

## MODULE SPECIFICATION

Part 1: Information			
Module Title	Becoming a Professional		
Module Code	UMCUL9-30-0	Level	0
For implementation from	September 2019		
UWE Credit Rating	30	ECTS Credit Rating	15
Faculty	FBL	Field	Business and Management Cross Disciplinary
Department	Business and Management		
Contributes towards	<p><b>AEF</b>            BA (Hons) Accounting and Finance; BA (Hons) Business Management with Accounting and Finance; BA(Hons) Accounting and Management; BSc(Hons) Accounting; BA Economics; BSc (Hons) Economics; BA (Hons) Business Management with Economics; BA (Hons) Banking and Finance</p> <p><b>B &amp; M</b>            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; BA (Hons) Business Management with Law;</p> <p><b>LAW</b>            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;</p>		
Module type:	Standard		
Pre-requisites	None		
Excluded Combinations	None		
Co- requisites	None		
Module Entry requirements	N/A		

### Part 2: Description

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.

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.

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

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.

You will cover:

Introduction to higher education and the learning and teaching environment

Introduction to the UWE Graduate Attributes

Becoming a reflective practitioner - using an e-portfolio

Taking clear and effective notes from written and spoken sources

Time and self-management

Further reflective writing

Further editing skills and critical writing structures

Information retrieval skills and use of data

Evidence based inquiry

Writing critical essays and other papers

Writing and editing in an academic style

Making professional presentations in business and law

Revising for examinations and other summative assessments

### **Part 3: Assessment**

**Strategy:**

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.

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.

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

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.

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.

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).

Identify final timetabled piece of assessment (component and element)	Component A2	
% weighting between components A and B (Standard modules only)	<b>A:</b>	<b>B:</b>
	100%	

**First Sit**

<b>Component A</b> (controlled conditions) <b>Description of each element</b>	<b>Element weighting</b> (as % of component)
1. Group Poster	20%
2. Portfolio including reflective journal summary and personal development plan (2000 words)	80%

<b>Component B</b> <b>Description of each element</b>	<b>Element weighting</b> (as % of component)
n/a	

**Resit (further attendance at taught classes is not required)**

<b>Component A</b> (controlled conditions) <b>Description of each element</b>	<b>Element weighting</b> (as % of component)
1. Structured reflective exercise (2500 words)	100%

<b>Component B</b> <b>Description of each element</b>	<b>Element weighting</b> (as % of component)
n/a	


**Part 4: Learning Outcomes & KIS Data**

Learning Outcomes	<p>On successful completion of this module students will be able to demonstrate:</p> <ul style="list-style-type: none"> <li>Some ability to think and communicate effectively both critically and reflectively in ways appropriate to higher education. [Assessed within A1, A2 ]</li> <li>Management of their time and activities in ways which support academic success. [Assessed within A1, A2,]</li> <li>Effective working within teams and groups to achieve academic success. [Assessed within A1 (mainly), A2]</li> <li>An ability to find and use academic literature and other data in ways appropriate to higher education. [Assessed within A1, A2]</li> </ul>
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- 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]

Key Information Sets Information (KIS)

Key Information Set - Module data				
<i>Number of credits for this module</i>				
				30
Hours to be allocated	Scheduled learning and teaching study hours	Independent study hours	Placement study hours	Allocated Hours
300	72	228	0	300



Contact Hours

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

**Written Exam:** Unseen or open book written exam

**Coursework:** Written assignment or essay, report, dissertation, portfolio, project or in class test

**Practical Exam:** Oral Assessment and/or presentation, practical skills assessment, practical exam (i.e. an exam determining mastery of a technique)

Total Assessment

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

Reading List

Reading list <https://uwe.rl.talis.com/modules/ujuul9-30-0.html>

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First Approval Date (and panel type)	CAP 1 June 2016			
Revision ASQC Approval Date <i>Update this row each time a change goes to ASQC</i>	6 March 2019	Version	2	<a href="#">Link to RIA</a>