



## Staff Catalogue 24/25

# SKILLS CENTRE

Meeting your students where they are



**CONTACT**

+ 353 21 490 3839  
[www.ucc.ie/en/skillscentre/](http://www.ucc.ie/en/skillscentre/)  
Q-1 Boole Library, UCC Campus



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**2024/2025**

# 1 Introducing the Skills Centre

## What is the Skills Centre?



The Skills Centre first opened its doors in 2017 all thanks to Kathy Bradley, whose ethos of kindness, support, and inspiring a passion for learning has always been at the centre of its foundation. Kathy Bradley, with the support of the Vice President of Learning and Teaching, Professor Paul McSweeney, has fostered a space where students can come, free of judgement, and ask for the help they need in navigating the transition into university life and learning. Since its founding, the Skills Centre has facilitated over **65,000** engagements from students.

The Skills Centre provides peer-led dedicated, responsive, and active learning supports and is committed to further contributing to a positive and successful student experience here in UCC. It enhances the student experience through the provision of workshops and one to one services.

Since the Skills Centre opened its doors in 2017, it has also been privately booked by lecturers across the four colleges and ACE. This has allowed the Skills Centre to deliver sessions directly to students and aid in their development of discipline specific skills. These Skills Centre resources have been booked on both an ad hoc basis or embedded in modules.

## When and where can you find us?



**All year round**  
**Q-1 Boole Library**

**Mon - Fri**  
**9am-5pm**

**Semesters 1 & 2**  
**Makerspace, The Hub**

**Tues 1pm - 4pm**  
**Wed 10am - 12.30pm**



# Who are the Skills Centre?



## Our Tutors

The Skills Centre is committed to the students as partners approach. Our tutor team is made up entirely of students from the four colleges.



To learn more about our team, why not take a look our our 'Meet the Team!' page on our website

Our undergraduate tutors provide support answering student queries about the Skills Centre at our promotional stands throughout the academic year, directing students to suitable services, and run our IT clinics, which provide soft skills such as Word formatting, Powerpoint skills, using Canvas, designing in Canva, and more.

Our postgraduate tutors deliver all group sessions and one to one supports to students. They also help to revise current sessions, helping us to always improve our services and create new resources.

Each tutor goes through a rigorous interview and training process, ensuring professional delivery of workshops, and supportive one to one engagements with students.

# Core Staff

## **Dr Éadaoin Regan - Skills Centre Coordinator**

In June 2023 Éadaoin became interim Skills Centre Coordinator following four years as a Postgraduate Tutor in the Skills Centre and the Department of English. She therefore oversees the management, planning, reporting, and improvement of both the Skills Centre and the Access Skills Centre.

Éadaoin is looking forward to introducing new services available for postgraduate students, the launch of The Kit, the relaunch of the Academic Integrity Fundamentals short course, and the introduction of sensory inclusive timeslots for students in our Skills Centre. It is set to be another exciting year!

## **Dr Loretta Goff - Academic Integrity Education Officer**

Loretta is UCC's Academic Integrity Education Officer, based in the Skills Centre. She creates, manages, and delivers training and resources on academic integrity and academic misconduct for both students and staff at UCC, fostering a culture of academic integrity across the University.

Prior to this, Loretta was also a Skills Centre Tutor while completing her PhD in Film and Screen Media. She encourages students to make use of the Skills Centre as all the sessions and resources available will help you develop your academic skills and put your best work forward.

## **Pending - Senior Executive Assistant, Skills Centre**

Following the retirement of our SEA, Marian Elders, in November 2024 there is currently no SEA in the Skills Centre. However, our tutor team will be stepping in on a rotational basis to ensure all students and staff are greeted, best advised, and taken care of when they come to Skills Centre in the meantime. They will also provide administrative support where possible.

## **Derek O'Meara - Senior Executive Assistant, ACCESS Skills Centre**

Derek has worked in UCC since 2018 and has held various roles across the university. Most recently Derek has graduated from UCC in 2022 where he studied a PG in Irish Food Culture as a mature student. He also attended Crawford College of Art & Design where he obtained a BFA, also as a Mature student. His first degree was in Tourism, Culture & Heritage Studies. This background and his broad administration experience makes Derek a huge asset to our ACCESS Skills Centre, a solo position which requires the facilitation of subject specific tuition requests for students registered with our colleagues in ACCESS.

