

## Lesson Plan

<b>Title:</b> Finding Information		
<b>Stage / School:</b> Stage One - NUBS	<b>Date of Session:</b> Autumn	<b>Duration:</b> 1 Hour
<b>Type of Session:</b> Interactive lecture	<b>Number of Students Expected:</b> 180	
<b>Context</b> ( <i>Is this session part of a series? Is it for a particular assignment?</i> ): Session 1 of 4 in partnership with the Writing Development Centre. Fully embedded in this skills-based module with videos used as pre-lecture prep. Students use content we've developed on Blackboard to support lectures and a practical seminar activity around literature searching. In the course of the module, students develop essential academic and employability skills.		
<b>Aim(s)</b> ( <i>What is the purpose of the session?</i> ) To introduce students to essential literature searching and evaluative skills.		
<b>Learning outcomes</b> ( <i>what the students will be able to do by the end of the session?</i> ): <ul style="list-style-type: none"><li>• Locate the library website to access essential service information.</li><li>• Identify appropriate subject guide and routes to help.</li><li>• Create a basic search strategy based on combining keywords with AND.</li><li>• Locate LibrarySearch and be able to perform a basic search to find information.</li><li>• Describe and know when it is appropriate to use the different types of information available in Business Source Complete and Business news</li><li>• Find case study examples in Sage Business cases and Emerald.</li></ul>		
<b>Pre-session work required by students:</b> Watch videos on Black Board prior to the session.	<b>Resources embedded on Blackboard:</b> Lecture slides ASK Finding Information Videos: <a href="https://internal.ncl.ac.uk/ask/searching-reading-notetaking">https://internal.ncl.ac.uk/ask/searching-reading-notetaking</a>	

Timings	Content/topic	Teacher Activity	Student Activity	Resources used
5 (5)	<b>Introduction to the session</b> <ul style="list-style-type: none"> <li>- Outline of the session</li> <li>- Ombea poll – which sources would you use?</li> </ul>	Presenting/ explaining.	Listening/ participation in feedback.	Slides / Ombea access.
10 (15)	<b>Search Smart</b> <ul style="list-style-type: none"> <li>- Basic searching principles</li> <li>- Mind mapping</li> </ul> <b>Choosing the best information</b> <ul style="list-style-type: none"> <li>- Evaluating sources</li> <li>- Importance of selecting quality information and appropriate online sources</li> </ul>	Presenting/ explaining/ demonstrating.	Listening.	Slides.
10 (25)	<p><b>Choose the right resources</b> – pre-work videos highlighted the different types of information available, which all do different jobs. You need to find the resource that will give you the information you need.</p> <p><b>Library Search demonstration:</b> Access from Blackboard</p> <p><b>Books:</b></p> <ul style="list-style-type: none"> <li>- Keyword search everything except articles: study skills AND business.</li> <li>- Point out: <ul style="list-style-type: none"> <li>o Shelfmark and copy details.</li> <li>o Filter options.</li> <li>o My Account to save results for later.</li> </ul> </li> </ul> <p><b>Ebooks:</b></p> <ul style="list-style-type: none"> <li>- Use full text online filter.</li> <li>- Access Cameron, <a href="#">The business student's handbook : skills for study and employment</a></li> <li>- Explain difference between eBook &amp; kindle book.</li> </ul> <p><b>Full journal:</b></p> <ul style="list-style-type: none"> <li>- Harvard Business Review</li> </ul>	Presenting/ explaining/ demonstrating.	Listening.	Slides / Library website / Library Search / Blackboard

5 (30)	<p><b>Activity 1: Library search</b></p> <p><b>Find books:</b></p> <ul style="list-style-type: none"> <li>- What is the most recent edition of Essential study and employment skills for business and management students by Gallagher?</li> </ul> <p><b>Find eBooks:</b></p> <ul style="list-style-type: none"> <li>- How many eBooks are listed in Library Search about Organisational Behaviour?</li> </ul> <p><b>Find articles:</b></p> <ul style="list-style-type: none"> <li>- Broaden your search to everything.</li> <li>- In which journal, volume and issue, will you find the 2016 article "When do Firms Invest in Corporate Social Responsibility? A Real Option Framework".</li> </ul>	Presenting/ explaining.	Searching.	Slides / Library website / Library Search.
10 (40)	<p><b>Access the subject guide for business</b></p> <p><b>Business Source Complete demonstration</b></p> <ul style="list-style-type: none"> <li>- Search: Corporate social responsibility.</li> <li>- Demonstrate: <ul style="list-style-type: none"> <li>o accessing full text.</li> <li>o using filters on the left.</li> <li>o where you'll find source details, download, and export features.</li> <li>o using records to improve your search by identifying different keywords.</li> <li>o industry profiles &gt; car manufacturing. Mention country profiles SWOT analysis.</li> <li>o Company information &gt; Nissan.</li> </ul> </li> </ul> <p><b>Sage business cases:</b></p> <ul style="list-style-type: none"> <li>- Browse to business ethics &amp; corporate social responsibility.</li> <li>- Access example case.</li> </ul>	Presenting/ explaining / demonstrating.	Listening / watching.	Slides / Library website / Library Search / Business subject guide /Business Source Complete / Sage business cases.
5 (45)	<p><b>Business News:</b></p> <ul style="list-style-type: none"> <li>- Access business news guide from specialist resources.</li> <li>- Explain FT, Economist and Nexis</li> </ul>	Presenting/ explaining / demonstrating.	Listening / watching.	Slides / Library website / LibrarySearch / Business subject guide/

				Business news guide
5 (50)	<b>Ombea Summary quiz</b>	Presenting/ explaining/ demonstrating.	Listening / participation in the quiz.	Slides / Ombea response.
5 (55)	<b>Questions? Help?</b> - Mention materials will be released on blackboard and watch out for announcements ahead of upcoming lectures	Presenting/ explaining/ demonstrating	Listening / participation in the quiz	Slides / Blackboard.