

Liverpool John Moores University

Title: SKILLS FOR LIFE-LONG LEARNING
Status: Definitive
Code: **3000FOUND** (114446)
Version Start Date: 01-08-2011

Owning School/Faculty: Humanities and Social Science
Teaching School/Faculty: Humanities and Social Science

Team	Leader
Liz Sperling	Y

Academic Level: FHEQ3
Credit Value: 24.00
Total Delivered Hours: 92.00
Total Learning Hours: 240
Private Study: 148

Delivery Options

Course typically offered: Standard Year Long

Component	Contact Hours
Lecture	30.000
Tutorial	2.000
Workshop	60.000

Grading Basis: 40 %

Assessment Details

Category	Short Description	Description	Weighting (%)	Exam Duration
Essay	AS2	Essay	30.0	
Portfolio	AS4	Portfolio of skills exercises (evaluation performance in the group presentation; critical reading; referencing; essay plan; report writing; note taking; library searches; source evaluation).	40.0	
Test	AS1	In-class test	10.0	
Portfolio	AS3	e-portfolio (learning styles; career planning; CV letter)	20.0	

Aims

To enable students to develop and be able to apply the academic skills needed for higher learning.
To ensure that students progress to level one of their degree programme competent in academic skills.

Learning Outcomes

After completing the module the student should be able to:

- 1 Critically assess reading material.
- 2 Present written coursework to standard academic protocols e.g. Harvard referencing, syntax, sources, note-taking.
- 3 Work effectively independently and in groups.
- 4 Engage with personal development planning.

Learning Outcomes of Assessments

The assessment item list is assessed via the learning outcomes listed:

essay	1	2	3
portfolio	2	3	
in class test	3	4	
eportfolio	4		

Outline Syllabus

Introduction to on-line learning.

Block 1: Academic skills: personal statement; critical analysis; critical reading; note taking; Harvard referencing; critical writing; essay planning; learning styles.

Block 2: Working in groups: group dynamics; team projects; presentation skills.

Block 3: Personal Development Planning: learning styles; career planning; CV writing; cover letter; interview technique.

Learning Activities

All learning materials are provided on Blackboard but TL&A will be blended on- and off-line. Weekly sessions will introduce new skills in short lectures explaining the importance of the skills to academic work and student progress. Skills will be practiced using a mix of on- and off-line, group and individual exercises and private study. Skills will be formatively assessed in-class at regular intervals. Progress will be reviewed in individual tutorials at regular intervals throughout the year.

References

Course Material	Book
Author	Cotterill, S
Publishing Year	2005
Title	Critical Thinking Skills
Subtitle	Developing Effective Analysis and Argument
Edition	
Publisher	Houndmills: Palgrave MacMillan
ISBN	

Course Material	Book
Author	Cotterill, S
Publishing Year	2003
Title	Skills for Success
Subtitle	The Personal Development Planning Book
Edition	
Publisher	Houndmills: Palgrave MacMillan
ISBN	

Course Material	Book
Author	Warburton, N
Publishing Year	2006
Title	The Basics of Essay Writing
Subtitle	
Edition	
Publisher	London: Routledge
ISBN	

Notes

This module is designed to ensure that students progress from Foundation Year with a solid knowledge of academic protocols. Using social science subject based materials, academic skills will be practiced using in-class, private and on-line study exercises. The module also introduces PDP and the use of the university's e-portfolio.