## **Tadhg Dennehy - Postgraduate Tutor and Administrative Support**

Tadhg has worked in the Skills Centre as a Postgraduate Tutor since 2021 and is also a PhD Researcher in Film Studies. From September 2023, Éadaoin was delighted to have Tadhg step in to assist the core office team with core administrative duties such as scheduling, tutor cover, and new workshop creation, in addition to his role as tutor.

During peak periods of scheduling and Éadaoin's leave, Tadhg is the point of contact for all staff bookings that are received into the Skills Centre inbox.

## **Digital Interns**

The Skills Centre has historically hired students from the Digital Humanities to undertake their placement in the Skills Centre. Yasmine, Evan, and Ruairí have all created new resources over the past few years. For the 2024/2025 academic year, these duties will be shared by our undergraduate tutors.



# 2 Group Sessions and Digital Badges



## Group Workshops

Below is a list of our current sessions grouped by categories: Academic Skills For University, Develop Your Academic Writing, and Refining Your Academic Writing.

The view of these sessions below is taken directly from the **Student Success Zone** module on Canvas which all students are automatically enrolled in. Our sessions have been transformed into self-guided resources for students to access on Canvas at any time. If you have booked a session with us for your students, instead of distributing our slides, you can refer them to the Student Success Zone.

Staff may need to request to be manually enrolled in the Student Success Zone. For this, you can contact the Skills Centre email and we will organise it for you.



- [Skills Centre Overview](#)
- [Academic Integrity](#)
- [Time management skills and techniques](#)
- [Note-taking for lectures](#)
- [Note-taking for Academic Reading](#)
- [Study strategies](#)
- [Critical thinking and reading](#)
- [Cite-seeing: A guide to why we reference](#)
- [Transition Skills](#)
- [Time Management for PhD's](#)
- [Email Etiquette](#)
- [Netiquette - Working Remotely](#)
- [Responsible Use of Generative AI](#)
- [Exam Prep](#)
- [File Management](#)
- [Groupwork](#)



- [Academic Writing Essentials](#)
- [Unpacking the question](#)
- [How to write an essay](#)
- [How to develop an Argument](#)
- [Culture of Academic Writing for International Students](#)
- [Evidence and Incorporating research](#)
- [Editing your essay](#)
- [Proofreading your essay](#)
- [Literature Review](#)
- [Reflective Writing](#)



- [Paraphrasing your academic sources](#)
- [Grammar essentials](#)
- [Punctuation essentials](#)
- [The Introduction of your Essay](#)
- [The Conclusion of your Essay](#)
- [Sentence structure](#)
- [Paragraph structure](#)
- [Making feedback work for you](#)
- [Lab reporting](#)
- [Report Writing](#)
- [Blogs, Press Releases and Storytelling](#)
- [Creating a Blog Post](#)

**STUDENT SUCCESS ZONE**  
#BeginBelongBecome #UnlockYourPotential  


An example of our Public Calendar of sessions which are held for any and all students to attend independent of their course or college. We try and anticipate what resources are most needed at any given time of the semester. We appreciate staff promoting this service to their students.

The calendar is located on our bookings page. It is updated several times a month and sessions are planned with assignments deadlines and exam timetables in mind. Students can book their slot by clicking on the relevant time and day on the calendar. However, booking is not essential.



