

**MODULE SPECIFICATION**

Part 1: Information			
Module Title	Academic Skills in Arts and Humanities		
Module Code	UPCNA7-30-0	Level	0
For implementation from	September 2017		
UWE Credit Rating	30	ECTS Credit Rating	15
Faculty	Arts, Creative Industries and Education	Field	Cultural Industries
Department	Arts and Cultural Industries		
Contributes towards	BA(Hons) English BA(Hons) English with Writing BA(Hons) English and English Language BA(Hons) English Language & Linguistics BA(Hons) English and History BA(Hons) Creative and Professional Writing BA(Hons) History BA(Hons) History with Heritage BA(Hons) Film Studies and Literature BA(Hons) Film Studies BA(Hons) Liberal Arts BA(Hons) Media and Cultural Production BA(Hons) Media Culture and Communication BA(Hons) Journalism BA(Hons) Media and Journalism BA(Hons) Journalism and Public Relations		
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 help students understand the expectations of study in higher education and to introduce them to the academic and study skills required for success on their chosen subject pathway. The module focuses on the core underpinning skills necessary for the thematic modules and aims to develop capacity and confidence for effective independent learning and academic progression. It also has the aim of building up confidence in each student via weekly group and collaborative activities.

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Content will be shaped indicatively on the following areas:

- Writing for different purposes
- Using appropriate academic conventions and style, referencing and avoiding plagiarism
- Reading strategies for different purposes
- Summarising, interpreting, analysing and evaluating information from a range of sources
- Target setting, planning and time management for independent learning
- Reflecting on learning and progress in response to group discussion, formal and informal feedback
- Oral presentation skills
- Note-making skills for reading and lectures
- Exam skills
- Using IT for academic purposes
- Teamwork skills and group collaboration
- Identifying, locating and retrieving information from a range of sources

Part 3: Assessment

The assessment strategy is designed to support and enhance the development of core subject specific skills and transferrable study skills. Assessment is through coursework and a presentation tailored to complement learning on the other modules in the foundation year and support effective progression to undergraduate level.

Component B (75%) contains 3 elements:

Reflective journal (1,500 words)

The reflective journal will allow students to reflect on the process of researching, planning and completing academic work, building their skills to eventually equip them for degree level study. Students will be required to make regular entries through the year which reflect on activities, responses to learning and the university environment, barriers and solutions to problems, learning from feedback and progress. Some entries will be completed, or drafted, in class allowing the tutor to offer formative feedback and support gradual student development.

Essay exercise (1,000 words)

Students are instructed, and assisted, during contact hours to develop an essay plan and identify suitable research materials - before writing up and submitting their work in a structured format. This makes for a structured progression from organising and planning work, to producing a short essay – suitable to embed skills at the foundational level.

Literature review exercise (1,000 words).

This assignment is designed to develop students' ability to employ academic reading, reasoning, research and written skills to review a source and to reflect on the obstacles faced when engaging with academic literature.


Component A (25%)

Presentation

This assessment requires students to engage in collaborative evidence-based learning and to research and present on a topic relevant to their chosen pathway degree scheme. Students will present for approximately 5 minutes each, and will be assessed based on their individual contributions.

Identify final timetabled piece of assessment (component and element)	B3	
% weighting between components A and B (Standard modules only)	A:	B:
	25%	75%
First Sit		
Component A (controlled conditions) Description of each element	Element weighting (as % of component)	

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1. Presentation (5mins)		100%										
Component B Description of each element		Element weighting (as % of component)										
1. Literature review exercise (1,000 words)		30%										
2. Essay exercise (1,000 words)		30%										
3. Reflective journal (1,500 words)		40%										
Resit (further attendance at taught classes is not required)												
Component A (controlled conditions) Description of each element		Element weighting (as % of component)										
1. Presentation (5mins)		100%										
Component B Description of each element		Element weighting (as % of component)										
1. Literature review exercise (1,000 words)		30%										
2. Essay exercise (1,000 words)		30%										
3. Reflective journal (1,500 words)		40%										
Part 4: Teaching and Learning Methods												
Learning Outcomes	<p>On successful completion of this module students will be able to:</p> <ol style="list-style-type: none"> Engage with a range of academic texts relevant to the students' chosen pathway degree scheme (Components A1 and B1, 2, 3). Produce written work for different purposes that utilises appropriate terminology, style and conventions in the Arts and Humanities (Components B1, 2, 3). Demonstrate effective organisational and time management skills (Components A1 and B1 and B2). Demonstrate an ability to set targets, reflect on progress and improve academic work in response to feedback (Components B3) Make appropriate and competent use of IT for a range of purposes (Components A1 and B1, 2, 3). Demonstrate an understanding of research strategies for academic work and identify, locate and retrieve information in a variety of formats (Components A1 and B1, 2, 3). Gain experience presenting information clearly in oral format (Component A1) 											
Key Information Sets Information (KIS)	<p style="text-align: center;"><u>Key Information Set - Module data</u></p> <p style="text-align: center;"><i>Number of credits for this module</i> 30</p> <table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th>Hours to be allocated</th> <th>Scheduled learning and teaching study hours</th> <th>Independent study hours</th> <th>Placement study hours</th> <th>Allocated Hours</th> </tr> </thead> <tbody> <tr> <td>300</td> <td>72</td> <td>228</td> <td>0</td> <td>300</td> </tr> </tbody> </table> <div style="text-align: right; margin-top: 5px;"></div>		Hours to be allocated	Scheduled learning and teaching study hours	Independent study hours	Placement study hours	Allocated Hours	300	72	228	0	300
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;											

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Total Assessment	<p>Written Exam: Unseen or open book written exam</p> <p>Coursework: Written assignment or essay, report, dissertation, portfolio, project or in class test</p> <p>Practical Exam: Oral Assessment and/or presentation, practical skills assessment, practical exam (i.e. an exam determining mastery of a technique)</p>																				
	<table border="1"> <tr> <td colspan="2">Total assessment of the module:</td> <td></td> <td></td> </tr> <tr> <td>Written exam assessment percentage</td> <td></td> <td>0%</td> <td></td> </tr> <tr> <td>Coursework assessment percentage</td> <td></td> <td>75%</td> <td></td> </tr> <tr> <td>Practical exam assessment percentage</td> <td></td> <td>25%</td> <td></td> </tr> <tr> <td></td> <td></td> <td>100%</td> <td></td> </tr> </table>	Total assessment of the module:				Written exam assessment percentage		0%		Coursework assessment percentage		75%		Practical exam assessment percentage		25%				100%	
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Reading List	<p>Indicative reading List</p> <p>Northedge, A (2005) <i>The Good Study Guide</i>, Milton Keynes: OU Press Barns, T & S.</p> <p>Sinfield (2012) <i>The Essential Study Skills: The Complete Guide to Success at University</i>, London: Sage</p> <p>Cottrell, S (2012) <i>The Exam Skills Handbook: Achieving Peak Performance</i>, London: Palgrave</p> <p>Redman, P & W. Maples (2011) <i>Good Essay Writing: A Social Science Guide</i>, London: OU and Sage.</p> <p>Cottrell, S (2013) <i>The Study Skills Handbook</i>, London: Palgrave</p>																				

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First CAP Approval Date	21 March 2017			
Revision CAP Approval Date <i>Update this row each time a change goes to CAP</i>		Version	1	RIA 12056