MODULE SPECIFICATION TEMPLATE

**SECTION 1: MODULE SPECIFICATIONS**

1. Title of the module:

BI798 Professional Year

1. School or partner institution which will be responsible for management of the module

School of Biosciences

1. Start date of the module

July 2014

1. The number of students expected to take the module

5-20

1. Modules to be withdrawn on the introduction of this proposed module and consultation with other relevant Schools and Faculties regarding the withdrawal

None

1. The level of the module (e.g. Certificate [C], Intermediate [I], Honours [H] or Postgraduate [M])

Honours [H]

1. The number of credits and the ECTS value which the module represents

120 credits (60 ECTS credits)

1. Which term(s) the module is to be taught in (or other teaching pattern)

One academic year, 9-12 month placement generally external to UoK between Stage 2 and the final year

1. Prerequisite and co-requisite modules

Registration for any Biosciences BSc degree programme

Approval by the School (based on grades achieved at Stage 1 and general performance)

1. The programmes of study to which the module contributes

Biochemistry with a Professional Year

Biomedical Science with a Professional Year

Biology with a Professional Year

1. The intended subject specific learning outcomes
   1. Demonstrate an awareness of the application of, and ability to apply, knowledge and skills gained during a biosciences degree in the workplace.
2. The intended generic learning outcomes

12.1 Perform independent work under supervision, which enhances generic graduate level employability skills

12.2 Develop ability to record, analyse, interpret and communicate information in various formats in accordance with the norms of the business.

12.3 Make informed and effective use of available resources (e.g. information technology, library) in acquiring, analysing, managing and presenting data, information and knowledge necessary for the planning and execution of work/study activities.

12.4 Understand the notion of professional ethics and responsibilities.

12.5 Understand the role of the individual within an organisation.

12.6 Appreciate and evaluate both individual and teamwork contributions to work place activities and projects through work experience.

12.7 Work effectively independently and within a team, developing planning, organisational, time management, communication, negotiation and interpersonal skills.

12.8 Exploit feedback from peers, supervisors and colleagues to enhance any or all aspects of performance.

12.9 Demonstrate an awareness of career opportunities for bioscience graduates, and an appreciation of the wider application of degree studies, and hence be in a position to make better informed judgments about career plans and the role of further post-graduate training.

1. A synopsis of the curriculum

A placement will normally be a 9-12 month internship with a commercial, public sector or charity organisation which provides opportunities for the student to develop graduate level employability skills. Choice of placement by the student will be guided and facilitated at UoK with the learning outcomes listed above in mind. It is requested by UoK that the student be closely guided in work (usually with a named supervisor). The specific type of work undertaken may vary significantly from placement to placement. The work may have a scientific or non-scientific focus. Indicative examples are marketing and sales, manufacturing, business and management.

1. Indicative Reading List

Papers, reports, technical etc literature relevant to the work placement and associated project(s).

1. Learning and Teaching Methods, including the nature and number of contact hours and the total study hours which will be expected of students, and how these relate to achievement of the intended module learning outcomes

This is a work-based learning programme. Training on-the-job is provided by the hosting organisation with monitoring by the School of Biosciences. Whilst on placement (for the most part at a single location for the full duration of the placement) students remain registered at UoK. They are expected to remain in contact with both their Tutor/Academic Advisor and the academic Coordinator of the Professional Year for the School of Biosciences who monitors progress, oversees the assessment of this module and liaises with the hosting organisation. Tutors visit their student and his/her supervisor on-site at least once close to the start of work and upon any other reasonable request. A report from the meeting outlining the work being undertaken, the skills being developed and performance to date is prepared for the attention of the Programme Coordinator. All students return to UoK once during the course of the placement; this Return Day provides an opportunity to meet other students and academic staff to discuss progress and to present the work and skills being developed in an informal setting. Day-to-day activities and training are delegated to employers, specifically to the student's supervisor, with monitoring by the Biosciences Coordinator. Towards the end of the placement, students prepare a final written report or portfolio on their work for submission to the University. A “de-brief” meeting for all placement students takes place shortly after they return to the University for their final year to discuss and share their experiences with one another and the Programme Coordinator. Placement students present their work orally at an annual dedicated Placement Year Symposium open to all Biosciences students and staff and to external placement supervisors. This is followed by a reception and networking event where students searching for placements can meet returning students and visiting supervisors.