Public Group Sessions							
Today   September 2023   Print   Week   Month   Agenda							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
	27	28	29	30	31	Sep 1	2
						9am Skills Centre	
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	10am Orientation 2pm Orientation 3pm Drop-in - Sk	10am Orientation 3pm Drop-in - Sk	10am Orientation 3pm Drop-in - Sk	10am Orientation 3pm Drop-in - Sk	10am Orientation 2pm Orientation 3pm Drop-in - Sk	9am Skills Centre	9am Freshers Fe 10am Freshers Fe 12pm Freshers Fe <a href="#">+2 more</a>
	17	18	19	20	21	22	23
	10am Freshers W 2pm Freshers - T 3pm Freshers - D 4pm Language Ce	10am Freshers - F 11am Freshers - A 3pm Freshers - D	10am Freshers - T 2pm Freshers - C 3pm Freshers - D	10am Freshers - F 11am Freshers - A 2pm Freshers - N 3pm Freshers - D	10am Freshers - T 11am Freshers - A 2pm Freshers - N 3pm Freshers - D	9am Skills Centre	
	24	25	26	27	28	29	30
	10am Presentation 11am Transitionin 2pm Notetaking f <a href="#">+3 more</a>	10am Assignment 11am Paraphrasin 2pm Time Manag 3pm Drop-In Clin	10am Report Writ 11am Transitionin 3pm Drop-In Clin	10am Reflective V 11am Notetaking 3pm Drop-In Clin	9am The Postgrad 2pm Calculation C		

Events shown in time zone: Ireland Time

# 2 Group Sessions and Digital Badges

## Digital Badges

A digital badge is a validated representation of a skill/achievement earned or knowledge gained. They can be displayed or shared online via a range of platforms including virtual learning environments, blogs, e-portfolios, and social media sites such as LinkedIn. These badges are advertised across our website and social media pages at several points in the academic year for students to self-enroll for free.

Staff members are always appreciated for their promotion of the digital badges to students and can avail of the SPEAK Digital Badge themselves, as circulated by Human Resources in semester one and two. Staff can also elect to have students take the digital badge as part of a module for credit. For example, if students complete the digital badge they receive 10% toward their overall grade for a module.



Successful Presentations Effectively Articulating Knowledge (**SPEAK**) is a presentations development programme that is designed to enable participants to create and deliver effective presentations.

The SPEAK Programme is designed to be delivered over 7 weeks (incl presentation showcase). Each session will deliver a specific element of presentation skills that will allow students to become aware of the broad spectrum of performance in everyday life, as well as to develop specific techniques to enhance presentation skills and visual communication. These techniques include expanded approaches to audience awareness and techniques in non-verbal communication. Storytelling, improvisation, scripting, messaging, and digital skills will all be explored in the sessions. **(7 hours long)**



The Digital Passport focuses on how technology can make a student's learning journey easier. Each session focuses on a different web tool or technology. Students are introduced to solid file management principles, touch typing and general assignment related skills. Skills such as using Office 365, Google workplace, formatting an assignment through Microsoft Word, or recording a PowerPoint presentation are all included. This programme covers topics such as digital file management, google calendar, the main components of Office 365, netiquette, and more. By taking part in this course, students will increase their skills in digital literacy, and grow more confident in their academic work but also ability to adapt to future professional environments. **(20 hours long)**



The 'Everyday Matters – Healthy Habits for University Life' digital badge was designed by multi award winning occupational therapist and university lecturer Dr. Eithne Hunt, based on her doctoral research and further training in mindfulness, self-compassion and growth mindset and her extensive academic experiencing teaching students about daily activities and wellbeing.

The 'Everyday Matters: Healthy Habits for University Life' digital badge is delivered online over 8 sessions and open to all students registered with UCC. You can expect to spend about one hour on each of the 8 sessions, at a time during the week that suits you best, with additional time for reading, watching videos, and preparing your short reflective paper at the end of the programme. Learner effort guideline is about 18 hours in total. All the materials are available on Canvas. Content will be released weekly at the beginning the of week. Past participants recommend setting aside about 1 hour in your weekly schedule to go through the content for that week.

For further information on digital badges and their learning outcomes, course overviews, and assessment, please visit our website page on [Digital Badges & Programmes](#).

# 2 Group Sessions and Digital Badges



## Postgraduate Supports

With our team almost entirely consisting of Postgraduate Tutors, all of our resources for postgrads requiring have been built upon and revised by our team who have experienced the successes and can empathise with the stresses of postgraduate study. These have previously been delivered during SU Postgrad Week and most recently as part of module PG6015.

