

Module code: MOD002544	Version: 1 Date Amended: 03/Aug/2009
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1. Module Title
Developing Academic Skills 1

2a. Module Leader	2b. Department	2c. Faculty
Sarah Hart	Department of Life Sciences	Faculty of Science and Technology

3a. Level	3b. Module Type
3	Standard (fine graded)

4a. Credits	4b. Study Hours
15	150

5. Restrictions			
Type	Module Code	Module Name	Condition
Courses to which this module is restricted:	None		

LEARNING, TEACHING AND ASSESSMENT INFORMATION

6a. Module Description
This module seeks to identify and develop the basic individual skills needed for effective study in science degrees. It emphasises the need for self-motivation and goal setting in providing an individual drive and energy to sustain the work of study at degree level. It then examines the basic skills of learning and, by using a series of practical exercises, enables the student to acquire improved performance and efficiency in these areas. Whilst the basic skills of efficient reading, writing and comprehension will be developed, particular emphasis will be given to developing self-confidence in learning skills such as note-taking, word processing and basic report writing. The importance of developing regular working habits for efficient and effective learning will be emphasised and encouraged and the setting of short weekly exercises will be a key component in helping the student to acquire the skills, disciplines and rewards of undergraduate academic life. The module will be assessed by coursework.

6b. Outline Content
- Self motivation, goal setting - Time management - Acquiring and using information effectively - Listening, reading and writing skills - Communication skills - Introduction to computer applications - Word processing

6c. Key Texts/Literature
COTTRELL, S., (2003) The study skills handbook, Macmillan ISBN: 14039 11355 Guidance notes on key skills. Library resources.
<i>Last Updated: 03/Aug/2009</i>

6d. Specialist Learning Resources
Library training seminars Computer Centre

7. Learning Outcomes (threshold standards)		
No.	Type	On successful completion of this module the student will be expected to be able to:
1	Knowledge and Understanding	Understand the skills and disciplines required for effective undergraduate study
2	Knowledge and Understanding	Understand how to use available resources efficiently to become a successful student
3	Intellectual, practical, affective and transferrable skills	Become proficient at note taking from written and spoken information
4	Intellectual, practical, affective and transferrable skills	Develop skills in knowledge organisation and communication for effective performance in assignments and examinations

8a. Module Occurrence to which this MDF Refers				
Year	Occurrence	Period	Location	Mode of Delivery
2015/6	ZZF	Template For Face To Face Learning Delivery		Face to Face

8b. Learning Activities for the above Module Occurrence			
Learning Activities	Hours	Learning Outcomes	Details of Duration, frequency and other comments
Lectures	24	1-4	2 hours of lectures each week
Other teacher managed learning	0	None	None
Student managed learning	126	1-4	Weekly 10.5 hours
TOTAL:	150		

9. Assessment for the above Module Occurrence					
Assessment No.	Assessment Method	Learning Outcomes	Weighting (%)	Fine Grade or Pass/Fail	Qualifying Mark (%)
010	Coursework	1-4	100 (%)	Fine Grade	30 (%)
Details:	COURSEWORK 3000 WORDS				
Coursework: 3000 words					

**In order to pass this module, students are required to achieve an overall mark of 40%.
 In addition, students are required to:
 (a) achieve the qualifying mark for each element of fine graded assessment of as specified above
 (b) pass any pass/fail elements**