



ACADEMIC SERVICES

MODULE SPECIFICATION

Part 1: Basic Data					
Module Title	Becoming a Professional				
Module Code	UJUUL9-30-0	Level	0	Version	1
UWE Credit Rating	30	ECTS Credit Rating	15	WBL module?	No
Owning Faculty	FBL	Field	Law UG		
Department	Law	Module Type	Standard		
Contributes towards	<p>AEF BA (Hons) Accounting and Finance; BA (Hons) Business Management with Accounting and Finance; BA Economics; BSc (Hons) Economics; BA (Hons) Business Management with Economics; BA (Hons) Banking and Finance</p> <p>B & M BA (Hons) Business and Management; BA (Hons) Business and HRM; BA (Hons) International Business; BA(Hons) Business Management and Leadership; BA (Hons) Business (Team Entrepreneurship); BA (Hons) Marketing; BA (Hons) Marketing Communications; BA (Hons) Business Management with Marketing; BA(Hons) Business and Events Management</p> <p>LAW LLB (Hons); LLB (Hons) Commercial Law); LLB (Hons) European and International Law; BA (Hons) Criminology and Law; LLB (Hons) Law with Criminology; BA (Hons) Criminology with Law; BA (Hons) Business and Law; LLB (Hons) Law with Business; BA (Hons) Business Management with Law; LLB (Hons) Law with Psychology</p>				
Pre-requisites	None		Co- requisites	None	
Excluded Combinations	None		Module Entry requirements	n/a	
First CAP Approval Date	1 June 2016		Valid from	September 2016	
Revision CAP Approval Date			Revised with effect from	.	

Part 2: Learning and Teaching	
Learning Outcomes	<p>On successful completion of this module students will be able to demonstrate:</p> <ul style="list-style-type: none"> • Some ability to think and communicate effectively both critically and reflectively in ways appropriate to higher education. [Assessed within A1, A2] • Management of their time and activities in ways which support academic success. [Assessed within A1, A2,]

	<ul style="list-style-type: none"> • Effective working within teams and groups to achieve academic success. [Assessed within A1 (mainly), A2] • An ability to find and use academic literature and other data in ways appropriate to higher education. [Assessed within A1, A2] • An understanding of the relevance of the UWE graduate attributes to the career opportunities available to graduates of Business and Law programmes. [Assessed within A1, A2]
Syllabus Outline	<p>Introduction to higher education and the learning and teaching environment</p> <p>Introduction to the UWE Graduate Attributes</p> <p>Becoming a reflective practitioner - using an e-portfolio</p> <p>Taking clear and effective notes from written and spoken sources</p> <p>Time and self-management</p> <p>Further reflective writing</p> <p>Further editing skills and critical writing structures</p> <p>Information retrieval skills and use of data</p> <p>Evidence based inquiry</p> <p>Writing critical essays and other papers</p> <p>Writing and editing in an academic style</p> <p>Making professional presentations in business and law</p> <p>Revising for examinations and other summative assessments</p>
Contact Hours	<p>There are three scheduled contact hours per week, timetabled as one one-hour session and one two-hour session. The module runs over two semesters and there are 24 weeks of formal contact. In addition to the 72 hours of scheduled contact, staff hold Office Hours at least once a week, in which students can discuss any teaching and learning issues.</p>
Teaching and Learning Methods	<p>This module is designed to act as a “spine” to the foundation year on programmes within the Faculty of Business and Law. The module leader will also act as co-ordinator for the four modules which constitute the year. The scheduled time may on occasion be shared with one or more of the other modules in the foundation year. In particular, this module will also take the lead in relation to the three separate weeks in which activity will be integrated across all four modules in the pursuit of a particular project. The first integrative week will take place at the start of the academic year and will require students to work in groups on a project which will demonstrate the relevance of all the discipline areas and the graduate attributes to all students, regardless of the programme on which they are enrolled. The focus of the other two integrative weeks are described in the assessment strategy section below.</p> <p>As a skills-based module, it is important that skills may be practiced both within and outside the assigned teaching time, thus particular skills will be introduced within workshops with an opportunity to practice within the timetabled learning environment. This may include time spent in classrooms, visits to the library and practical opportunities for data gathering and analysis.</p> <p>It is paramount that the skills being learned are not explored in a vacuum; therefore, the sequence and content of learning opportunities will be scheduled to match the requirements of the three discipline-related modules, with particular regard to those skills which are necessary for assessed pieces of work in associated modules.</p>

Workshop time in this module will also support reflection on the skills being developed in other modules.

Scheduled learning includes mini-lectures, demonstrations, practical classes and workshops, plus fieldwork.

Independent learning includes hours engaged with essential reading and practicing skills being developed within the module.

Blackboard – This module is supported by Blackboard, where students will be able to find all necessary module documentation, including guidance on Further Reading within the module handbook/outline. Direct links to information and resources may also be provided from within Blackboard, and these may include links to the Academic Success Centre Resources stored on Blackboard.

