

NAME:



**DEPARTMENT OF COMMUNICATION
& ELECTRONIC ENGINEERING**

**COMM112:
PERSONAL AND PROFESSIONAL
DEVELOPMENT
MPT**

Module Booklet (2002-2003)

Full and latest information at:
<http://www.tech.plym.ac.uk/dcee/staff/PaulFilmore/undrgrad.htm>
& COMM112 Module: Student Portal
<http://exchange.plymouth.ac.uk/portal/>

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COMM112: PERSONAL AND PROFESSIONAL DEVELOPMENT

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AIMS:

To develop competence and effectiveness in the HE student centred environment, by the development of reflective and appropriate inter personal and transferable skills.
To introduce the concept of building towards a career, within the context of (engineering) professional development schemes, life long learning and the future work environment.

LEARNING OUTCOMES:

The expected outcomes is that the student will be able to:-

- * work in a student centred learning environment
 - * plan work and meet deadlines
 - * be aware of their learning strengths and weaknesses and be able to adopt strategies to make the most of learning opportunities and start building towards a career
 - * improve their problem solving and presentation skills
 - * gain self and group working confidence and effectiveness
 - * understand and make most effective use of the teaching and learning culture of the University and the facilities it offers
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PROCESS

1. Understanding studying and learning (studying is a skill).
2. What sort of learner am I?
3. What skills do I possess/ what skills do I need to succeed at University?
4. What are my strengths and weaknesses?
5. Action planning, learning, review, confidence building.
6. Improving my learning ability and motivation (enjoying studies etc.)
7. Developing and communicating uniqueness.
8. Preparing for employment.

(Reviewing the first semester and action planning to make the second semester more effective:
Reading week - not assessed in this module, but to be handed to Programme manager).

ASSESSMENT: COURSEWORK 100 % (All work to be handed in via the DCEE Coursework system))

I. Personal Development Portfolio

Due 15/1/03 Total: 65%

- | | | | |
|----|--|--|-------------------|
| 1. | Mini learning project | 20% due 25/10/02 (& 15/1/03)] | 20% |
| 2. | Reflective diary |] | |
| 3. | CV /Personal Development Profile & Action Plan |] | Rest of Portfolio |
| 4. | Module Review |] | 45%: 15/1/03 |
| 5. | Individual Group Project Report |] | |

II. Project (based on visit to local company)

Group project talk

Group Total: 25%
(Group Presentations 9 am 14/1/03)

III. Attendance

10%

BRIEF SCHEDULE PLAN:

NB The lab/seminar associated with each lecture, occurs in the week following the lecture, (due to the lab/seminar slot preceding the time tabled lecture slot).

Week: Date	Brief plan/ activities: 'lecture'	Lab/seminar (meet in Scott)
10: 30/9	Introduction	
11: 7/10	CPD approach. What is learning? Stress management	Library/ study skills collection visit
12: 14/10	Study skills. Time management. The Mini Learning Project (due 25/10/02)	Team exercise
13: 21/10	Basic communications & assertiveness	DCEE Computer based learning environment: EWB, CAL etc. (209 Sm?)
14: 28/10	Project management approach & action planning	Communications. exercise & meetings
15: 4/11	CV's, PDP's & portfolio	MS Project (209 Sm?) & planning
16: 11/11	Presentations/ speaking skills	Skill review & PDP's
17: 18/11	Leadership/ teams/ people management. Group Project	Presentation practice
18: 25/11	Writing, report writing and research.	Team exercise
19: 2/12	Creative thinking & problem solving/ decision making	Information searching and handling
20: 9/12	Morals and ethics	Exercises
21: (16/12)	(Presentation preparation: no lecture)	
25: 13/1	Revision & exams. Review & action plans	Group Presentations: 14/1/03 (Portfolio preparation due 15/1/03)

LEARNING RESOURCES:

(i) Essential: Creative Problem Solving: thinking Skills for a Changing World, Lunsdane E., & Lunsdane M., McGraw Hill 1995
Communication for Engineering Students, J W Davies, Longman 1996
How to pass Exams without anxiety, David Acres, Northcote House, 1988,

(ii) Recommended: Use Your Head, Tony Buzan, BBC Publications, 2000.

(iii) Other Sources:

Skills workshop and CAL on DCEE computer network
EDS handouts on skills: see URL (also in Learning Skills section of Library)
Access to learning skills area (library)