cc)
1.2. Peer Review: Qualitative Survey Instrument (binary)	Thursday, 24.03.2022 Submission in PDF on Edunet + E-Mail to Peer-Group (with lecturer in cc)
1.3. Final Qualitative Survey Instrument (15%)	Thursday, 28.03.2022 Submission in PDF on Edunet
2. Quantitative Questionnaire (10%)	Thursday, 31.03.2022 Submission in PDF + Qualtrics Link on Edunet
3. Presentation of empirical results (20%)	Wednesday, 04.05.2022 Presentation – attendance of every group member required

In order to positively complete the course, each assignment must be submitted by the due date and be passed.

Non-submission results in a negative course grade

Submission Deadlines



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INDIVIDUAL ASSIGNMENTS (= Individual Topic)

4. First part of the research proposal (10%)	Monday, 10.03.2022 Submission in PDF on Edunet
5. 1st draft of the research proposal (binary)	Wednesday, 10.05.2022 Submission in PDF on Edunet + E-Mail to Peer (with lecturer in cc)
6. Peer Review: research roposal (10%)	Wednesday, 18.05.2022 Submission in PDF on Edunet + E-Mail to Peer (with lecturer in cc)
7. 2nd draft of the research proposal (voluntary)	Wednesday, 25.05.2022 Voluntary Submission in PDF on Edunet
8. Final research proposal (35%)	Wednesday, 15.06.2022 Submission in PDF on Edunet

In order to positively complete the course, each assignment must be submitted by the due date and be passed.

Non-submission results in a negative course grade



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Details & Requirements

Insider Tip

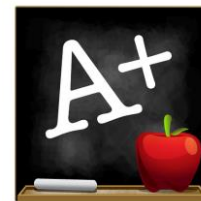


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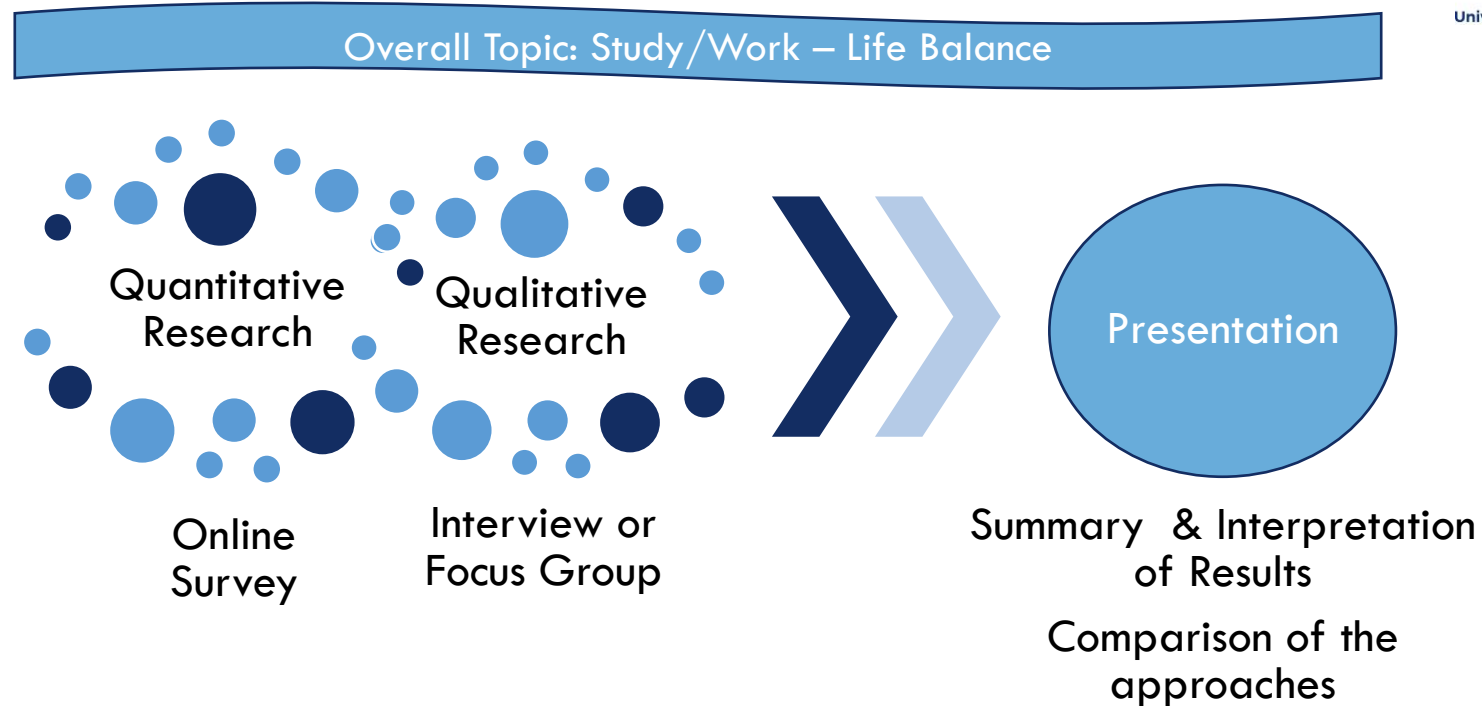
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It is advisable to work through all the documents provided carefully (this also applies to the Edunet units that you have to work through independently. These are fundamental for completing the assignments required for Academic Skills II. Please also read this slide set carefully!

