Wrexham glyndŵr UNIVERSITY

MODULE SPECIFICATION

Module Title:	Personal Development Planning	**Level**:	4	**Credit Value**:	20

Module code:	HUM437	New ✓ Existing ☐	**Code of module being replaced**:	HUM402

Cost Centre:	GATP	JACS3 **code**:	W400

Trimester(s) in which to be offered:	1	**With effect from:**	September 16

School:	School of Creative Arts	**Module Leader:**	Jenna Brook

Scheduled learning and teaching hours	60 hrs
Guided independent study	140 hrs
Placement	0 hrs
Module duration (total hours)	200 hrs

Programme(s) in which to be offered	Core	Option
BA (Hons) Theatre, Television and Performance	✓	☐

Module Aims
This module aims to ensure that all students receive appropriate grounding in key academic, personal and professional skills in order to achieve success in their higher education studies. This will include subject specific sessions in: Essay writing and structure Critical review writing and structure Reflective Practice methodology Referencing Research Presentation skills Writing CV's Furthermore, it introduces the student to career paths and options in preparation for employment.

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 Demonstrate through subject specific application, familiarity and confidence with the use, application and development of core study skills – research and investigation, information retrieval and processing, note-taking, extended development of ideas and arguments, modes of presenting information in written and other forms (including use of IT and Presentations), academic writing (essay, project, Dissertation, performance formats) formats.	KS1	KS3
	KS4	KS5
	KS6	KS9
2 Show an understanding of knowledge and understanding of personal transferable and generic skills and identification of development areas based on a needs analysis.	KS1	KS2
	KS3	KS4
	KS5 KS6	KS7 KS9
3	KS1	KS4

Show an understanding of knowledge and understanding of basic skills and priorities for personal, professional and career development, including CV presentation, enterprise and entrepreneurial awareness, personal career priorities and opportunities, and preparation for further study to postgraduate level.	KS5	KS6
	KS7	KS8 KS10

Transferable/key skills and other attributes
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

Derogations
None

Assessment:

Assessment for this module consists of 100% coursework, and comprises 2 assignments: A presentation, on a subject agreed between the student and the module tutor (50%) and a Portfolio (50%)

The purpose of this presentation is to develop communication skills. It also gives the opportunity to demonstrate the student's ability both to research and prepare a topic for presentation, and to present it effectively to others.

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

1. Evidence of a self-marked essay.
2. Notes and evaluations of all lectures and whole group sessions.
3. A Project Plan for a task, project or extended exercise relevant to the subject area.
4. Examples of an outline Literature Review, Bibliography and Synopsis as appropriate to subject component specific outputs
5. Two detailed CV's and outline career development plan
6. A record and evaluation of a completed presentation.

Assessment number	Learning Outcomes to be met	Type of assessment	Weighting (%)	Duration (if exam)	Word count (or equivalent if appropriate)
1	1, 3	Presentation	50 %		10 minutes
2	1, 2, 3, 4	Portfolio	50 %		2,000 words

Learning and Teaching Strategies:

The module will be delivered using an appropriate range of teaching 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. Effective Presentations, Project Management, Mind Mapping and Effective Study Techniques, Enterprise Awareness and Career Planning will account for 40% of formal taught sessions. The further 60% will concentrate on more subject-specific issues concerning the performing arts industry and study in the subject such as presentations, critical methods and approaches to the study of respective subject components, assignment writing and assessment criteria in respective subject areas.

Syllabus outline:

The module will cover four key areas:
    1. Essential academic and study skills, knowledge and practices required for HE study Core generic study skills including:

Note-taking and information retrieval, effective use of lectures and seminars, mind-mapping, research methods and research skills, effective presentations, academic writing (planning, structuring, research, drafting and editing, assessment criteria), forms of academic writing (case studies, literature reviews, projects, performances, dissertations, critical thinking and critical reasoning, effective revision techniques

2. Essential academic approaches, methodological issues and skills which are specific to the study of respective specialist component subject(s)

Subject-specific consideration and development of the generic skills and issues as appropriate for the successful study of respective subject components, including assessment and performance-based issues (e.g. critical and methodological approaches; specific referencing considerations; relevant and appropriate research and information processing and retrieval approaches; subject-specific issues and approaches in relation to argument and the presentation of evidence; assessment criteria, etc.)

3. Essential personal transferable and generic skills

Core skills in communication, presentation, time management, project management, use of IT, numeracy, independent and group work, leadership and management, research etc.

4. Identification and development of generic personal and professional development

Understanding of personal strengths and areas for development in areas such as maintaining and updating an effective CV; identification of priorities for career and professional development, including effective use of career preference questionnaires and on-line exercises; enterprise and entrepreneurial practice; subject-specific career and professional development priorities.

Bibliography:

Essential reading

Cottrell, S. (2011) *Critical Thinking Skills: Developing Effective Analysis and Argument,* Palgrave
Cottrell, S. (2009) *The Study Skills Handbook, 3rd edition,* Palgrave
Cottrell, S. (2010) *Skills for Success: Personal Development and Employability,* Palgrave

Other indicative reading

Greetham, B. (2013) *How to write Better essay,* Palgrave
Pears R & Shields G (2010) *Cite them*
Rose, J. (2007) *The Mature students Guide to Writing, 2nd edition,* Palgrave
Williams, K. (2009), *Getting Critical,* Palgrave

Research journal database: http://www.jstor.org