

Module Code:	HUM434
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Module Title:	Personal, Professional and Academic Skills
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Level:	4	Credit Value:	20
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Cost Centre(s):	GAJM	JACS3 code:	P300/P500
		HECoS code:	100444/100442

Faculty :	Arts, Science and Technology	Module Leader:	Stephen C Kenyon-Owens
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Scheduled learning and teaching hours	48 hrs
Guided independent study	152 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) Broadcasting, Journalism and Media Communications	✓	<input type="checkbox"/>
BA (Hons) Radio Production	✓	<input type="checkbox"/>
BSc (Hons) Live Sound	✓	<input type="checkbox"/>
BA (Hons) Sound Design	✓	<input type="checkbox"/>

Pre-requisites

Office use only

Initial approval: 01/09/2014

Version no:1

With effect from: 01/09/2019

Date and details of revision: Reapproved by AB 13/03/18 as part of reval for
BA(Hons) Sound Design and BSc (Hons) Live Sound

Version no:3

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

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	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	KS1	KS4
		KS5	KS6
2	Have gained academic skills illustrating evidenced practice in the use and application of approaches appropriate for respective subject study	KS4	KS9
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	KS2	KS3
		KS7	KS8

Transferable skills and other attributes**Derogations**

N/A

Assessment:

Indicative Assessment Tasks:

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

Indicative Bibliography:
Essential reading
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, 2 nd edition, Palgrave Macmillan, K & Weyers, J (2011). The Study Skills Book. Pearson. Williams, K (2009). Getting Critical, Palgrave
Other indicative reading
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.