**The group sessions available for masters level postgraduate students in the current academic year are:**

- PG Time and File Management
- Making Supervisor Feedback Work For You
- Literature Review
- How to Write a Conference Abstract and Paper

**Feeling of isolation diminished greatly** by being in such a supportive surrounding with fellow research postgrads.

### The Postgrad Pushthrough

The Postgrad Push-Through is a weeklong writing retreat hosted by the UCC Skills Centre every year. It began online in June 2020 and due to popular demand has remained a constant of our Postgraduate supports since. It is specifically designed to address the needs of PhD and Masters students coming to the end of their respective research projects. This writer's retreat offers a chance for postgrad students from all disciplines to meet, motivate, and exchange ideas and resources with one another. The five-day event involves writing time blocks to encourage accountability, guest speakers who discuss motivational and practical tools for project completion, and a networking space between the postgrads.

### The Postgrad Progression Sessions

The Postgrad Progression Sessions offer a peaceful and regular writing space for postgraduate students, as requested following the success of our annual Postgraduate Pushthrough. This peer-led space to achieve research and writing goals is open to all postgraduate students and bookable through our Public Calendar. It continues during the summer but will return in semester 2 of 2024/2025.

### PhD Workshops

The Skills Centre offers a number of PhD specific workshops.

These include:

- PhD Time & File Management
- How to Write Abstracts and Conference Papers
- Mapping a Literature Review
- Making Supervisor Feedback Work for You
- Mapping Out Your PhD Project



## 2 Group Sessions and Digital Badges

### 30 Minute Sessions

Our 30 Minute Sessions focus on digital skills, more specifically short accessibility tips. These sessions were designed in conjunction with colleagues in Access UCC and are intended to be delivered alongside our regular academic skills focused sessions.

These shorter sessions can be delivered alongside our regular workshops. Feel free to get in touch to work out a format that works for your students.

The short sessions we have are as follows:

- **Word and Assignment Basics**
- **Canvas Basics**
- **Email Etiquette**
- **Exam Prep**
- **File Management**
- **Powerpoint Planning**
- **Presentation Skills**
- **Unpacking the Question and Mindmapping**



**For more in depth training, we recommend the excellent resources provided by UCC Student IT or our colleagues in the Digital Scholarship Studio (Library):**



**CLICK HERE**

**UCC Student IT -  
Guide Book 2024/2025**

**UCC Library:  
Digital Scholarship Studio**



# 3 Booking Information for Staff

## Frequently Asked Questions By Staff

**I have a student who is struggling generally with organisation/time management and/or assignments. Other than directing them to Skills Centre resources, is there anything I can do?**

Yes, we would be delighted if you would email our Coordinator directly at [eadain.regan@ucc.ie](mailto:eadain.regan@ucc.ie) to discuss your concerns and the needs of the student. The student will of course have to be aware that you are referring them to us for support. The Coordinator will then arrange to meet with the student before setting them up with regular supports. We can also help put together study/research/assignment completion timetables and/or generally aid students in upskilling in any areas that will make their college experience more positive.



**How many students can the Skills Centre sessions accommodate?**

We cater to groups of all sizes and are flexible in where and how we deliver - which brings us to our next FAQ!

**Where do these sessions take place?**

We are able to accommodate groups of up to 23 in our classroom in Q-1, Boole Library. We also have a camera and microphone to facilitate hybrid sessions from this classroom. Our tutors are very confident in teaching in the lecture halls pre-booked for specific lecture times or tutorials. If you want our tutors to come to your usual teaching environment, we can absolutely do so.



The Skills Centre tutors are flexible to deliver sessions both online (via Microsoft Teams or Google Meet) or in person. If you have a recurring link to deliver lectures online, our tutors can join you on that link also. Essentially, we accommodate whatever best suits you and your students.



**Is there a charge for Skills Centre services?**

Students who seek support from the Skills Centre will receive it free of charge. However, there may be some charges for services booked by departments to be delivered exclusively to their students.

For further information, please see pages 12-13.



# 3 Booking Information for Staff

## Frequently Asked Questions By Staff (continued)

### Do Skills Centre tutors cover subject specific content?

No. Skills Centre tutors offer workshops on important academic organisation, writing, research, presentation, group, general calculation skills, and IT skills. We are conscious that the lecturers and department tutors are first port of call for students seeking subject specific support. Our subdepartment, the Access Skills Centre, does organise subject specific tutorials but only for Access UCC students and through official processes on CRM put forward by their support officers. For information about recruitment of tutors for this area of the Centre, please email [accessskillscentre@ucc.ie](mailto:accessskillscentre@ucc.ie)

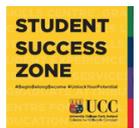
### Are Skills Centre open to creating bespoke material?

