



MODULE SPECIFICATION

Part 1: Information			
Module Title	Professional and Academic Skills		
Module Code	UFCFGK-30-0	Level	Level 3
For implementation from	2019-20		
UWE Credit Rating	30	ECTS Credit Rating	15
Faculty	Faculty of Environment & Technology	Field	Computer Science and Creative Technologies
Department	FET Dept of Computer Sci & Creative Tech		
Module type:	Standard		
Pre-requisites	None		
Excluded Combinations	None		
Co- requisites	None		
Module Entry requirements	None		

Part 2: Description
<p>Educational Aims: See Learning Outcomes</p> <p>Outline Syllabus: Elements of professionalism:</p> <p>The development of professions, monitoring, measuring and upholding professional behaviour, professional standards, professional bodies.</p> <p>Ethical principles including: accuracy and rigor; honesty and Integrity; respect for life, the public good; responsible leadership</p> <p>Legal responsibilities: regulation and legislation.</p> <p>The work of Engineers and Technologists:</p> <p>The nature of the work of Engineers and Technologists, past and present.</p> <p>The role and influence of Engineers and Technologists; ethical considerations, professionalism, health and safety, impact of socio-economic change, sustainability.</p>

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Appraisal of functional, aesthetic, technical and economic considerations in engineering and technology design

Human needs and the effects of products and systems on society

Aspects of the use and conservation of energy in relation to both the manufacture and performance of products.

Effective working and communication:

Planning and time management skills.

Information literacy: use of information research skills to access and validate information from both library and electronic sources, including professional standards of referencing.

Group work: Advantages and disadvantages of working in a group; strategies for managing a group, collaborative learning

Report writing: use of a conventional report structure; use of professional language and style; writing for an audience, academic versus "other" writing.

Reporting experimental results: Use of spreadsheets; summarising and representing results, values and formulae, macros and "what-if" functions.

Making presentations: tools, identifying the key message, format, style, timekeeping.

Teaching and Learning Methods: Teaching and learning in this module is designed to give the students practice in a variety of professional and academic skills to allow them to recognise where their strengths and weaknesses lie and thus to develop as reflective learners.

The module is delivered by means of lectures and workshops. In general, students are presented with underpinning ideas during lectures. These ideas are practiced, developed and consolidated through a series of directed tasks, some of which are undertaken in groups and some undertaken individually.

In-class exercises are delivered in a workshop setting, with lecturer and peer support, and with model examples available. This provides opportunities for formative assessment and extensive tutor feedback, thus giving students the opportunity to reflect on and improve their performance.

Activity (hrs)

Contact time (72)

Assimilation and development of knowledge (148)

Presentation preparation (20)

Coursework preparation (60)

Total study time (300)

Part 3: Assessment

The assessment for this module is carefully designed to support students in developing their learning skills. The module aims to help students change their learning behaviour, and prepare them for other aspects of the course, as well as for Higher Education.

Assessing little and often encourages both engagement and attendance. The controlled conditions assessment (2 group presentations) is designed in such a way that the students can 'practice' what for many is a developing skill. Thus the first group presentation given early in the module and is weighted at only 30% of the controlled condition mark. Within the formal setting of an assessment that contributes to their module mark, this gives the students the opportunity to recognize their strengths and weaknesses and to improve on those for the second presentation.

Because of the generic nature of the learning outcomes, this module is best suited to a portfolio approach. Students will be provided with a series of individual and group tasks, which allow demonstration of the learning

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outcomes. One element of the portfolio is a library workbook in which the underpinning information gathering skills are assessed.

Assessment is designed to be inclusive, and to take into account the range of ability that students have at the start of the course.

Assessments are designed to provide opportunities for students to be stretched and challenged.

The assessment is designed to test understanding, application and context, rather than specific skills, thus ensuring that students cannot pass the module whilst only achieving some of the learning outcomes.

First Sit Components	Final Assessment	Element weighting	Description
Portfolio - Component B		75 %	Portfolio – to include evidence of the use of technology, information gathering, communication skills, time management etc
Presentation - Component A		8 %	Group presentation 1
Presentation - Component A	✓	17 %	Group presentation 2
Resit Components	Final Assessment	Element weighting	Description
Portfolio - Component B		75 %	Portfolio
Presentation - Component A	✓	25 %	Individual presentation 15 minutes

Part 4: Teaching and Learning Methods

Learning Outcomes	On successful completion of this module students will achieve the following learning outcomes:	
	Module Learning Outcomes	Reference
	Demonstrate an understanding of the nature of decisions and decision-making processes and be able to identify the ethical and professional elements therein	MO1
	Demonstrate an understanding of the professional responsibility of engineers and technologists in the local context and discuss the potential impact of their work on society	MO2
	Make effective use of technology to address specified problems with guidance from tutors	MO3
	Collect, sort and use information from a variety of sources (eg lectures, libraries, journals, internet within a well-bounded context,	MO4
	Appraise the value of information gathered using pre-defined frameworks or criteria	MO5
	Communicate both process and results effectively, in a variety of media (e.g. written and oral) in a narrowly defined context	MO6
	Manage their time in order to complete projects within set deadlines	MO7
Work effectively in groups, adapting their behaviour to meet their obligations to others.	MO8	
Contact Hours	Independent Study Hours:	

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	Independent study/self-guided study	228
	Total Independent Study Hours:	228
	Scheduled Learning and Teaching Hours:	
	Face-to-face learning	72
	Total Scheduled Learning and Teaching Hours:	72
	Hours to be allocated	300
	Allocated Hours	300
Reading List	<p><i>The reading list for this module can be accessed via the following link:</i></p> <p>https://uwe.rl.talis.com/index.html</p>	

Part 5: Contributes Towards

This module contributes towards the following programmes of study:

Computer Security and Forensics [Feb][FT][GCET][4yrs] BSc (Hons) 2019-20

Computer Security and Forensics [Oct][FT][GCET][4yrs] BSc (Hons) 2019-20

Instrumentation and Control Engineering {Foundation} [Feb][PT][GCET][8yrs] BEng (Hons) 2018-19

Instrumentation and Control Engineering {Foundation} [Oct][PT][GCET][8yrs] BEng (Hons) 2018-19