TEL – Supporting resources are available via Lynda.com (Excel, Time Management etc. and other selected resources such as Phrasebank

www.phrasebank.manchester.ac.uk (writing) Palgrave Study Skills and www.Learnhigher.ac.uk.

It is expected that students will undertake 9 hours of independent study per week to support the 3 hours face-to-face time they will have on this module. Each piece of coursework will require an average of 20 hours independent study.

Key Information Sets Information

Key Information Sets (KIS) are produced at programme level for all programmes that this module contributes to, for which HESA/HEFCE sets a requirement. 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	72	228	0	300

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

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:

	Total assessment of the module:			
	Written exam assessment percentage	0%		
	Coursework assessment percentage	80%		
	Practical exam assessment percentage	20%		
				100%

Reading Strategy	<p>Students will be directed and expected to undertake essential reading throughout the module. However, depending upon specific topics addressed over the course of the module, students will be expected to undertake additional reading. A list of indicative textbooks is provided below but students are expected to recognise that these may be starting points only and that they should extend their reading as widely as is necessary to demonstrate a suitable level of knowledge.</p> <p>Blackboard – This module is supported by Blackboard, where students will be able to find all necessary module documentation, including guidance on Further Reading within the module handbook/outline. Direct links to information resources will also be provided from within Blackboard</p> <p>UWE Libraries – Engagement with online resources available through the library will be a core requirement of this module. This includes mySkills/iSkills zone, and the Skills4Study resources. iSkillzone http://iskillzone.uwe.ac.uk workshops for information retrieval, referencing, evaluation skills and literature reviewing http://www1.uwe.ac.uk/library/help.aspx</p> <p>Skills4study (s4s) as part of the MySkills resource [Academic reading and note making; Critical thinking; Academic writing; Referencing and plagiarism]</p> <p>There is no essential text for this module; however, we will suggest useful foundational texts for reference. Students will be provided with a wide variety of written, audio and video texts that will be taken from recommended text books, journal articles, national and international newspapers and websites. Journal articles will be available electronically, or in the library. Students will be guided throughout the module as to the appropriate texts. Module guides will also reflect the range of reading to be carried out. The module handbook will indicate required reading from texts taken from books and from academic papers. Online videos and audio recordings will also be recommended to support learning and wellbeing.</p>
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Indicative Reading List	<p>There is no core text for this module but reference will be made to:</p> <p>Cottrell, S. (2013) <i>The Study Skills Handbook</i>. 4th ed. Basingstoke: Palgrave</p> <p>Field, A. and Hole G. (2003) <i>How to Design and Report Experiments</i>. London: Sage</p> <p>http://www1.uwe.ac.uk/students/studysupport/studyskills/referencing/uweharvard.aspx http://www1.uwe.ac.uk/students/studysupport/studyskills/referencing.aspx</p>
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Part 3: Assessment	
Assessment Strategy	<p>Strategy:</p> <p>The assessment within this module is designed both to develop and to assess the student's ability to carry out key tasks which support academic success and the acquisition of the UWE graduate attributes.</p>

	<p>The Group Poster develops skills in group-working and the selection and integration of information within a graphic format. This will be the end product of the second integrative project week and the topic will relate at least partly to the UWE graduate attributes.</p> <p>Completion of learning journal via an e-portfolio is designed to facilitate a reflective approach to learning and to develop familiarity and confidence with on-line resources and to enable the student to demonstrate that they have met the module learning outcomes</p> <p>The Personal Development Plan, which will be the end product of the third integrative week, is designed to provide the student with the opportunity to reflect upon experiences both within and outside education so that they are able to develop an ambitious yet practical plan for their future learning and career ambitions. This will also enable them to demonstrate that they meet the intended learning outcome of the year as a whole of having an understanding of the relevance of the discipline areas which they have studied to their possible future professional lives.</p> <p>The learning journal summary and PDP will be submitted as one portfolio submission (worth 80% of the module mark) at the end of the year but formative feedback will take place via exercises and via peer review completed during workshops during the year.</p> <p>Whilst the first attempt at this modules will involve students in two separate elements of assessment, the resit task will be a combined submission of reflective writing against a template which enables them to describe how they meet the module learning outcomes accompanied by a personal development plan (and which is the equivalent in length of the demands of elements A1 and A2 in the first sit).</p>
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Identify final assessment component and element	Component A2	
% weighting between components A and B (Standard modules only)	A: 100%	B:
First Sit		
Component A (controlled conditions) Description of each element	Element weighting (as % of component)	
1. Group Poster	20%	
2. Portfolio including reflective journal summary and personal development plan (2000 words)	80%	
Component B Description of each element	Element weighting (as % of component)	

Resit (further attendance at taught classes is not required)		
Component A (controlled conditions) Description of each element	Element weighting (as % of component)	
1. Structured reflective exercise (2500 words)	100%	
Component B	Element weighting	

Description of each element	(as % of component)
<p>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.</p>	