

MODULE SPECIFICATION FORM

Module Title: Personal, Professional and Academic Skills	Level: 4	Credit Value: 20
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Module code: HUM402	Cost Centre: GAHN	JACS3 code: X210
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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: July 2014 Date revised: - Version no: 1
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Existing/New: Existing	Title of module being replaced (if any): N/A
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Originating Academic Department: Creative Industries	Module Leader: Debbie Hayfield
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Module duration (total hours): 200	Status: core/option/elective (identify programme where appropriate): Core
Scheduled learning & teaching hours: 60	
Independent study hours: 140	
Placement hours: 0	

Programme(s) in which to be offered: BA(Hons) History BA (Hons) English BA (Hons) English & Creative Writing BA (Hons) English and History BA (Hons) History & Creative Writing	Pre-requisites per programme (between levels): None
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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:

At the end of this module, students will be able to:

1. Develop and apply core study skills. (KS1,KS3, KS4, KS5, KS6, KS9)
2. Apply subject-specific academic skills and approaches (KS1, KS4, KS5, KS6)
3. Reflect upon the value of personal transferable and generic skills and identify areas for development. (KS2, KS4, KS9)
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, KS4, KS5, KS8)

Key skills (KS) 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 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 equivalent

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.

Indicative 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

Bibliography:

Essential 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)