If you work through this set of slides and the course material well, nothing will stand in the way of a (very) good completion of this course.



Groups of 4 students ...see Group Selection Excel Sheet





Group Assignments 1 – 3 Topic Choice

Groups of 4 students ...see Group Selection Excel Sheet

To Do before doing the assignments:

- In your first group session, you will get to choose a topic related to “**WORK/STUDY/LIFE BALANCE**”. You can find an **excel-document** in which you can **assign yourself to a group/topic on edunet**. Further elaborate this topic (i.e. see what kind of literature already exists) and apply **qualitative & quantitative** research to this research topic → DO NOT use a completely different research topic for these two.
- Bear in mind that the research objectives and thus research questions differ between a quantitative and qualitative research design.
- This assignment is not about being the most professional researcher, but should rather give you the possibility to try out various research methods. Be creative!



Assignment 1.1: Qualitative Survey Instrument (binary)

Groups of 4 students ...see Group Selection Excel Sheet

To Do for this Submission:

- Develop a qualitative research question related to your chosen topic that you will investigate based on peer-interviews.
- Decide which qualitative research you will be conducting (Interviews or Focus Group).
 - Develop the survey instrument (interview or focus group guidelines).
- Prepare a declaration of consent form.
- Formal requirements:
 - Guidelines: Between 3-5 main topics with ~ 2 sub-questions.
 - Interview should take ~ 30 minutes.
 - Focus Group should take 1 hour.
- Upload this first draft of your guidelines on Edunet (only 1 upload/group – not every group member has to upload the assignments).
- You will find an Excel-document on Edunet you in which you got another peer-group assigned.
- Send your first draft of the guidelines to this peer-group via E-Mail (lecturer in cc) additionally to uploading it on Edunet.



Assignment 1.2: Peer Review Interview Guidelines (binary)

Groups of 4 students ...see Group Selection Excel Sheet

- You will have received the first draft of the Qualitative Research Guidelines of your peer-group.

To Do for this Submission:

- Give your peer-group thorough feedback on their guidelines based on the checklist provided on Edunet.
- Upload the Peer-Review on Edunet as well as send it to your peer-group via E-Mail with your lecturer (Hense, Maurer or Wegenstein) in cc.



Assignment 1.3: Final Interview Guidelines (15%)

Groups of 4 students ...see Group Selection Excel Sheet

To Do for this Submission:

- Revise your qualitative survey instrument based on the feedback you received from your peer-group and **upload it on Edunet**. Bear in mind the criteria for a good guidelines → see material of lecture 2/3 & the checklists provided on Edunet.
- You will receive personal feedback from your lecturer. Then, you can “go in the field” and start conducting the research (choose carefully who you want to interview/ include in the focus group discussion and be able to justify your choice → Sampling).
- Each team member must conduct one interview (~ 4 Interviews in total / group) OR participate in moderating a focus group discussion (~ 2 Focus groups / group).
- Once you finish your data collection, you can start analyzing your data based on the input of lecture 3 and start preparing your result presentation.



Assignment 2: Quantitative Questionnaire (10%)

Groups of 4 students ...see Group Selection Excel Sheet

To Do for this Submission:

- Please find the specific task and instructions of the document you received in class (see edunet). Based on these,
 - develop a research question that is suitable for survey research and state it in the opening statement of your questionnaire.
 - develop a questionnaire about your research question **using the scales provided in class (group session) and think about some additional questions (minimum 2)**. Implement the questionnaire in Qualtrics (fhwn.qualtrics.com).
 - List all group members' names in the opening statement of your questionnaire.
- Generally, a questionnaire consists of:
 - An opening statement
 - A diverse set of questions/scales (scales are provided in the group sessions → see files on Edunet)
 - Appropriate coding
 - Filters, if necessary
- Important: Bear in mind the criteria for a good questionnaire --> see material of lecture 4 & the checklist on Edunet.



Assignment 2: Quantitative Questionnaire (10%)

Groups of 4 students ...see Group Selection Excel Sheet

- Upload the exported Qualtrics Questionnaire as a PDF – File as well as the link to your survey and the research question/hypothesis on Edunet (only 1 upload/group – not every group member has to upload the assignments).
- You will receive personal feedback from your lecturer. Then, you can “go in the field” and start distributing your questionnaire.
 - *A “n=50” would be desirable for this course.*
- Once you finish the data collection, you can start analyzing the data based on the input of lecture 5 & the concrete instructions of the document you received in class (see edunet) and start preparing your result presentation.



