PRIFYSGOL

glyndŵr
UNIVERSITY

MODULE SPECIFICATION FORM

Module Title:	**Personal, Professional and Academic Skills**	Level:	3	Credit Value:	20

Module code: PSY328	Cost Centre: GAPS	JACS3 code: N/A

Trimester(s) in which to be offered: 1	With effect from: September 2014

Office use only: To be completed by AQSU:	Date approved: September 2014 Date revised: - Version no: 1

Existing/New: New	Title of module being replaced (if any): N/A

Originating Academic Department:	Psychology	Module Leader:	Sam Emmett

Module duration (total hours):	200	Status: core/option/elective (identify programme where appropriate):	Core for all Foundation Year Strands
Scheduled learning & teaching hours	50		
Independent study hours	150		
Placement hours	0		

Programme(s) in which to be offered: All programmes with Foundation Years	Pre-requisites per programme (between levels): None

Module Aims:

This 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 Honours degree programmes and subsequent employment and/or further study.

Intended Learning Outcomes:

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

Knowledge and Understanding:

1. Demonstrate familiarity and confidence with the use, application and development of core study and academic skills including the use of IT, preparation for presentations, and formats for academic writing such as essay and report formats
2. Apply knowledge in the use of subject-specific academic skills and approaches as appropriate for their respective subject area
3. Demonstrate knowledge and understanding of transferable and generic skills and develop priorities for further personal, professional and career development

Key skills 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:

This module will be assessed via a portfolio of evidence collected during the study year. It may typically contain witness statements of achievement and examples of work that indicate competence in a range of study skills.

Assessment number	Learning Outcomes to be met	Type of assessment	Weighting	Duration (if exam)	Word count (or equivalent if appropriate)
1	All	Portfolio	100%		3000

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. Elements of the module will be delivered drawing on central staff expertise (for example, in areas such as Effective Presentations, Project Management, Mind Mapping and Effective Study Techniques, Enterprise Awareness and Career Planning). It is anticipated that this will account for 50% of formal taught sessions. The remaining 50% of contact will be subject-specific, with seminars led by subject tutors and focussing on subject-based issues and approaches (e.g. presentations in subject-based area, 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.
2. Essential academic approaches, methodological issues and skills which are specific to the study of respective specialist component subject(s).
3. Essential personal transferable and generic skills.
4. Identification and development of generic personal and professional development.

Bibliography:

Essential reading:

Cottrell, S. (2009) *The Study Skills Handbook, 3rd edition*, Palgrave

Rose, J. (2007*), The Mature students Guide to Writing, 2nd edition*, Palgrave

Williams, K (2009), *Getting Critical*, Palgrave