

Liverpool John Moores University

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Title: Personal and Professional Development
Status: Definitive
Code: **4609TECYPC** (129164)
Version Start Date: 01-08-2021
Owning School/Faculty: Engineering
Teaching School/Faculty: YPC International College (Kolej Antarabangsa YPC)

| Team | Leader |
|------------|--------|
| Karl Jones | Y |

Academic Level: FHEQ4 **Credit Value:** 10 **Total Delivered Hours:** 42
Total Learning Hours: 100 **Private Study:** 58

Delivery Options

Course typically offered: Semester 1

| Component | Contact Hours |
|-----------|---------------|
| Lecture | 24 |
| Tutorial | 18 |

Grading Basis: 40 %

Assessment Details

| Category | Short Description | Description | Weighting (%) | Exam Duration |
|-----------|-------------------|-------------------------------|---------------|---------------|
| Portfolio | AS1 | Portfolio of work | 80 | |
| Essay | AS2 | Self-Awareness and Reflection | 20 | |

Aims

To prepare students for academic life at university and to encourage personal development planning activities appropriate for career development. Particular emphasis is placed on essay/report writing and referencing their research, as a vital area that is too often under-emphasized by students. Focus is also placed on helping students acquire key skills necessary to a successful academic and professional life,

such as time management, critical thinking and reflective learning techniques.

Learning Outcomes

After completing the module the student should be able to:

- 1 Locate research sources of information using range of techniques appropriate for HE and produce a well-structured and referenced report using the Harvard Referencing system
- 2 Develop and deliver a suitable oral presentation with audience hand-out using appropriate presentation software
- 3 Identify and describe the skills necessary for professional success
- 4 Identify and reflect upon the following aspects of self-awareness in respect of personal development and career planning : strengths and weaknesses, motivation and values, ability to work with others

Learning Outcomes of Assessments

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

| | | | |
|-------------------------------|---|---|---|
| Portfolio of work | 1 | 3 | 2 |
| Self-Awareness and Reflection | 4 | | |

Outline Syllabus

Understanding and Accessing university systems (email, student drive, module and community VLE, electronic library)

Referencing to the Harvard Referencing system

Introduction to Microsoft Word, Excel, PowerPoint

Introductions to the library portal

Introduction to learning concepts

Locating business information using explore, online databases, online journals, etc

Paraphrasing information sources, report writing and referencing

Create a structured word document for academic submissions

Synthesise information sources to produce essays and reports

Personal Development Planning and Career Planning

Learning Activities

Formal lectures and workshops.

Notes

This module provides students with an opportunity to consider their future role and develop a plan that can be used to enable them to progress in their chosen career.