

| | |
|---------------------|--------|
| Module Code: | HUM453 |
|---------------------|--------|

| | |
|----------------------|--|
| Module Title: | Personal, Professional and Academic Skills |
|----------------------|--|

| | | | |
|---------------|---|----------------------|----|
| Level: | 4 | Credit Value: | 20 |
|---------------|---|----------------------|----|

| | | | |
|------------------------|------|--------------------|------|
| Cost Centre(s): | GAHN | JACS3 code: | X210 |
|------------------------|------|--------------------|------|

| | | | |
|-----------------|------------------------------|-----------------------|-----------------|
| Faculty: | Arts, Science And Technology | Module Leader: | Debbie Hayfield |
|-----------------|------------------------------|-----------------------|-----------------|

| | |
|---------------------------------------|---------|
| Scheduled learning and teaching hours | 36 hrs |
| Guided independent study | 164 hrs |
| Placement | 0 hrs |
| Module duration (total hours) | 200 hrs |

| Programme(s) in which to be offered (not including exit awards) | Core | Option |
|--|------|--------------------------|
| BA (Hons) Social & Cultural History | ✓ | <input type="checkbox"/> |
| BA (Hons) Social & Cultural History & English | ✓ | <input type="checkbox"/> |
| BA (Hons) Social & Cultural History & Creative Writing | ✓ | <input type="checkbox"/> |
| BA (Hons) Creative Writing | ✓ | <input type="checkbox"/> |
| BA (Hons) Creative Writing & English | ✓ | <input type="checkbox"/> |

| |
|-----------------------|
| Pre-requisites |
| N/A |

Office use only

Initial approval: 25/09/2018
 With effect from: 01/09/2019
 Date and details of revision:

Version no:1

Version no:

Module Aims

This module aims to:

- Ensure that all students received appropriate grounding in key academic, personal and professional skills required for successful study at higher education
- Encourage self-reflection and an appreciation of the skills required by employers

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 | Develop and apply core study skills. | KS1 | KS5 |
| | | KS3 | KS6 |
| | | KS4 | KS9 |
| 2 | Apply subject-specific academic skills and approaches | KS1 | KS6 |
| | | KS4 | |
| | | KS5 | |
| 3 | Reflect upon the value of personal transferable and generic skills and identify areas for development. | KS2 | KS9 |
| | | KS4 | |
| | | KS5 | |
| 4 | Refine and apply basic skills for personal, professional and career development, including CV presentation, enterprise and entrepreneurial awareness, personal career priorities and opportunities. | KS1 | KS8 |
| | | KS4 | |
| | | KS5 | |

Transferable skills and other attributes

Students will be able to develop and demonstrate:

- Empathy and imaginative insight
- Structure, coherence and clarity of written expression
- Self-discipline and self-direction
- Communication skills, oral and written

Derogations

N/A

Assessment:

Indicative Assessment Tasks:

All students will be required to submit a portfolio which will contain all of the following elements:

- A critical and reflective diary of all the sessions
- A record and evaluation of a completed presentation, together with an account of the research process
- A critical self-evaluation of a marked assignment
- A detailed CV and outline career development plan.

| Assessment number | Learning Outcomes to be met | Type of assessment | Weighting (%) | Duration (if exam) | Word count (or equivalent if appropriate) |
|-------------------|-----------------------------|--------------------|---------------|--------------------|---|
| 1 | 1,2,3,4 | Portfolio | 100% | | 4000 |

Learning and Teaching Strategies:

The module will be delivered using a range of methods appropriate to the specific topic. These will include whole-group lectures, subject-specific lectures, seminars, tutorials and presentations. For example, presentations will be delivered in subject-specific groups, while lectures on generic skills such as note-taking and presentation skills will be delivered to the whole group.

Syllabus outline:

- Research and investigation
- Information retrieval and processing
- Note-taking
- Time management
- Critical thinking
- Reflection and learning from feedback
- Presentation skills
- Academic writing
- Referencing

- Avoiding Plagiarism
- Critical approaches to the study of component subject
- CV writing
- Careers guidance

Indicative Bibliography:

Richardson, B. (ed.), *MHRA Style Guide. A Handbook for Authors, Editors, and Writers of Theses*, 3rd edition (MHRA, 2013)

Other indicative reading

Cottrell, S, *The Study Skills Handbook*, 3rd Edition (Basingstoke: Palgrave Macmillan, 2008)

Griffin, Gabriele (ed.), *Research Methods for English Studies*, 2nd edition (Edinburgh: Edinburgh UP, 2013)

Gunn, S., & Lucy Faire, *Research Methods for History* (Edinburgh: Edinburgh UP, 2011)