



BASICS OF RESEARCH METHODOLOGY

Basic data of the subject			
Academic Unit:	Faculty of Life and Environmental Sciences		
Course title:	Basics of research methodology		
Study program:	Agribusiness		
Level of study:	Bachelor		
Course status:	Obligatory (O)		
Study year:	1 year / 1 semester		
Number of hours per week:	2 + 2		
Credit value – ECTS:	5 ECTS		
Time/location:	To be announced		
Lecturer:	Prof. Ass. Dr. Nol Krasniqi		
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Course description:	Through this course, the student is able to research information using different techniques and strategies, to evaluate information using the necessary filters, and to use it in scientific work. This course develops students' abilities to write a scientific paper, develop research skills, evaluate and use information effectively and efficiently. At the same time, the course develops the student's ability to communicate information effectively by using appropriate communication tools.		
Course objectives:	Objective of this course is to familiarize students with information search strategies by using research techniques. The main goals of this course are to teach and focus students on research questions, develop research capacities, acquaintance with the general principles of printed and electronic research resources, evaluate information sources, structure information, communicate information and recognize copyright and intellectual property rights.		
Learning outcomes:	Upon completion of this course, students will be able to: ▪ To gain skills in identifying day-to-day problems in the academic field. ▪ To develop academic writing skills. ▪ To use software in order to write and process data or information. ▪ To gain skills for using computer software to retrieve data and information through the internet and electronic databases. ▪ To be able to synthesize all information found in a suitable tool, which may be a thesis topic or a scientific article. ▪ To develop students’ skills in finding, evaluating and using information. ▪ To develop skills to apply theory and knowledge from other subjects and properly synthesize them into a single document.		
Contribution on student load (must correspond with learning outcomes)			
Activity	Hours	Days/week	Total



Lectures	2	14	28
Exercise theoretical/laboratory	2	15	30
Practice work	1	1	1
Contact with lecturer/consultations	1	15	15
Field exercises	1	3	3
Mid-terms, seminars	2	2	4
Homework	1	13	13
Individual time spent studying (at the library or home)	1	15	15
Final preparation for the exam	1	8	8
Time spent in evaluation (tests, quiz, final exam)	2	2	4
Projects, presentations, etc.	4	1	4
Total			125 hours (5 ECTS)
Teaching methods:	Lectures, exercises, discussions, consultations, course projects, homework, midterm exam, final exam.		
Evaluation methods:	▪ Regular and active attendance: 10%, ▪ Homeworks: 20%, ▪ Semestral project: 30%, ▪ Final exam: 40%.		
Literature			
Basic Literature:	Universiti i Kranfieldit (2015) Njohuria mbi informacionin. Cranfield University (2015). Information literacy.		
Additional Literature:	American University (n.d.) Mendeley – An introduction to Mendeley, the bibliographic citation program with a social media component. APA (2010). Publication manual for the American Psychological Association (6 ed.). American Psychological Association. Jelen, B. (2011) Microsoft Excel 2010 in depth. Que Publishing. Wempen, F. (2011). Microsoft Word 2010 in depth. Que Publishing. Wempen, F. (2013). Microsoft PowerPoint 2013 Bible. Wiley.		

Designed study plan:		
Week	Lectures	Exercises
First week:	Introduction (Course presentation and student assessment policy, focus on research questions, what is information knowledge? Where to start? How to create a study plan?	Discussion and distribution of the semestral project topics.
Second week:	Beware of the information gap (Information resources, Information sources, Primary, secondary, tertiary	Assignments, quizzes and case studies related to the topic of the first week lecture.



	information, Ask for help) Work organization: email, pc, folders	
Third week:	Searching strategies and tactics (Why to search? Searching strategies, Printed materials, Library catalogs, Search tactics)	Assignments, quizzes and case studies related to the topic of the second week lecture.
Fourth week:	Writing document 1: Styles and headings (Using Microsoft Word in using and compiling a scientific writing, Document formatting through design menus, working with styles, Comments, tracking changes)	Assignments, quizzes and case studies related to the topic of the third week lecture.
Fifth week:	Advanced search (Advanced search - typical features; Some internet search techniques, Finding and getting information)	Assignments, quizzes and case studies related to the topic of the fourth week lecture.
Sixth week:	Evaluating information in academic work (Research process, Evaluation, Initial reflection, Structure and further reflection)	Assignments, quizzes and case studies related to the topic of the fifth week lecture.
Seventh week:	Document writing 2: Automatic tables, (Equations, Symbols, using tables and figures in the document, Insert caption: Cross-reference, Automatic table of content, Tables and figures, Using shapes, Objects and grouping, Familiarity with the equation command)	Assignments, quizzes and case studies related to the topic of the sixth week lecture.
Eighth week:	Organizing and communicating findings (Reference citation, organizing information, Communicating findings)	Assignments, quizzes and case studies related to the topic of the seventh week lecture.
Ninth week:	Data Collection: Google Forms (Building a form in Google forms, working with query types, Online questionnaire distribution: email, Monitoring the data collection process) Fix in MsExcel (Coding in Spreadsheet)	Assignments, quizzes and case studies related to the topic of the eighth week lecture.
Tenth week:	Using graphs in MsExcel (How to systemize data in MsExcel? How to use graphs? Graphical representation with two vertical axes)	Assignments, quizzes and case studies related to the topic of the ninth week lecture.
Eleventh week:	Plagiarism and copyright (Quote and reference styles)	Assignments, quizzes and case studies related to the topic of the tenth week lecture.
Twelfth week:	Using Mendeley and the Review menu in MsWord (Mendeley quote, Automatic Bibliography list, Protect editing of Microsoft Word documents, Familiarization with Mendeley software)	Assignments, quizzes and case studies related to the topic of the eleventh week lecture.
Thirteenth week:	How to present in front of a commission? (Practicing with Microsoft PowerPoint, Advanced issues: Slide master)	Assignments, quizzes and case studies related to the topic of the twelfth week lecture.
Fourteenth week:	Synthesizing and building on information (Benefits, New to you or New to the world? Creating new knowledge)	Assignments, quizzes and case studies related to the topic of the thirteenth week lecture.
Fifteenth week:	Presentation of the course projects	Presentation of the course projects.



Academic policies and rules of conduct:

- Student should be aware of and respect the institution and Code of ethics.
- Student should respect the schedule of lectures, exercises and be attentive.
- It is mandatory possess and present student ID card in the mid-terms and exam,
- During compilation of course projects, student must adhere the instructions given by the professor.
- During the exam is forbidden the use of mobile phones.