

Liverpool John Moores University

Title: PERSONAL, ACADEMIC AND PROFESSIONAL DEVELOPMENT
Status: Definitive
Code: **4500FSWMC** (116089)
Version Start Date: 01-08-2014

Owning School/Faculty: Nursing and Allied Health
Teaching School/Faculty: Wirral Metropolitan College

Team	Leader
Maxine Smith	Y

Academic Level: FHEQ4 **Credit Value:** 24.00 **Total Delivered Hours:** 30.00
Total Learning Hours: 240 **Private Study:** 210

Delivery Options

Course typically offered: Standard Year Long

Component	Contact Hours
Lecture	24.000
Seminar	2.000
Tutorial	3.000
Workshop	1.000

Grading Basis: 40 %

Assessment Details

Category	Short Description	Description	Weighting (%)	Exam Duration
Report	AS1	Report on team work for a group presentation on good practice issues - Report to be included within student's PDP file (1500 words) - 25%	25.0	
Portfolio	AS2	Personal Development Portfolio - (3500 words or equivalent) - 75%	75.0	

Aims

To facilitate the participation of students in personal and professional reflection aimed at setting, planning and developing personal, academic and professional goals.

Learning Outcomes

After completing the module the student should be able to:

- 1 Explore the wide range of learning opportunities available to support own academic development, and reflect on how these have been effectively used
- 2 Reflect on developing skills in reading, note taking and thinking critically when producing written work.
- 3 Discuss teamwork skills and evaluate team processes whilst working within a small group to plan and carry out a short group presentation

Learning Outcomes of Assessments

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

Report	3
Personal Development Portfolio	1 2

Outline Syllabus

Study skills: critical reading, note taking, searching the literature using electronic and other means, use of ICT and Virtual Learning Environments to enhance students' learning and academic skills, effective writing skills, citing and referencing sources of information, producing spreadsheets, using data bases, word processing, storing and retrieving information, assignment structuring and presentation, avoiding academic impropriety, reflecting on module learning in relation to application to practice, presentation skills, Bloom's taxonomy

Personal and professional skills: team working and team process, reflective practice, goal setting, Berne's Transactional Analysis, assertiveness, encouraging autonomy, metacognition and constructing own meaning from learning

Learning Activities

This module forms the basis of personal development planning at Level Four enabling the student to develop personal and academic skills that are applied to their own professional practice. This will be facilitated by group work, lectures, directed study, student presentation, work based learning and reflection and ICT workshops

References

Course Material	Book
Author	Boulton, G.
Publishing Year	2005
Title	Reflective Practice: writing and professional development
Subtitle	
Edition	
Publisher	Sage
ISBN	

Course Material	Book
Author	Burnham, L.
Publishing Year	2002
Title	Teaching Assistant's Handbook
Subtitle	
Edition	
Publisher	Heinemann
ISBN	

Course Material	Book
Author	Cottrell, S.
Publishing Year	2004
Title	Study Skills Handbook
Subtitle	
Edition	
Publisher	Palgrave
ISBN	

Course Material	Book
Author	Schon, D.
Publishing Year	1991
Title	The Reflective Practitioner
Subtitle	
Edition	
Publisher	Stanley Thornes
ISBN	

Notes

This module provides the student new to higher education with an opportunity to reflect upon and develop their personal, academic and professional skills. The PDP will include diagnostic tools such as learning styles questionnaire, ICT skills audit and skill development, action planning related to assignment feedback, practice reports from mentors and reflective statements related to module learning. The PAPD provides a firm foundation upon which the Year 2 Reflective Practice module will build.