

MODULE SPECIFICATION FORM

Module Title: Personal, Professional and Academic Skills	Level: 4	Credit Value: 20
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Module code: HUM434	Cost Centre: GAJM	JACS3 code: P300/P500
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Trimester(s) in which to be offered: 1	With effect from: September 2014
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Office use only: To be completed by AQSU:	Date approved: September 2014 Date revised: September 2017 Version no: 2
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Existing/New: NEW	Title of module being replaced (if any): Subject specific amendment to HUM402
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Originating Academic Department: Creative Industries	Module Leader: Stephen C. Kenyon
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Module duration (total hours): 200	Status: core/option/elective Core (identify programme where appropriate):
Scheduled learning & teaching hours: 48	
Independent study hours: 152	
Placement hours: 0	

Programme(s) in which to be offered: BA (Hons) Broadcasting, Journalism and Media Communications BA (Hons) Radio Production	Pre-requisites per programme (between levels):
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Module Aims:

The module aims to ensure that all students receive appropriate grounding in key academic, personal and professional skills required for successful study at higher education level and progression through the degree programmes, and applying them to the modules within the programme.

Intended Learning Outcomes:**At the end of this module students will;**

1. Have developed familiarity and confidence of the application and development of core study skills including; note taking, information retrieval, research and analysis, idea development, formulation of argument, presentation methods, academic writing (K1a/b/c, K4, K5, K6)
2. Have gained academic skills illustrating evidenced practice in the use and application of approaches appropriate for respective subject study (K4, K9,)
3. Have developed further personal transferable and lifelong learning skills and abilities including; CV writing and formulation, organisational skills, consideration of the organisation of interpersonal and professional relationships, career management. development; (K2, K3, K7, K8)

Key skills for employability

1. Written, oral and media communication skills
2. Leadership, team working and networking skills
3. Opportunity, creativity and problem solving skills
4. Information technology skills and digital literacy
5. Information management skills
6. Research skills
7. Intercultural and sustainability skills
8. Career management skills
9. Learning to learn (managing personal and professional development, self management)
10. Numeracy

Assessment:

All students will be required to submit a **Portfolio** which will contain the following elements:

- **Personal Development Planning** portfolio incl. reflective record of sessions, and detailed CV
- A 10 minute **Presentation** on a topic related to the themes of broadcasting, journalism and media communications together with a research record and reflective evaluation.

Assessment number	Learning Outcomes to be met	Type of assessment	Weighting	Duration (if exam)	Word count (or equivalent if appropriate)
1	1-3	Portfolio	50%	N/A	2000
2	1-3	Presentation	50%	10 minutes	1000 plus 1000 word equivalent for 10 minute presentation

Learning and Teaching Strategies:

The module will be delivered using an appropriate range of teaching and learning strategies including whole group lectures and presentations, seminars and tutorials, directed access to on-line materials and testing resources, in-session exercises and presentations. Key elements of study skills will be directed towards subject-specific content, and draw directly upon staff expertise, as elements of the module are taught by subject skills specialists such as the careers team, Library staff, IT specialists.

Syllabus outline:

The syllabus will modulate through essential academic and study skills knowledge and practices required for HE study, and are elements specific to the study of respective subject study.

- Note-taking and information retrieval
- Effective use of lectures and seminars
- Project planning.
- Research methods and skills, presentations, academic writing, critical thinking.
- Marking Workshop
- Use of VLE's
- Audio editing
- Use of digital camera & video editing
- Work experience guidance
- Careers workshop
- Presentation skills
- Academic study skills incl. Library resources workshop
- Referencing and plagiarism workshop

Bibliography:

Bradbury A. (2000) *Successful Presentation Skills*. Clays Ltd.

Cottrell, S. (2009) *The Study Skills Handbook, 3rd edition*, Palgrave

Rose, J. (2007) *The Mature Students Guide to Writing, 2nd edition*, Palgrave

Macmillan, K & Weyers J (2011). *The Study Skills Book*. Pearson.

Williams, K (2009) *Getting Critical*, Palgrave

Subject-specific resources as appropriate devised or distributed by subject tutors (See learning and Teaching Strategies), to include the use of on-line resources and questionnaires.