Assignment 3: Presentation of empirical results (20%)

Groups of 4 students ...see Group Selection Excel Sheet

To Do for this Submission:

- Present the results of your empirical research (quantitative & qualitative).
 - 10-15 min Presentation & 5 -10min Q&A.
- Every member should present.
- Upload your presentation on Edunet.

- **What should be included:**
 - Introduction to the topic
 - Qualitative & quantitative Research Question
 - Insight in the data collection process (Sampling, Interview/Focus Group Situation, Questionnaire Distribution)
 - Presentation of the key results
 - Quantitative results: descriptive statistics as well as correlational results → please find the specific instructions of the document you received in class (see edunet).
 - Qualitative results: summarize the results in a meaningful structured way & present the various facets of the results supported with key quotes
 - Discussion of the results
 - Comparison of quantitative and qualitative point of view & results and possible relation to literature

Bear in mind the input from the "ZUB"-Lecture on how to present empirical results.

Individual Assignments 4-8 Topic Choice

Individual Assignment



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To Do before doing the assignments:

- Choose any research topic you are interested in. This topic can be similar to the one you want to write your bachelor thesis about → see this assignment as a preparation for the research proposal you will have to write for your bachelor paper next semester.
- Please note: For Academic Skills II, you must write a slightly shorter Research Proposal than you will probably have to write for your bachelor thesis (i.e. the current state of research should be elaborated more in your bachelor thesis' proposal).



Assignment 4: 1st Part of the Research Proposal (10%)

Individual Assignment

- Use the template for your research proposal (see Edunet).

To Do for this Submission:

- Choose a research topic & do some literature research on this topic.
- Write the first draft of the following chapters of the research proposal:
 - Research Context and Rationale.
 - Research Objective incl. Research Question.
- Length: The content is the most important thing, i.e. that all aspects listed in the template are really covered. Be very specific with your arguments and reasoning. Bear in mind the academic writing style and citation guidelines (Academic Skills I).

Important: Bear in mind that you are required to write an EMPIRICAL research proposal, not a proposal for a literature review!

Assignment 5: 1st Draft of the Individual Research Proposal (binary)



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Individual Assignment

- Use the template for your research proposal (see Edunet).
- **To Do for this Submission:**
 - Complete your research proposal!
 - Revise Submission 4 → Research Context and Rationale, Research Objective incl. Research Question
 - Elaborate the Current State of Research & theoretical background.
 - Elaborate your empirical research method and include all aspects stated in the template and learned in class, i.e. sampling method & data collection etc.
 - Important: Use academic literature = academic (peer-reviewed) journal articles.
 - Upload this first draft of your research proposal on Edunet.
 - On Edunet, you will find an Excel-document in which you got assigned another peer.
Send you first draft of the research proposal to this peer via E-Mail (lecturer in cc) additionally to the upload on Edunet.



Assignment 6: Peer Review of another Research Proposal (10%)

Individual Assignment

- You will have received a proposal from your peer via E-Mail.

To Do for this Submission:

- Give your peer thorough feedback on his/her research proposal based on the checklist provided on Edunet.
- Upload the Peer-Review on Edunet as well as send it to your peer via E-Mail with your lecturer in cc.

Assignment 7: 2nd Draft of the Individual Research Proposal (voluntary)

Voluntarily Individual Assignment



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- **To Do for this Submission:**
- Revise your research proposal based on the Peer-Feedback and the checklist you received.
- Upload the 2nd draft of your individual research proposal in case individual feedback is demanded (voluntarily).



Assignment 8: Final Individual Research Proposal (35%)

Individual Assignment

- Use the template for your research proposal (see Edunet).

To Do for this Submission:

- Revise your research proposal based on the Peer-Feedback and the feedback you received from your lecturer. Don't forget to check
 - the citation (Chicago style → see citation guide on Edunet).
 - the layout (see template on Edunet).
 - the grammar and spelling.
 - if every aspect is properly covered (again, see template on Edunet).
 - if you used qualitative academic literature (i.e. academic journals/peer-reviewed).
 - if a common/red thread is given.
 - if your name is written on the document.
- Length: *Generally, the content is the most important thing, i.e. that all aspects listed in the template are really covered. To do so, ~ 6-10 pages should be sufficient.*



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Good Luck & Have Fun!



Questions?

- ✓ Group 1: Melanie Hense, BA, MA → melanie.hense@fhwn.ac.at (Course Leader)
- ✓ Group 2: Mag. Severin Maurer, BA → severin.maurer@fhwn.ac.at
- ✓ Group 3: Mag. Dr. Karin Wegenstein → karin.wegenstein@fhwn.ac.at

Good Luck 