

## Liverpool John Moores University

Title: Internship and Professional Development  
Status: Definitive  
Code: **5016HA** (117774)  
Version Start Date: 01-08-2016

Owning School/Faculty: Liverpool School of Art & Design  
Teaching School/Faculty: Liverpool School of Art & Design

Team	Leader
Juliet Carroll	Y
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**Academic Level:** FHEQ5      **Credit Value:** 36      **Total Delivered Hours:** 116  
**Total Learning Hours:** 360      **Private Study:** 244

### Delivery Options

Course typically offered: Standard Year Long

Component	Contact Hours
Lecture	18
Placement	48
Seminar	26
Tutorial	24

**Grading Basis:** 40 %

### Assessment Details

Category	Short Description	Description	Weighting (%)	Exam Duration
Presentation	Assign 1	Job Interview and Application Documents	30	
Reflection	Assign 2	Reflective Report 3000 Words	70	

### Aims

1. To provide students with practical internship experience within a professional environment.
2. To evaluate the deployment of professional skills through self reflection and

evaluation.

3. To enable students to create career management plans and to prepare the relevant information/documentation to assist them in future employment/self-employment.

## Learning Outcomes

After completing the module the student should be able to:

- 1 1 Demonstrate an awareness of work related practices.
- 2 2 Evaluate the strengths and weaknesses of their career management and performance on a placement.
- 3 3 Prepare for and undertake a professional interview.

## Learning Outcomes of Assessments

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

Presentation	1	3	
Reflection	1	2	3

## Outline Syllabus

*The syllabus will explore aspects of the cultural industries and practical aspects of professional development and career management. Typical sessions include:*

*The cultural industry .*

*'Job Specs': How to read and respond to 'person specifications'.*

*Making applications, packaging and promotion, targeting potential employers or agencies.*

*Preparing a curriculum vitae.*

*Interview skills and techniques.*

*Making Presentations at Interview.*

*Portfolio/presentation pack production.*

*Job Studies including job description, recruitment, training, personal skills and opportunities.*

*Career Management.*

*Interpersonal skills training .*

*Self evaluation and Reflection.*

*Creating Learning Agreements.*

*WOW process .*

## Learning Activities

Students will receive practical demonstrations of careers guidance in workshops and seminars. Sessions will introduce students to professionals employed in various aspects of the cultural industries. In collaboration with local host institutions this module gives students the opportunity to undertake a professional placement.

Students will show competence in work-related areas as specific to the host institution. Typically learning activities might include: organizing exhibitions; leading educational workshops/tours; producing information for gallery text panels; contributing to promotional or publicity material; compiling and maintaining databases; minute-taking; letter writing; and dealing with the public. Students will also be taught how to formulate and evaluate a Learning Agreement, how to prepare job application materials, and how to manage their careers.

## **Notes**

This module will prepare the student for identifying, developing and securing employment opportunities. Interview skills and presentation skills will be developed within the context of the cultural industries on Merseyside. The students will be introduced to work-based and work-related learning in an appropriate environment. It includes aspects of training in transferable and interpersonal skills and in developing self-reflection. The module works in close collaboration with the Graduate Development Centre and incorporates the WOW process.