

<b>Module Code:</b>	LAN311
---------------------	--------

<b>Module Title:</b>	Integrated Skills for Undergraduate Studies
----------------------	---

<b>Level:</b>	3	<b>Credit Value:</b>	20
---------------	---	----------------------	----

<b>Cost Centre(s):</b>	GASL	<b>JACS3 code:</b>	Q330
------------------------	------	--------------------	------

<b>School:</b>	Creative Arts	<b>Module Leader:</b>	Dr. Leila Luukko-Vinchenzo
----------------	---------------	-----------------------	----------------------------

Scheduled learning and teaching hours	105 hrs
Guided independent study	95 hrs
Placement	0 hrs
<b>Module duration (total hours)</b>	<b>200 hrs</b>

<b>Programme(s) in which to be offered (not including exit awards)</b>	Core	Option
International Foundation Year	✓	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

<b>Pre-requisites</b>
B1 SELT with a minimum overall score of at least 4.5, and a minimum score in all four skills of no less than 4.

**Office use only**

Initial approval: 11/06/2018

Version no:1

With effect from: 01/09/2019

Date and details of revision: Revalidated December 2018

Version no:2

## Module Aims

The module is tailored for international students, and provides an opportunity to for students to learn about British Culture, undergraduate degree studies in UK HE and to undertake a project related to the student's future degree studies. In this process, students will enhance their academic, personal and professional skills needed for successful study at a degree level programme as appropriate for their respective subject area.

In detail the aims are:

- 1) To enable students to enhance their knowledge about a range of aspects of British culture, obtain initial information about undergraduate degree studies and undertake a project based on this experience - topic to be agreed with the supervisor
- 2) To allow students to develop and apply core study and academic skills, also in their respective future subject area, whilst they-critically select and apply methods and tools appropriate to the development of their project, from the design to the presentation stage; this will include preparation for and delivery of oral presentations, written reports and academic essays
- 3) To give students an opportunity to demonstrate knowledge and understanding of transferable and generic skills, in particular to promote collaboration, critical thinking and knowledge retention whilst also exercising their improved skills of academic English

## 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

At the end of this module, students will be able to		Key Skills	
1	Demonstrate initial knowledge of a range of areas linked to an undergraduate student's working environment at a UK HEI, as appropriate for the module level	KS2	
2	Assess and apply the tools and methods available for their chosen project, from the initial design phases up to the oral group presentation and the follow-up written portfolio	KS1	
		KS2	
		KS3	
3	Process, critically analyse and present information related to student's future studies – both orally and in writing	KS1	
		KS2	
		KS3	
4	Display good time management, independent and team working skills	KS4	
		KS5	

### Transferable skills and other attributes

Use ICT more independently and to a greater degree to enhance (linguistic) knowledge and information seeking in intercultural and academic contexts.

Find, process and produce information in English to a greater degree and at a higher level with improving skills in English.

Gain and enhance adaptability, independence and confidence, working with and relating to others as empowered by the improving skills in English.

Analyse language learning progression; identify barriers to learning quickly and develop strategies to overcome them.

### Derogations

At the discretion of the Assessment Board, students who have been unsuccessful in any module may be permitted **one** further attempt to redeem their failure.

### Assessment:

Indicative Assessment Tasks:

The indicative assessment comprises the tasks as listed below with one integrated mark being submitted for assessment. Weightings identified are for indicative purposes only. Only one mark to be input onto SITS.

Element 1: oral presentation of project, using methods chosen by the students, in groups of 2-4 students, time allowance per student: 10 minutes; delivered in English (70%)

Element 2: portfolio (written overview/summary of element1, incl. resources used etc) (30%)

#### Summative assessment after 18 weeks:

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	Presentation	70%	10 mins	
2	1,2,3	Portfolio	30%		1000

### Learning and Teaching Strategies:

Guest lectures by colleagues from various departments will be provided – academic and operational - on a range of aspects of HE studies. Students will also follow seminars run by the Language Centre in preparation for their project, and will attend tutorials whilst their project work progresses. Students will work in groups of 2-4 and visit lectures, seminars and/or tutorials run in connection with the IFY and/or their future area of studies.

Students will be required to take notes during the lectures, and then to either summarise the lecture in writing or in a short oral presentation. This gives students exercise in listening, note-taking, summarising, and in writing or speaking. The contents of the HE related lectures will be discussed in seminars/tutorials further as necessary. This note taking exercise will support students' academic skills and be beneficial for the development of their project and future studies. Students will prepare collaborative project presentations, albeit with individual

marks for their presentations. Students will further be given an opportunity to present their findings in a written portfolio of their presentation.

**Syllabus outline:**

Through lectures and seminars: chosen areas and aspects of British culture.

Through lectures, seminars and/or tutorials related to the HE area: academic and study skills, knowledge and practices required for HE study; approaches and methodological issues and skills specific to the students' future academic studies; development of personal transferable and generic skills – taking into consideration the international students' specific developmental needs

Through tutorials, discussion on an agreed framework for progress on the project related to contents, appropriate tools and methods, presentation and portfolio.

**Indicative Bibliography:**

**Essential reading**

Bailey, St. (2017) *Academic Writing: A Handbook for International Students*. 5<sup>th</sup> ed. Routledge

Cottrell, S. (2017) *Critical Thinking Skills: Effective Analysis, Argument and Reflection*. 3<sup>rd</sup> ed. Palgrave

Cottrell, S. (2013) *The Study Skills Handbook*. 4<sup>th</sup> ed. Palgrave

Emden, J. v./Becker, L. (2016) *Presentation Skills for Students*. 3<sup>rd</sup> ed. Palgrave

**Other indicative reading**

Mono- and bi-lingual (online) dictionaries, Journals, WWW

Students will have access to an appropriate range of supplementary material and links to web-based resources on Moodle in order to facilitate independent and team learning.