

MODULE SPECIFICATION PROFORMA

Module Title:	Studying in Higher Education	Level:	4	Credit Value:	20
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Module code:	SOC469	Is this a new module?	no	Code of module being replaced:	SOC463
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Cost Centre:	GACJ	JACS3 code:	X220
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Trimester(s) in which to be offered:	1	With effect from:	September 2017
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School:	Social and Life Sciences	Module Leader:	Dr Karen Washington-Dyer
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Scheduled learning and teaching hours	36 hrs
Guided independent study	164hrs
Placement	0hrs
Module duration (total hours)	200hrs

Programme(s) in which to be offered	Core	Option
BA (Hons) Policing	✓	<input type="checkbox"/>
BA (Hons) Police and Criminal Justice Studies	✓	
BA (Hons) Criminology and Criminal Justice	✓	

Pre-requisites
None

Office use only

Initial approval December 16

APSC approval of modification *Enter date of approval*

Have any derogations received SQC 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

At the end of this module, students will be able to		Key Skills	
1	Demonstrate the knowledge and skills needed in higher education	KS1	KS2
		KS6	KS9
2	Apply the Harvard System of referencing	KS1	KS9
		KS5	
3	Demonstrate understanding of their own learning style.	KS3	KS9
		KS8	
4	Demonstrate understanding of critical thinking	KS3	
		KS8	
5	Apply skills to aid success in exams, written assessments and presentations	KS1	KS8
		KS6	KS9

Transferable/key skills and other attributes

IT
 Problem solving.
 Organising.
 Working to deadlines.
 Making decisions.
 Research skills.

Derogations
 N/A

Assessment:

The assessment for the module consists of an online test whereby students are required to correctly apply academic conventions to, or identify omissions/issue with, written segments.

Assessment number	Learning Outcomes to be met	Type of assessment	Weighting (%)	Duration (if exam)	Word count (or equivalent if appropriate)
1	1-5	Online Test	100%	2 hours	

Learning and Teaching Strategies:

The module is taught online through the Moodle VLE. The online lectures are varied to include links to video and written online resources. The lectures are supported by two face to face seminars at week 4 and 8 of the programme

Syllabus outline:

- Preparation for Higher Education.
- Harvard System of Referencing
- Presentation of academic assignments
- Time management.
- Continuous Improvement
- Self-assessment.
- Principles and stages of learning
- Learning styles.
- Learning methods and techniques.
- Preparation of a personal development plan.

Bibliography:

Essential reading

- Cottrell, S (2013) *The Study Skills Handbook* (4th Ed). London: Palgrave MacMillan.
- Harrison, J et al (2005) *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.
- Rumsey, S. (2008), *How to Find Information: A Guide for Researchers*. Maidenhead: Open University Press.