Absolutely. If you feel there are skills we have not yet designed a session for, we are more than happy to have our tutor team work together to create one. Similarly, if your students require more focused assistance we are always open to creating a package of workshops especially for your students with the discipline's requirements in mind. The period of notice we will need to prepare new workshops will depend on the requirements but feel free to contact the Coordinator directly to discuss.



### Do Skills Centre share their slides?

While this used to be our process, we no longer do so as our team of tutors and Digital Interns have expanded our self-guided resources to match all workshops. These resources are available 24/7 for students on Canvas in our **Student Success Zone**. These resources provide core information about each topic covered in our workshops and include interactive material. **Staff can request access to the Student Success Zone. Simply email [skillscentre@ucc.ie](mailto:skillscentre@ucc.ie).**



### Is it possible to record the sessions, whether in person or online?

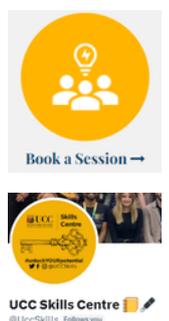
Yes, our tutors are more than happy to record online sessions. For in person, our tutors are trained to use Panopto recording via Canvas. When booking, ensure to let us know so we can confirm you have allowed the tutor all relevant recording permissions and that they are temporarily added as a teacher on Canvas to the relevant module for Panopto recording to take place. For Teams sessions, we will use recording features within the app.



### How can I encourage students to attend the Skills Centre outside of booking sessions directly? My course schedule is jampacked already so I could not accommodate a booking of a private session for my students

This is completely understandable. There are a few ways you can promote our services to your students and encourage them to attend independently of their course:

- Request for one of our tutors to attend your orientation days/lecture slots for 5-10 minutes to give an introduction to our services
- Direct students to the 'Book a Session' page of our website so they can see our Public Calendar which provides a monthly overview of all our open sessions, drop-in clinics, calculation centre, and pop-up centre times.
- Follow us on @UccSkills on X and Instagram. You can also find us on Facebook under UCC Skills Centre. We post regularly on all of our socials to advertise any upcoming supports.



# 3 Booking Information for Staff

## Booking Instructions for Staff

To book Skills Centre sessions for your students please follow the below instructions:

- Email [skillscentre@ucc.ie](mailto:skillscentre@ucc.ie)
- Subject: Group Booking (*Insert College*) or Digital Badge Booking (*Insert College*)

and include the below template of information (completed where possible):

- Time and Date of session/s
- Online/in person
- Location/online
- College year/module code
- Approx. number of students attending
- Session title/s
- Any other accommodations



Feel free to include any other accommodations you require to be disclosed at this time and we will do our best to accommodate. For example, let us know if your session will be online and you have any preference for MS Teams or Google Meet, a preexisting link you would like us to use, if you would like your session recorded, context about your students current areas of difficulty, or details of an exact assignment that our tutor can use as a point of reference during the session.

Following receipt of your request, a member of our team will email to arrange a time and date to call you and confirm any outstanding details. When the sessions are booked in, you will receive a calendar invite for the relevant time and date with all details of booking included as confirmation. If there is a cost involved in your particular session, you will be informed at the time of booking and contacted following the session so we can collect some feedback and provide all financial information.

## Financial Queries



In recent years the Skills Centre has largely offered free services to members of staff who have requested sessions to be delivered to their students. From 2021, most private sessions were free of charge apart from certain services such as the delivery of digital badges, content embedded as part of modules, or full semester series of workshops/tutorials. For ad hoc bookings outside of these yearly or long term delivery of sessions, we did not bill for private bookings of sessions.

Due to the increase in student engagements last year from 13,325 in 22/23 to almost 19,000 in 23/24, it is necessary to put a system in place for 24/25. Over 10,000 of these engagements were due to private bookings from departments which was a fantastic goal to achieve with the support of our colleagues who trusted us to aid students in upskilling.

