



L'excellence à la portée de tous !

Un ministère de Calvary Chapel-Port-au-Prince

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Syllabus

Course Title

WORK ORGANISATION METHOD INTELLECTUAL

I. Brief Description

This is an introductory course on basic methodological concepts. By the end of this course, students should be able to organize and carry out effective work.

II. Course Objective

2.1. General Objective

Enable students to master all the rules and steps related to the production of effective intellectual work.

2.2. Specific Objectives

- Understand the theoretical and practical concepts required to conduct a research project.
- Master the different stages related to the organization and planning of intellectual work.
- Learn the tools and methods needed to better organize and carry out effective intellectual work.

III. Teaching Method

The professor will use the lecture method followed by debates, reflections, and critiques. Due to the vast scope of this course, some topics will be addressed based on student readings, with presentations in class followed by debates and discussions starting in December. A work session schedule will be followed throughout the academic year. At each session, the group will make a concise one-hour presentation, accompanied by a written document covering the content of the oral presentation. The presentation will be graded at the end of each session (20% of the final grade). The group must submit a typed copy of 3 to 5 pages of their research work on the day of the written exam, as scheduled by the Dean's office.

Course Outline

Introduction

- Typographical elements, citations, and bibliographic references
- Time management
- Reading / types of reading
- Reading sheet / types of reading
- Research dossier
- Text explanation
- Teamwork

- Oral presentation
- Debate and various forms
- Note-taking
- Preparing a CV and job interview