

## Personal and Professional Development (Foundation)

|                |                                         |
|----------------|-----------------------------------------|
| Module Code:   | CLS3002-B                               |
| Academic Year: | 2018-19                                 |
| Credit Rating: | 20                                      |
| School:        | School of Pharmacy and Medical Sciences |
| Subject Area:  | Clinical Sciences                       |
| FHEQ Level:    | FHEQ Level 3                            |

Pre-requisites:

Co-requisites:

### Contact Hours

| Type                  | Hours |
|-----------------------|-------|
| Lectures              | 12    |
| Seminar               | 9     |
| Practical classes and | 19    |
| Tutorials             | 8     |
| Directed Study        | 152   |

### Availability Periods

| Occurrence | Location/Period                                     |
|------------|-----------------------------------------------------|
| BDA        | University of Bradford / Academic Year (Sept - May) |

### Module Aims

To develop and consolidate skills required for successful learning, to develop confidence and ability in effective communication and teamwork and to prepare students for further study, lifelong learning and employment.

### Outline Syllabus

Principles of learning and study skills:

Introduction to course & personal academic tutors.

Study skills. Self-directed learning, barriers to effective learning, teaching and assessment styles, time and self-management.

Lifelong Learning:

Reflective practice and critical reasoning. Use of Personal Development Portfolio.

Managing and understanding information:

Word processing, e-mail, WWW, use of libraries and databases, the VLE, PowerPoint, Excel.

Communication Skills:

Principles of verbal and non-verbal communication, factors affecting effective & cross-cultural communication. Presentation skills, confidence & assertive behaviour

Working in groups and teams:

Principles of group dynamics and teamwork, group communication exercises, learning in groups

### **Module Learning Outcomes**

*On successful completion of this module, students will be able to...*

- 1 Describe the principles of group dynamics and effective teamwork which will be demonstrated in a group assignment.
- 2 To identify personal learning needs and use action planning to develop your skills.
- 3 Collect, evaluate and present information using IT.
- 4 Work effectively as part of a team.
- 5 Use confident and assertive written and verbal communication skills.
- 6 Review your own progress and achievement.

### **Learning, Teaching and Assessment Strategy**

Group work, tutorials, workshops, individual and group presentations will be used to develop your personal transferable skills. These will be supported by interactive lectures, IT workshops and formative assessment of IT and verbal presentation skills. You will use an assessed portfolio to identify your personal learning needs and develop reflective practice in preparation for lifelong learning. Individual and group presentation skills will be assessed by staff and your contribution to teamwork by peer assessment. During directed study hours, you are expected to consolidate your IT skills and presentation skills, undertake reflective practice to complete your portfolio and develop your transferable skills and undertake group-work for the group assignment.

### **Mode of Assessment**

| Type      | Method       | Description                    | Length    | Weighting | Final Assess' |
|-----------|--------------|--------------------------------|-----------|-----------|---------------|
| Summative | Presentation | Individual oral presentation - | 5 minutes | 30%       | No            |

|           |              | End of Semester<br>1                                                 |     |     |
|-----------|--------------|----------------------------------------------------------------------|-----|-----|
| Referral  | Presentation | Supplementary<br>Assessment:<br>Individual Oral<br>Presentation      | 30% | No  |
| Summative | Coursework   | Group<br>assignment - Mid<br>Semester 2                              | 35% | No  |
| Summative | Coursework   | Personal<br>Development<br>Portfolio - Late<br>Semester 2            | 35% | Yes |
| Referral  | Coursework   | Supplementary<br>Assessment:<br>Report on team<br>working            | 35% | No  |
| Referral  | Coursework   | Supplementary<br>Assessment:<br>Personal<br>Development<br>Portfolio | 35% | No  |

### Legacy Code (if applicable)

CS-0009L

### Reading List

To view Reading List, please go to [rebus:list](#).