

MODULE SPECIFICATION

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| Module Title: | Study Skills for Police in Higher Education | Level: | 4 | Credit Value: | 20 |
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| Module code: | POL401 | Is this a new module? | Yes | Code of module being replaced: | n/a |
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| Cost Centre: | GACJ | JACS3 code: | L611 | HECOS code: | 100484 |
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| Trimester(s) in which to be offered: | 1 | With effect from: | September 2019 |
|---|---|--------------------------|----------------|

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| Faculty: | Social and Life Sciences | Module Leader: | Dr Sarah Dubberley |
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| Scheduled learning and teaching hours | 36 hrs |
| Guided independent study | 164hrs |
| Placement | 0hrs |
| Module duration (total hours) | 200hrs |

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| Programme(s) in which to be offered | Core | Option |
| BSc (Hons) Professional Policing | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

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| Pre-requisites |
| None |

Office use only

Initial approval January 19

APSC approval of modification *Enter date of approval*

Have any derogations received LTQC approval?

Version 1

Yes No

Module Aims

To support students for learning and on-going personal and professional development in higher education.

Intended Learning Outcomes

Key skills for employability

- KS1 Written, oral and media communication skills
- KS2 Leadership, team working and networking skills
- KS3 Opportunity, creativity and problem solving skills
- KS4 Information technology skills and digital literacy
- KS5 Information management skills
- KS6 Research skills
- KS7 Intercultural and sustainability skills
- KS8 Career management skills
- KS9 Learning to learn (managing personal and professional development, self-management)
- KS10 Numeracy

| At the end of this module, students will be able to | | Key Skills | |
|---|--|------------|-----|
| 1 | Demonstrate skills in the use of and referencing of primary/secondary literary sources relevant to the degree programme (NPC mapping: Research methods and skills: 3.1,3.2,3.3,11.1) | KS1 | KS4 |
| | | KS5 | KS6 |
| 2 | Demonstrate proficiency in academic writing and presentation and a structured and ethical approach to studying, writing essays and referencing content NPC mapping: Research methods and skills: 4.1,4.2,4.3,4.4,4.5,10.1,10.2,10.3,10.4,10.5 | KS1 | KS4 |
| | | KS5 | KS6 |
| 3 | Review and assess literature and case law in order to develop critical arguments and draw conclusions (NPC mapping: Research methods and skills: 5.1,5.2,5.3,5.4,5.5,5.6) | KS1 | KS4 |
| | | KS5 | KS6 |
| 4 | Apply key concepts in relation to models of learning and reflective practice (NPC mapping: Research methods and skills: 7.1,7.2,7.3,7.4) | KS1 | KS4 |
| | | KS5 | KS6 |
| 5 | Demonstrate autonomy, as well as accountability and working with others, in a study skills context (NPC mapping: Research methods and skills: 9.1,9.2,9.3) | KS1 | KS4 |
| | | KS5 | KS6 |

Transferable/key skills and other attributes

IT

Writing

Problem solving.

Organising.

Working to deadlines.

Making decisions.

Research skills.

Independent Working

Time Management

Derogations

Module cannot be compensated/condoned on BSc (Hons) Professional Policing
All elements of assessment must be passed on BSc (Hons) Professional Policing

Assessment:

The assessment for the module consists of

1. An online test whereby students are required to correctly apply academic conventions to, or identify omissions/issue with, written segments.
2. Identify their learning style and its implications
3. Individuals to review an article independently and then in a group (n=6) present their understanding of the work and discuss in group setting

| Assessment number | Learning Outcomes to be met | Type of assessment | Weighting (%) | Duration | Word count (or equivalent if appropriate) |
|-------------------|-----------------------------|--|---------------|------------|---|
| 1 | 1-2 | Online Test | 50% | 1 hour | |
| 2 | 4 | Learning style assessment and reflection | 25% | | 750 |
| 3 | 3, 5 | Group: Article review, discussion and reflection | 25% | 30 minutes | |

Learning and Teaching Strategies:

The module will be taught online using a variety of strategies: wrap around lecture content, panopto videos, links to website and information, online exercises and discussions (a-synchronous). The module will be supported by two face to face seminars.

Syllabus outline: NPC indicative content mapping

LO1: Demonstrate skills in the use of and referencing of primary/secondary literary sources relevant to the degree programme

Methods of searching library and internet resources
Appropriate ICT and relevant university library resources
Relevant study materials
Referencing and bibliography styles

LO2: Demonstrate proficiency in academic writing and presentation and a structured and ethical approach to studying, writing essays and referencing content

Critical reading, thinking and writing skills
Answering problem questions
Listening and note-taking skills
Appropriate referencing
Academic misconduct (e.g. plagiarism)
Academic writing
Critiquing literature
Developing critical analysis and argument
Working in teams
Communication and presentation skills

LO3: Review and assess literature and case law in order to develop critical arguments and draw conclusions

Academic writing
Effective reading
Research of relevant undergraduate literature
Critiquing literature
Developing critical analysis and argument
Communication and presentation skills

LO4: Apply key concepts in relation to models of learning and reflective practice

Learning styles
Critical thinking
Models of learning
Reflective practice

LO5: Demonstrate autonomy, as well as accountability and working with others, in a study skills context

Personal responsibility
Effective independent and confident self-directed learning
Working with others, including working in teams (action learning sets)

Bibliography:

Essential reading

- Cottrell, S (2013) The Study Skills Handbook (4th Ed). London: Palgrave MacMillan (new edition due March 2019)
- Harrison, J. and Simpson, M. (2012) Study Skills for Criminology. London: Sage Publications.

- Malthouse,R., and Roffey-Barensten,J. (2010) Study Skills for Policing Students. Bristol: Learning Matters.

Other indicative reading

- Cooke, A (2008), A Guide to Finding Quality Information on the Internet: Selection and Evaluation Strategies, (2nd ed), London: Library Association.
- Cotterell, S. (2011) Critical Thinking Skills: Developing Effective Analysis and Argument. London: Palgrave MacMillan.
- Greetham,B (2013) How to Write Better Essays (Palgrave Study Skills). London: Palgrave MacMillan.
- Hock, R. (2013). The Extreme Searcher's Internet Handbook, 3rd ed. Medford, N.J. CyberAge Books.
- Markey,K (2019) Online Searching: A Guide to Finding Quality Information Efficiently and Effectively. London: Rowman & Littlefield Publishers;
- Rumsey, S. (2008), How to Find Information: A Guide for Researchers. Maidenhead: Open University Press.