However, this welcome but unexpected increase in private bookings came at a significant financial cost to the centre. Our budget needs to be safeguarded to provide services to students who visit the Skills Centre independently. Our new booking process and pricing will allow for consistent workforce planning, and also forecasting budget.

We are aware of the impact Project Alpha and additional budget constraints have had across the colleges and that is why we are happy to confirm that our pricing is based upon the same prices that have been in place since the Skills Centre first opened its doors in 2017 but pricing will only be required in instances explained alongside our pricing on the next page.

# 3 Booking Information for Staff

## Pricing: Academic Year 2024/2025

For the 24/25 academic year, **all private bookings received prior to deadlines provided below will be free of charge.** Those private bookings that are submitted after the deadlines will have a charge as outlined according to the specific services in the chart. *These deadlines do not apply however to delivery digital badges which will always require a charge due to the significant administration costs, assessment hours, and teaching hours involved.*

**For bookings to be free of charge, please ensure to book in advance of the following deadlines:**

Sessions for Semester 1 - COB Thurs Oct 31st 2024

Sessions for Semester 2 - COB Fri Jan 31st 2025

Sessions for Summer - COB Wed 30th April 2025

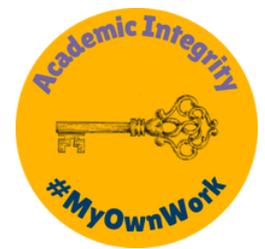
Session Type	Description of pricing	Price (per hour)
<b>Referral: One-to-one supports for a student</b>	No charges. Referral of a student is always welcomed. We will take it from there and fund all supports through our budget for 'Public' (i.e. non-departmental specific) sessions	€0
<b>Group Session</b>	Any session from our current offerings, deliverable to classes of any size, online or in person (Note: if sufficient notice and access to relevant information is provided, this can include recording on Panopto or Teams, and recording of attendance). Most of our group sessions are 1 hour only	€75
<b>Amendments to / creation of session for a particular discipline</b>	We are happy to discuss amending an existing session or creating a new one entirely to teach your students general skills that would benefit their particular course requirements.	€35
<b>Academic Integrity Fundamentals Course</b>	For a tutor to supervise students in their completion of this self-guided Canvas short course during a scheduled tutorial/lecture time. This short course takes between 1.5-2 hours to complete	€35
<b>SPEAK - Digital Badge</b>	For all booking and administration costs, including correction of reflective logs, delivery of the 6 week course, collation of all attendance and results, fulfilment of digital badges being issued on time	€1,200
<b>SPEAK - Digital Badge assessment hours</b>	One hour of assessments is included in the SPEAK digital badge programme but for further hours required to assess presentations for larger classes there will be a charge per hour	€35
<b>Digital Passport - Digital Badge</b>	For all booking and administration costs, including correction of reflective logs, delivery of 15 hours of IT skills, collation of all attendance and results, fulfilment of digital badges being issued on time	€1,500

**Total Charge**

**Total Charge**

If you have any queries regarding pricing, please contact the Skills Centre Coordinator directly.

# 4 Academic Integrity and AI



## What is the Skills Centre's position on Academic Integrity and AI?

The Skills Centre takes a positive, proactive approach to academic integrity, separating it from academic misconduct to highlight the values that underpin it and its importance in terms of developing your skills and placing value in your own work.

When it comes to generative artificial intelligence (GenAI), these tools pose a challenge to academic integrity when misused to bypass learning. However, there are also possibilities to use them responsibly to enhance the learning process. If using them, it is important to understand how to do so responsibly.

Explore some of the options for resources and training related to academic integrity and to the responsible use of GenAI for both staff and students below. **If you have any questions or would like to further discuss these topics, please contact the Academic Integrity Education Officer directly: [loretta.goff@ucc.ie](mailto:loretta.goff@ucc.ie).**

### Digital Badge for Staff: Fostering Academic Integrity in Learning and Teaching.

This short course is relevant to all staff who support student learning. You can self enroll at any time in this self-paced, asynchronous course which is divided across six modules that will support you to:

1. Identify the core principles of academic integrity.
2. Describe key points of engagement or intervention across the student journey in relation to academic integrity.
3. Analyse reports from plagiarism detection software from different disciplinary perspectives.
4. Evaluate responses to potential academic misconduct examples based on your understanding of relevant policies and procedures.
5. Reflect on your role in fostering a culture of academic integrity in the university.