All learning outcomes are addressed during the course of the placement year.

1. Assessment methods and how these relate to testing achievement of the intended module learning outcomes

**Formative assessment** of placements involves:

1. Site visit by School of Biosciences’ tutor/academic advisor (see 15 above) involving discussions with student and supervisor about progress, project etc. (Addresses learning outcomes 11.1, 12.2).
2. Interim assessment of performance and demonstrated abilities, roughly mid-way through the placement period, conducted by the placement supervisor with guidance on standards expected from academic staff in the School of Biosciences (student’s tutor/academic advisor and programme coordinator). Placement supervisor and academic staff are expected to discuss the assessment with the student in a constructive manner, providing opportunity to identify and address any areas for development during the remainder of the placement. (Addresses learning outcomes 11.1, 12.1-12.9).
3. Return Day (to School of Biosciences) for all placement students, during the second half of the placement period, involving: an oral presentation in open forum by the student, with feedback provided by academic/research staff, and opportunity to discuss plans for, and progress with, report preparation with tutor/academic advisor and programme co-ordinator (Addresses learning outcomes 11.1, 12.2-12.4, 12.9).

**Summative assessment** of placements is based on:

1. Written report on the placement work (addresses learning outcomes 11.1, 12.2-12.4), including a reflective document evaluating the placement in terms of knowledge and skills gained and influence on career plans (addresses learning outcomes 11.1, 12.9). This is submitted on completion of the placement and evaluated by two members of academic staff in the School of Biosciences.
2. Oral presentation (and Abstract) given in open session as part of a symposium on return to UoK and evaluated by three academic staff in the audience (addresses learning outcomes 12.2-12.4)
3. Performance and demonstrated abilities on the job, evaluated by the placement supervisor with guidance from academic staff in the School of Biosciences (student’s tutor/academic advisor and programme coordinator) on standards expected. (addresses learning outcomes 11.1, 12.1-12.9).

Placements are assessed as pass-fail based on evaluation of (a) Written report (b) Oral presentation (c) Performance on the job. Students are required to attain a pass level in each component of assessment.

1. Implications for learning resources, including staff, library, IT and space

All Biosciences academic staff, in their capacity as tutors/academic advisers, programme co-ordinators or assessors.

Biosciences Admin staff involved in administration of the programme

Access to library resources for students on placement (usually accessed online)

1. The School recognises and has embedded the expectations of current disability equality legislation, and supports students with a declared disability or special educational need in its teaching. Within this module we will, where possible, make reasonable adjustments for students who have declared and discussed their learning support needs. Arrangements for students with declared disabilities will be made on an individual basis, in consultation with the University’s disability/dyslexia support service. As placements are external to the School, part of the responsibility rests with the placement provider. The School will monitor students on placement and, as appropriate and bearing in mind issues of confidentiality, discuss any reasonable adjustments with the placement provider.
2. Campus(es) where module will be delivered:

Canterbury campus; students generally placed off-campus.

**SECTION 2: MODULE IS PART OF A PROGRAMME OF STUDY IN A UNIVERSITY SCHOOL**

**Statement by the School Director of Learning and Teaching/School Director of Graduate Studies (as appropriate):** "I confirm I have been consulted on the above module proposal and have given advice on the correct procedures and required content of module proposals"

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| ................................................................  Director of Learning and Teaching/Director of Graduate Studies (delete as applicable)  …………………………………………………  Print Name | ..............................................  Date |

**Statement by the Head of School:** "I confirm that the School has approved the introduction of the module and, where the module is proposed by School staff, will be responsible for its resourcing"

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| .................................................................  Head of School  …………………………………………………….  Print Name | ..............................................  Date |

**SECTION 3: MODULE IS PART OF A PROGRAMME IN A PARTNER COLLEGE OR VALIDATED INSTITUTION**

(Where the module is proposed by a Partner College/Validated Institution)

**Statement by the Nominated Officer of the College/Validated Institution** *(delete as applicable)***:** "I confirm that the College/Validated Institution*(delete as applicable)* has approved the introduction of the module and will be responsible for its resourcing"

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| .................................................................  Nominated Responsible Officer of Partner College/Validated Institution  ………………………………………………….  Print Name  …………………………………………………..  Post | ..............................................  Date |

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Partner College/Validated Institution

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Last updated February 2013