

Liverpool John Moores University

Title: Internship and Professional Development Preparation
Status: Definitive
Code: **5116HA** (121850)
Version Start Date: 01-08-2021

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

Team	Leader
Juliet Carroll	Y

Academic Level: FHEQ5
Credit Value: 10
Total Delivered Hours: 32
Total Learning Hours: 100
Private Study: 68

Delivery Options

Course typically offered: Semester 1

Component	Contact Hours
Lecture	13
Seminar	13
Tutorial	1
Workshop	5

Grading Basis: 40 %

Assessment Details

Category	Short Description	Description	Weighting (%)	Exam Duration
Presentation	AS1	Job Interview of 30 minutes and Associated Application Documents (Approx 4500 words)	100	

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 Demonstrate an awareness of work related practices.
- 2 Evaluate the strengths and weaknesses of their career management and performance on a placement.
- 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	2	3
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Outline Syllabus

Collaboration with the World of Work Centre. 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.

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: leading educational workshops/tours; 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 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 World of Work Centre.