**Enrol here:**

<https://www.ucc.ie/en/cirtl/professional-development/badge/academic-integrity/>

### Short course for your students: Academic Integrity Fundamentals

This short course is available to all students in the **Success Zone** on Canvas and consists of 2-3 hours of learning content that covers:

- The principles of academic integrity and skills that support it
- Responsible use of GenAI
- What constitutes academic misconduct and particular risks from file-sharing sites, online plagiarism checkers and contract cheating
- How Turnitin works
- Supports available in UCC

Upon completion, students are issued with a certificate that can serve as proof of completion should you wish to make the course a requirement for your students. **It is strongly recommended that all students complete this short course.**

Select the Academic Integrity tab on the Success Zone!



# 4 Academic Integrity and AI



## Workshop for your students: Responsible Use of Generative AI

This workshop explains how GenAI tools work, introduces critical AI literacy and ethical concerns regarding the use of GenAI, and reminds students of the tenets of academic integrity and skills that support it. The workshop highlights how UCC's Academic Integrity policy deals with the question of GenAI use and offers guidance on how students can use it responsibly without breaching this policy.

## Workshop for your students: Academic Integrity

This workshop encourages students to take a positive approach to academic integrity, focusing on the benefits of learning, skill development, and taking pride in their work. It covers the values that underpin academic integrity and skills that support it. An overview of the various forms of academic misconduct is also covered, with advice on how to avoid committing these so students can tackle their assignments with confidence.

## The Toolkit for Ethical Use of GenAI in Learning and Teaching

This toolkit was designed to assist staff in considering the responsible integration of GenAI into their learning and teaching practices. Explore this toolkit to learn more about how GenAI works, critical AI literacy and ethical concerns, and potential responsible uses within education, including case studies from all four Colleges.

 **UCC** | Toolkit for the Ethical Use of GenAI  
in Learning and Teaching



<https://www.ucc.ie/en/ethical-use-of-generative-ai-toolkit/>

## NEWS AND UPDATES

**COMING SOON:** The ongoing SATLE-funded GenAI LEARN project will be launching an open access GenAI Learning Hub this semester. This resource is being developed in partnership with students to provide guidance on what to know before using GenAI, what to know when using it, and what to know when it comes to assessment. While aimed at students, this resource will also be useful for staff. Keep an eye out for it's launch this semester!



**Congratulations** to our Academic Integrity Education Officer, Dr Loretta Goff, who recently received one of four national SATLE Impact Awards from the Higher Education Authority as well as a UCC President's Award for Excellence in Teaching. If you have any questions about or would like support with fostering academic integrity at UCC, please feel free to reach out to Loretta: [loretta.goff@ucc.ie](mailto:loretta.goff@ucc.ie).

# 5 For Your Students: 1-2-1 Supports



## Academic Writing Support

The Writing Clinics are one-to-one, 30 minute appointments facilitated by our Postgraduate Tutors. These appointments are to aid students struggling to begin an essay, unpack the question, or unsure of their structure, querying if there is evidence of critical thinking, and more. Students can book in through the 'Bookings' section of our website, attend with no booking at our Drop-In Clinics, and attend the Makerspace to meet with a tutor..



## Academic Study Coaching

Organisation of assignments, time management, or study skills can be difficult and students may be unaware of what techniques best suit their learning style. Students can book in or attend our drop-ins to meet with a tutor for an academic study coaching appointment. Together, tutor and student can create a detailed, personalised plan to help the student tackle their academic workload and find a method to their approach to studies that suits them as an individual.



## Asynchronous Feedback

Do you struggle with formatting your assignments through Microsoft Word? Creating presentation slides through PowerPoint? Are you looking to improve your digital skills to enhance your time at university? Well, you can book into an IT Clinic! An IT clinic is a 30-minute one-to-one appointment with one of our trained undergraduate tutors that can help you improve your digital literacy skills.



