

## Liverpool John Moores University

Title: PERSONAL AND ACADEMIC STUDY SKILLS  
Status: Definitive  
Code: **4503MPSH** (116084)  
Version Start Date: 01-08-2012

Owning School/Faculty: Liverpool School of Art & Design  
Teaching School/Faculty: St Helens College

Team	Leader
Stuart Borthwick	Y

**Academic Level:** FHEQ4      **Credit Value:** 24.00      **Total Delivered Hours:** 84.00  
**Total Learning Hours:** 240      **Private Study:** 156

### Delivery Options

Course typically offered: Standard Year Long

Component	Contact Hours
Lecture	40.000
Tutorial	8.000
Workshop	36.000

**Grading Basis:** 40 %

### Assessment Details

Category	Short Description	Description	Weighting (%)	Exam Duration
Portfolio	AS1	Portfolio of evidence to include:- Personal Development Plan (1200 words). Career/employment research (500 words)	40.0	
Portfolio	AS2	A completed CV and covering letter (500 words)	10.0	
Reflection	AS3	A library review (1000 words)	10.0	
Reflection	AS4	Exhibition review (1000 words)	10.0	
Presentation	AS5	A small group presentation (15 minutes, equivalent to 1000 words)	10.0	
Reflection	AS6	A reflective learning assignment (2000 words)	20.0	

## Aims

*Develop and demonstrate improved Levels of individual and group communication in both written and oral form.*

*Develop and demonstrate a work ethic that includes self-management and reflection.*

*Develop academic skills in research, academic writing and referencing.*

## Learning Outcomes

After completing the module the student should be able to:

- 1 Manage their learning and reflect effectively through the preparation of a Personal Development Plan. B1
- 2 Construct an appropriate CV and covering letter. C7
- 3 Present and analyse data in an appropriate manner. D1
- 4 Communicate effectively, both orally and in writing. D2
- 5 Work effectively as part of a team. D3

## Learning Outcomes of Assessments

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

Portfolio of evidence	1	3	4
CV	2	3	4
Library review	3	4	
Exhibition Review	3	4	
15 minutes	3	4	5
Learning assignment	3	4	

## Outline Syllabus

*Personal Development Planning, identify strengths and weaknesses, formulate a personal action plan*

*Skills audit*

*Introduction to academic writing*

*Essay planning and structure*

*Development of research skills*

*Academic referencing*

*Introduction to self-employment*

*Introduction to spreadsheets*

*Oral presentations preparation*

*Working within a team*

*Career research*

## Learning Activities

Lectures, workshops, video-presentations, academic tutorials and guest speakers.

## References

<b>Course Material</b>	Book
<b>Author</b>	Becker, L. & Emden, J.
<b>Publishing Year</b>	2004
<b>Title</b>	Presentation Skills for Students
<b>Subtitle</b>	
<b>Edition</b>	
<b>Publisher</b>	Basingstoke: Palgrave MacMillan
<b>ISBN</b>	

<b>Course Material</b>	Book
<b>Author</b>	Britten, A.
<b>Publishing Year</b>	2009
<b>Title</b>	Working in the Music Industry
<b>Subtitle</b>	
<b>Edition</b>	
<b>Publisher</b>	How To Books
<b>ISBN</b>	

<b>Course Material</b>	Book
<b>Author</b>	Cottrell, S.
<b>Publishing Year</b>	2008
<b>Title</b>	The Study Skills Handbook
<b>Subtitle</b>	
<b>Edition</b>	
<b>Publisher</b>	Basingstoke: Palgrave MacMillan
<b>ISBN</b>	

<b>Course Material</b>	Book
<b>Author</b>	Cottrell, S.
<b>Publishing Year</b>	2005
<b>Title</b>	Critical Thinking Skills
<b>Subtitle</b>	
<b>Edition</b>	
<b>Publisher</b>	Basingstoke: Palgrave MacMillan
<b>ISBN</b>	

<b>Course Material</b>	Book
<b>Author</b>	Cottrell, S.
<b>Publishing Year</b>	2003
<b>Title</b>	Skills for Success
<b>Subtitle</b>	
<b>Edition</b>	
<b>Publisher</b>	Basingstoke: Palgrave MacMillan
<b>ISBN</b>	

<b>Course Material</b>	Book
<b>Author</b>	Cottrell, S.
<b>Publishing Year</b>	2008
<b>Title</b>	How to Write Better Essays
<b>Subtitle</b>	
<b>Edition</b>	
<b>Publisher</b>	Basingstoke: Palgrave MacMillan
<b>ISBN</b>	

<b>Course Material</b>	Book
<b>Author</b>	Gibson, S.
<b>Publishing Year</b>	2008
<b>Title</b>	Going Self-Employed
<b>Subtitle</b>	
<b>Edition</b>	
<b>Publisher</b>	London: Rightway
<b>ISBN</b>	

<b>Course Material</b>	Book
<b>Author</b>	Pears, R. & Shields, G.
<b>Publishing Year</b>	2008
<b>Title</b>	Cite them right
<b>Subtitle</b>	the essential referencing guide
<b>Edition</b>	
<b>Publisher</b>	Newcastle: Pear Tree Books
<b>ISBN</b>	

<b>Course Material</b>	Book
<b>Author</b>	Trask, R.L.
<b>Publishing Year</b>	2004
<b>Title</b>	The Penguin Guide to Punctuation
<b>Subtitle</b>	
<b>Edition</b>	
<b>Publisher</b>	London: Penguin
<b>ISBN</b>	

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**Notes**

The Module will focus on providing a framework for the student to develop their ability to become a self-directed learner. This is achieved through the development of a portfolio that includes coursework and a reflective log, developed over both semesters. The portfolio encourages self-analysis and planning. A range of skills will be developed during the Module including: word processing, presentation skills, numeracy, communication and teamwork. There is also a strong focus on core academic skills, particularly academic writing and referencing. The Module will also explore career research and self-employment in the music industry.