UWE Bristol | University of the West of England

STUDENT AND ACADEMIC SERVICES

MODULE SPECIFICATION

Part 1: Basic Data						
Module Title	Professional Portfolio Development 1					
Module Code	UPNN6J-30-2		Level	2	Version	1
UWE Credit Rating	30	ECTS Credit Rating	60	WBL module?	No	
Owning Faculty	ACE		Field	Linguistics		
Department	Arts and Cultural Industries		Module Type	Project		
Contributes towards	BA (Hons) Creative and Professional Writing					
Pre-requisites	n/a		Co- requisites	n/a		
Excluded Combinations			Module Entry requirements			
First CAP Approval Date	*22/03/2016*		Valid from	September 2017		
Revision CAP Approval Date			Revised with effect from			

Review Date	.

Part 2: Learning and Teaching	
Learning Outcomes	On successful completion of this module students should be able to: • Show self-reliance, independence and initiative in the management of their own project. • Engage creatively and critically in appropriate independent research. • See a project through the complete process from inception to finished draft. • Show perseverance, commitment and patience in the redrafting and revision of their work, plus the ability to respond constructively to editorial feedback. • Utilise the skills they have learnt on the course so far to improve the quality of their writing.

	- Show awareness of context and audience. - Be able to reflect on the benefits and challenges of working creatively as part of a team (where appropriate). - Reflect constructively on their creative work and their project management skills, identifying strengths and needs.
Syllabus Outline	Through the taught sessions during the first semester, this module gives students an opportunity to learn about the processes involved in producing a substantial piece of developed writing. Then, during the second semester, students will work independently on a project, producing a substantial piece of their own writing, plus a reflective essay/report and a record of the creative process in the form of (for example) a log, journal or annotated drafts. The module as a whole will form a structured, supportive framework within which students can begin to develop their professional portfolio, and will prepare them for their longer independent project at Level 3. The project will be chosen in consultation with teaching staff, and its form and focus will be subject to staff approval. Students will gain an understanding of the issues involved in seeing an extended project through from inception to completion, including producing a proposal, conducting appropriate research, developing ideas, editing and redrafting, and evaluating the project. Students will be encouraged to look beyond the immediate task to the wider context, considering questions of audience, impact and possibilities for dissemination, marketing or further development. Supported by taught sessions and by staff mentoring, students will be expected to be self-reliant and to manage their project independently. Students' ability to assess work-in-progress is a vital skill, and may be displayed through the keeping of a journal or log during the creative process, and/or records of successive drafts.
Contact Hours	A minimum of 36 hours contact time is provided for this module.
Teaching and Learning Methods	**Scheduled learning** The module will be taught through workshops and seminars, in which lecturer input will be combined flexibly with practical work, and through individual consultations. In the autumn semester, group sessions will focus on giving students guidance on researching, planning and structuring an independent project, and will enable them to discuss their plans with students working in a similar area and to monitor progress. In the spring semester, students should expect to receive "one-to-one" supervision, to be arranged with the tutor at mutually convenient times. The tutor's role here is to provide advice and constructive critical commentary on the student's drafted work as it progresses. **Independent learning** This module involves a significant amount of independent learning, as the students work on their professional portfolios. Guidance to support students' independent learning will be given either in the module handbook, via the module information on UWE online or through any other vehicle deemed appropriate by the module/programme leaders.
Key Information Sets Information	Key Information Sets (KIS) are produced at programme level for all programmes that this module contributes to, which is a requirement set by HESA/HEFCE. KIS are comparable sets of standardised information about undergraduate courses allowing prospective students to compare and contrast between programmes they are interested in applying for.

Key Information Set - Module data					
Number of credits for this module				30	
Hours to be allocated	Scheduled learning and teaching study hours	Independent study hours	Placement study hours	Allocated Hours	
300	36	264	0	300	✅

The table below indicates as a percentage the total assessment of the module which constitutes a -

Written Exam: Unseen written exam, open book written exam, In-class test
Coursework: Written assignment or essay, report, dissertation, portfolio, project
Practical Exam: Oral Assessment and/or presentation, practical skills assessment, practical exam

Please note that this is the total of various types of assessment and will not necessarily reflect the component and module weightings in the Assessment section of this module description:

Coursework assessment percentage	100%
Practical exam assessment percentage	0%
	100%

Reading Strategy	All students are encouraged to read widely using Library Search, a variety of bibliographic and full text databases and internet resources. Many resources can be accessed remotely. Guidance on further reading will be given in the module handbook and updated annually. Assignment reference lists are expected to reflect the range of reading carried out.
	Students may be asked to purchase a small number of primary texts suited to their individual projects.
	This module offers an opportunity to develop the information skills introduced at Level 1. Students will be given the opportunity to attend sessions on a selection of appropriate databases and search skills. Additional support is available through the library web pages, including interactive tutorials on finding books and journals, evaluating information and referencing. Sign-up workshops are also offered by the Library.
Indicative Reading List	**Indicative reading list** *There is no core reading for this module.*

Part 3: Assessment	
Assessment Strategy	**Assessments:** Portfolio: 100% The weighting will typically be as follows: 15% - Record of the creative process, which may for example take the form of a work-in-progress log or journal, or annotated drafts. 60% - The creative project (see details below). 25% - A reflective essay or report on the context, aims and processes of the project. The creative project will typically take one of the following forms (although other forms may be used, subject to the agreement of teaching staff): **Fiction** Original fiction – for example this may be in the form of one or more short stories or an excerpt from a longer work-in-progress. **Script** An original script or screenplay, which may be complete in itself or an excerpt from a longer work-in-progress. **Narrative Non-fiction** Original narrative non-fiction – for example this may be in the form of one or more complete pieces or an excerpt from a longer work-in-progress. In each of the above cases the word count will be determined by the nature of the project, and a clear indication of word count limits both for the creative project and for the reflective essay/report will be included in the module handbook. If another form of writing has been approved as suitable content for the portfolio, appropriate word count limits will be set by staff. Subject to agreement with teaching staff, students may devise a project that has a collaborative element and/or a practical element. Alternatively, and again subject to agreement with teaching staff, students may complete a relevant work placement (or equivalent practical project) and write a reflective essay about the processes involved and the skills gained. Appropriate word count limits in these cases will be set by staff.

Identify final assessment component and element	**Component A**		
		A:	**B**:
% weighting between components A and B (Standard modules only)			

First Sit	

Component A (controlled conditions) **Description of each element**	**Element weighting** **(as % of component)**
Portfolio	100%

Resit (further attendance at taught classes is not required)	
Component A (controlled conditions) **Description of each element**	**Element weighting** **(as % of component)**
Portfolio	100%
If a student is permitted a retake of the module under the University Regulations and Procedures, the assessment will be that indicated by the Module Description at the time that retake commences.	