## IT Clinics

For students who struggle with formatting assignments through Microsoft Word, are unsure how to upload to Turnitin, have never created presentation slides through PowerPoint, or simply need some advice on useful technology to aid in their studies. Students can book in with into an IT Clinic! An IT clinic is a 30-minute one-to-one appointment with one of our trained, undergraduate tutors, that can help you improve your digital literacy skills.



## Practice Presentation

These 30-minute one-to-one appointments with a Skills Centre tutor give students the opportunity to practice a presentation before the big day. In these appointments, the tutor does not only provide helpful feedback in a friendly manner that can bring presentationd to the next level, but it also gives the student the chance to carry out their presentation in a welcoming environment in advance of the official assessment to help with any anxiety brought on by public speaking.



## ACE Students Saturday 1:1's

For Adult Continuing Education (ACE) students exclusively, these 1-2-1 slots can cover anything of our one to one supports listed above that the ACE student attending would like and are bookable through our 'Bookings' section of the website.



# 5 For Your Students: 1-2-1 Supports



## Student Success Zone

The ultimate student support is our self-guided resources available 24/7 365 days a year on Canvas. Students can access all our resources on writing, study, time management, research skills, and more.

## If I knew then what I know now...

All tutors write for our student wellbeing blog on our website, under *If I Knew Then What I Know Now*. We ensure to capture as many different voices, disciplines, backgrounds, cultures, and tips as possible on how to make the most of academic study or college life.



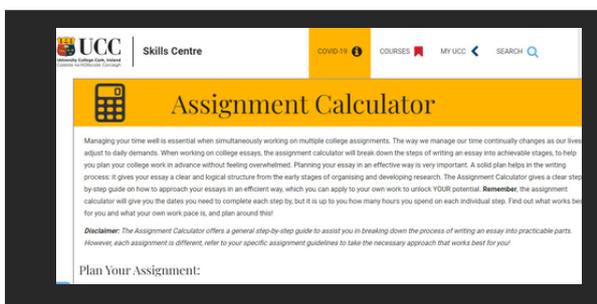
## Day In The Life reels

Our tutors film Day in the Life motivational videos/reels to show students how varied and exciting student life can be while also showing the importance of efficient time management when it comes to academic work.

## Gimme Two Minutes and more!

Our YouTube channel has plenty of resources on all things academic writing and planning skills.

Students can watch our videos in the time it takes to boil a kettle! Making them the perfect addition to any student's day.



## Assignment Calculator

Our Assignment Calculator gives a clear step-by-step guide on how to approach essays, providing set dates and tasks based on the deadline inputted, easing the stress of managing deadlines.

# 5 For Your Students: 1-2-1 Supports

**NEW! 2024 / 2025**

## THE KIT

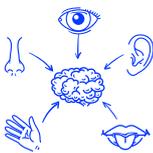
Developed by Kathy Bradley, founder and former Head of Skills Centre, we are pleased to announce the launch of our new Canvas resource for students: **The Kit**.



**The Kit** is an excellent resource for incoming students to make the transition into student life easy and exciting. This interactive resource consists of a 6-part, non-credit bearing, Canvas course which offers students the opportunity to become familiar with UCC's landscape and all that the university has to offer, before and after they arrive.



If any of your information in The Kit has changed since Aug 2024, please email [skillscentre@ucc.ie](mailto:skillscentre@ucc.ie) and let us know. We are more than happy to update any information you feel necessary.



We are delighted to announce that following the award of the SATLE Small Grant, the Skills Centre will be offering Sensory Friendly timeslots for all of our 1-2-1 support options. Following advice from our colleagues in Disability Support, part of Access UCC, we will be creating Sensory Friendly times in our Skills Centre that will provide lighting options, different seating textures and options, fidget boxes, choices of no noise or white/brown noise to be played throughout the course of our 1-2-1's and more.



Students will be able to fill out a Google Form when booking, as per our normal process, and select their choices in these areas to ensure our students get as much support as possible during their sessions with us.



The booking form is now live on our [website](#)!



*Both of these projects would not have been possible without the funding of the National Forum and our colleagues across UCC who have offered support.*



**Thank you for all of your support  
from  
the Skills Centre team**



## **STAFF Feedback Form**



**We welcome any and all feedback you are able to provide. Click on 'Feedback Form' above to be linked directly.**

